

# Chair Handbook



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**ARGOS PREPARATORY ACADEMY**



# ARGOSMUN 2026

## INTEGRATED CHAIR & DELEGATE HANDBOOK

Official conference guide

A unified edition combining the comprehensive ArgosMUN 2026 Handbook with the conference-specific Chairs Handbook. General MUN guidance has been consolidated with ArgosMUN-specific procedures, responsibilities, dress code, resolution workflow, and conflict-management protocol.

Designed for delegates, Chairs, Faculty, and Secretariat members.



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| Committee Chairs                | See Committee Assignments | _____                            |

## COMMITTEE INFORMATION

| Committee          | _____ |
|--------------------|-------|
| Topic A            | _____ |
| Topic B            | _____ |
| President          | _____ |
| Moderator          | _____ |
| Conference Officer | _____ |

### Editorial note

This integrated handbook combines the comprehensive Delegate & Chair Handbook with the conference-specific Chairs Handbook. Where the two documents overlap, the broader guidance is retained and the more specific ArgosMUN rule is used for conference operations.



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## CHAPTER 1 — ARGOSMUN, MUN & EDUCATIONAL PHILOSOPHY

### Section 1.1 — Mission Statement

ArgosMUN seeks to promote academic excellence, global awareness, diplomacy, leadership, and critical thinking through the simulation of international organizations and decision-making processes. The conference aims to provide students with opportunities to:

- Develop research and analytical skills.
- Strengthen public speaking abilities.
- Practice negotiation and conflict resolution.
- Understand international relations and global affairs.
- Promote intercultural understanding and respect.
- Foster responsible and ethical leadership.

### Section 1.2 — Vision Statement

To establish ArgosMUN as a leading educational conference that inspires students to become informed, engaged, and responsible global citizens capable of addressing complex international challenges through dialogue, collaboration, and diplomacy.

### Section 1.3 — Educational Philosophy

ArgosMUN is founded on the belief that meaningful learning occurs when students actively engage with real-world problems. Rather than memorizing information, participants are expected to:

- Analyze complex issues.
- Evaluate different perspectives.
- Construct evidence-based arguments.
- Collaborate with others.
- Develop practical solutions.

Model United Nations provides an environment where students learn through experience. Delegates are challenged to defend positions that may differ from their personal beliefs while respecting the viewpoints of others and working toward consensus. The ultimate objective of ArgosMUN is not simply to pass resolutions but to cultivate the knowledge, skills, and values necessary for responsible participation in an increasingly interconnected world.

### Section 1.4 — Core Values

**Diplomacy** Participants are expected to communicate respectfully, negotiate constructively, and seek collaborative solutions to international challenges. **Integrity** All delegates, chairs, and advisors must demonstrate honesty, responsibility, and academic integrity throughout the conference. **Respect** Every participant deserves to be treated with dignity and professionalism regardless of nationality, opinion, experience level, or background. **Excellence** ArgosMUN encourages participants to pursue the highest standards of preparation, research, and performance. **Leadership** Students are encouraged to take initiative, inspire collaboration, and contribute positively to their committees and school communities. **Global Citizenship**

Participants should recognize their role as members of a global community and develop awareness of international issues and diverse perspectives.

Model United Nations (MUN) is an academic simulation in which students represent countries, international organizations, or other stakeholders in discussions about global issues. Participants assume the role of diplomats and work within a structured framework of debate and negotiation to develop solutions to international problems. Unlike traditional debates, delegates do not argue personal opinions. Instead, they represent the official policies and interests of their assigned countries. Success in MUN requires:

- Research
- Critical thinking
- Public speaking
- Negotiation
- Teamwork
- Diplomacy

The primary goal is to achieve consensus through constructive dialogue and cooperation.

## Chapter 2 - Understanding the United Nations and International

Organizations

### Section 2.1 — The Purpose of the United Nations

The United Nations (UN) is an international organization founded in 1945 following the end of the Second World War. Its primary purpose is to maintain international peace and security, promote friendly relations among nations, encourage international cooperation, and protect human rights. Today, the United Nations includes nearly every sovereign state in the world and serves as the primary forum for international diplomacy and cooperation. The work of the UN is guided by the principles established in the UN Charter, which include:

- Sovereign equality of states
- Peaceful settlement of disputes
- Respect for international law
- Protection of human rights
- International cooperation

Delegates participating in ArgosMUN should understand that most committee discussions are based on the principles and mechanisms established by the United Nations.

### Section 2.2 — Why Study the United Nations?

Model United Nations allows students to experience international diplomacy in practice. Through committee simulations, delegates learn how governments:

- Address international crises
- Negotiate agreements
- Develop public policy
- Build coalitions
- Resolve conflicts peacefully

Understanding the structure and functions of the UN enables delegates to create realistic and effective solutions during debate.

## Section 2.3 — The Principal Organs of the United Nations

The United Nations is composed of six principal organs.

### 1. General Assembly (GA)

The General Assembly is the main deliberative body of the United Nations. All member states are represented in the General Assembly and each country has one vote regardless of its size or population. Responsibilities include:

- Discussing international issues
- Approving the UN budget
- Electing members to other UN bodies
- Making recommendations on international matters

Although General Assembly resolutions are generally non-binding, they carry significant political and diplomatic influence. Common MUN Committees Related to the General Assembly

- DISEC (Disarmament and International Security Committee)
- SOCHUM (Social, Humanitarian and Cultural Committee)
- SPECPOL (Special Political and Decolonization Committee)
- Legal Committee

### 2. Security Council (UNSC)

The Security Council is responsible for maintaining international peace and security. Unlike the General Assembly, the Security Council can issue binding decisions. The Council consists of: Five Permanent Members (P5)

- China
- France
- Russia
- United Kingdom
- United States

Ten Non-Permanent Members

Elected for two-year terms. Powers of the Security Council

- Authorize peacekeeping missions
- Impose sanctions
- Approve military action
- Address threats to international peace

Important Note for Delegates Delegates representing permanent members must understand the use of veto power, which can block substantive resolutions.

### 3. Economic and Social Council (ECOSOC)

ECOSOC coordinates international efforts related to economic and social development. Areas addressed include:

- Poverty reduction
- Sustainable development
- Education
- Public health
- Human rights
- Economic cooperation

Many specialized agencies report to or coordinate with ECOSOC.

#### 4. International Court of Justice (ICJ)

The International Court of Justice serves as the principal judicial organ of the United Nations. Located in The Hague, Netherlands, the Court:

- Resolves disputes between states
- Provides advisory opinions
- Interprets international law

Delegates should note that the ICJ only hears cases involving states, not individuals.

#### 5. United Nations Secretariat

The Secretariat manages the daily operations of the United Nations. It is headed by the Secretary-General. Responsibilities include:

- Organizing meetings
- Preparing reports
- Facilitating diplomacy
- Supporting UN operations worldwide

The Secretary-General often acts as a mediator in international disputes.

#### 6. Trusteeship Council

The Trusteeship Council was established to supervise trust territories transitioning toward self-government. Having completed its mission, the Council is currently inactive but remains part of the UN Charter.

## Section 2.4 — Specialized Agencies

The United Nations system includes numerous specialized agencies that focus on specific issues. Delegates should become familiar with these organizations when researching committee topics. UNESCO United Nations Educational, Scientific and Cultural Organization Focus Areas:

- Education
- Science
- Culture
- Heritage preservation

WHO World Health Organization Focus Areas:

- Global health
- Disease prevention
- Pandemic response
- Public health policy

UNICEF United Nations Children's Fund Focus Areas:

- Child welfare
- Education
- Nutrition
- Protection of children

UNHCR United Nations High Commissioner for Refugees Focus Areas:

- Refugee protection
- Humanitarian assistance
- Displacement crises

FAO Food and Agriculture Organization

Focus Areas:

- Food security
- Sustainable agriculture
- Hunger reduction

## Section 2.5 — International Organizations Beyond the UN

Many committees in Model United Nations simulate organizations that are not part of the United Nations system. Examples include: NATO North Atlantic Treaty Organization Focuses on:

- Collective defense
- International security
- Military cooperation

European Union Focuses on:

- Regional integration
- Trade
- Economic cooperation
- Migration policy

African Union Focuses on:

- Regional development
- Peacekeeping
- Economic integration

World Trade Organization Focuses on:

- International trade
- Trade disputes
- Economic policy

## Section 2.6 — Understanding Committee Mandates

One of the most common mistakes made by delegates is proposing actions that exceed the authority of their committee. Before proposing a solution, delegates should ask: Does the committee have the authority to do this? For example: UNESCO can promote educational initiatives. UNESCO cannot deploy military forces.

WHO can recommend public health measures. WHO cannot impose sanctions on countries.

Research Tip for Delegates Before attending the conference, every delegate should be able to answer:

1. What is the purpose of my committee?
2. What powers does my committee possess?
3. What limitations does my committee have?
4. What previous actions has my committee taken on this issue?
5. What realistic solutions can my committee implement?

Understanding these questions will greatly improve the quality of debate and the realism of proposed resolutions.

## CHAPTER 3 — DELEGATE RESEARCH & CONFERENCE PREPARATION

### Faculty Support and Role Boundaries

Faculty support is important before the conference. Faculty may help students investigate and analyze topics, develop research strategies, understand the difference between personal opinions and the official position of the represented country, and respect the country's foreign policy.

During sessions, Faculty serve as observers and should not intervene in delegate decisions or committee activities. They may remain in sessions except during an Unmoderated Caucus / Simple Caucus, when the Chair may ask them to leave until the caucus ends. Chairs should maintain communication with Faculty, especially for visiting schools and independent delegates.

Faculty should not interfere with the research students must accomplish or influence the decisions and positions students adopt during the simulation.

### Physical preparation

The Chairs Handbook specifies that delegates should have research information physically available during sessions and bring two copies of the Position Paper after Chair review. This requirement should be followed whenever the Secretariat confirms the no-electronics rule for the committee.

### Section 3.1 — Why Preparation Matters

The quality of a delegate's conference experience is determined largely by preparation before the first committee session. Strong preparation allows delegates to speak confidently, negotiate effectively, write realistic resolutions, and respond persuasively to questions during debate. Delegates should prepare in three interconnected areas:

1. Country Research — understanding the government, foreign policy, alliances, and national interests of the assigned state.
2. Committee Research — understanding what the committee can and cannot do.
3. Topic Research — understanding the history, current situation, stakeholders, and proposed solutions related to the agenda items.

By conference day, every delegate should be able to explain:

1. What their country wants.
2. What their committee is authorized to do.
3. What realistic actions their delegation will support.

### Section 3.2 — Country Research

The goal of country research is not to memorize facts. The goal is to understand how the country is likely to behave in negotiations.

### Core Research Questions

| Question                                                               | Why It Matters                                                      |
|------------------------------------------------------------------------|---------------------------------------------------------------------|
| What type of government does the country have?                         | Helps explain decision-making and policy priorities.                |
| What are the country's major security concerns?                        | Shapes positions on conflict, sanctions, peacekeeping, and defense. |
| What are the country's major economic interests?                       | Influences trade, development, climate, and energy policy.          |
| Which alliances or regional groups does it belong to?                  | Identifies likely negotiating partners.                             |
| What has the country previously said or voted on regarding this topic? | Identifies likely realistic or contradictory positions.             |

### Priority Sources

1. Official government foreign ministry websites.
2. Permanent Mission to the United Nations websites.
3. UN voting records and speeches.
4. Major international organizations (UN, World Bank, IMF, WHO, etc.).
5. Reputable news organizations and policy institutes.

Common Mistake: Delegates often adopt their personal views instead of their country's policy. If your country has historically opposed a proposal, you must justify any change with evidence and diplomatic reasoning.

## Section 3.3 — Committee Research

Delegates must understand the committee's mandate before proposing solutions.

### Research Checklist

- What is the committee's official purpose?
- Is it advisory, legislative, judicial, or executive?
- Can it impose binding decisions?
- Has it previously addressed this topic?
- What kinds of actions are realistic within its authority?

### Realistic vs. unrealistic proposals

| Committee | Realistic Action                  | Unrealistic Action             |
|-----------|-----------------------------------|--------------------------------|
| WHO       | Recommend public health programs  | Deploy military forces         |
| UNESCO    | Fund educational initiatives      | Impose economic sanctions      |
| UNSC      | Authorize peacekeeping operations | Rewrite national constitutions |

When in doubt, ask: Could this committee actually do this in the real world?

## Section 3.4 — Topic Research

Topic research should move from background → current situation → policy options. Minimum Research Framework

1. Background
  - o How did the issue emerge?
  - o Which countries or groups are most affected?
  - o What treaties, resolutions, or agreements already exist?

## 2. Current Situation

o What is happening now? o What recent developments changed the debate? o Which actors support or oppose action?

## 3. Policy Options

o What solutions have been proposed? o What are the costs, risks, and benefits? o Which options align with your country's interests? Research Depth Guideline

- At least 5-8 high-quality sources per topic.
- At least 2 official or primary sources (government, UN, treaty text, official report, etc.).
- At least 1 source from the last 12-18 months for rapidly changing issues.

## Section 3.5 — Building a Country Policy Brief — Building a Country

Policy Brief Before writing a position paper, create a one-page internal brief. Recommended Template  
Country \_\_\_\_\_ Committee \_\_\_\_\_ Topic \_\_\_\_\_ Key  
National Interests

1. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_

Existing UN Position \_\_\_\_\_ Red Lines (what we will not support) 1. \_\_\_\_\_

1. \_\_\_\_\_

Preferred Solutions

1. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_

Likely Allies \_\_\_\_\_ Likely Opponents \_\_\_\_\_ Statistics / Evidence

1. \_\_\_\_\_
1. \_\_\_\_\_
2. \_\_\_\_\_

This document becomes the delegate's quick-reference sheet during debate.

## Section 3.6 — Preparing for Opening Speeches

A strong opening speech should answer four questions in about 60-90 seconds. Recommended Structure

1. State the problem (1 sentence).
2. State your country's concern (1-2 sentences).
3. Present 2-3 policy priorities (2-4 sentences).
4. Invite collaboration (1 sentence).

Mini Example "The delegation of Country X recognizes that food insecurity has become a major threat to regional stability. Our government supports strengthening emergency food assistance, investing in climate-resilient agriculture, and improving cross- border coordination of supply chains. We invite all delegations interested in practical, sustainable solutions to collaborate during this committee." Avoid

- Memorizing a 3-minute essay.
- Listing dozens of statistics.
- Attacking other delegations by name.
- Promising actions outside committee authority.

### Section 3.7 — Research Ethics and AI Use

Delegates may use modern research tools, including AI systems, but they remain responsible for the accuracy of all claims and citations. Acceptable Use

- Brainstorming research questions.
- Summarizing sources after reading them.
- Checking grammar and clarity.
- Generating study outlines.

Unacceptable Use

- Submitting AI-generated text as original research without review.
- Inventing citations, statistics, or quotes.
- Fabricating a country position that cannot be supported by evidence.
- Using AI outputs without verifying them against reliable sources.

Rule of thumb: If you cannot verify a claim in a credible source, do not use it in committee.

### Section 3.8 — Recommended Preparation Timeline

Time Before Conference Recommended Task 6–8 weeks Begin country and topic research. 4–6 weeks Collect sources and draft the policy brief. 3–4 weeks Write the position paper. 2–3 weeks Practice opening speeches and caucus speaking.

1–2 weeks Review procedure, amendments, and resolution writing. Conference week Prepare printed materials and final speaking notes.

### Section 3.9 — Conference-Day Preparation Checklist

Bring

- Printed or handwritten research notes.
- Two printed copies of the position paper (if required by conference policy).

policy).

- Speech notes.
- Placard and identification materials.
- Notebook and pens.
- Professional attire that complies with the conference dress code.

Do not rely on

- Internet access during formal sessions.
- Last-minute research during debate.
- Memorized speeches without understanding the policy.

## Chapter 4 — Position Papers

### Section 4.1 — Introduction

A Position Paper is one of the most important components of Model United Nations preparation. It serves as the foundation for a delegate's participation by demonstrating research, understanding of the assigned topic, and knowledge of the country's official position. A well-written Position Paper allows delegates to:

- Organize their research.
- Understand their country's priorities.
- Develop realistic policy proposals.
- Prepare for committee debate.
- Demonstrate academic preparation.

For Chairs, Position Papers provide valuable insight into each delegate's level of preparation before the conference begins.

### Section 4.2 — Purpose of the Position Paper

The Position Paper is not an essay expressing personal opinions. Instead, it is a diplomatic document that explains:

1. The nature of the problem.
2. The official position of the assigned country.
3. Previous actions taken by the country.
4. Solutions the country would support.

Delegates must represent their assigned country's policies and interests regardless of their personal beliefs.

### Section 4.3 — Learning Objectives

By completing a Position Paper, delegates should be able to:

- Analyze complex international issues.
- Conduct effective research.
- Evaluate multiple perspectives.
- Support arguments with evidence.
- Write in a professional and diplomatic style.
- Develop realistic policy recommendations.

### Section 4.4 — General Requirements

Each delegate must submit: Cover Information

- Delegate Name
- School
- Committee
- Country Assignment
- Topic

Position Paper Content One Position Paper per topic. References A complete reference list in APA format.

Recommended Length Committee Level Recommended Length Middle School 1 page per topic High School 1-2 pages per topic Advanced Committees 2 pages per topic The Position Paper should be concise and

focused. Quality is more important than length.

## Section 4.5 — Formatting Guidelines

### Font

- Times New Roman
- Arial
- Calibri

### Font Size

- 11 or 12 pt

### Margins

- 1 inch (2.54 cm)

### Spacing

- Single or 1.15 spacing

### Alignment

- Justified

### Citations

- APA 7th Edition

## Section 4.6 — Recommended Structure

I. Background of the Issue This section explains the problem being discussed. Delegates should answer:

- What is the issue?
- Why is it important?
- Who is affected?
- What previous international actions have been taken?

Example Climate change continues to pose significant challenges to global development, public health, food security, and economic stability. Rising global temperatures and increasingly frequent extreme weather events have prompted international organizations and national governments to seek coordinated solutions through multilateral agreements.

II. Country Position This section explains the official position of the assigned country. Delegates should answer:

- How does the issue affect the country?
- What policies has the government adopted?
- What international agreements does the country support?

Example The Republic of Costa Rica has consistently supported international environmental cooperation and has implemented national policies promoting renewable energy and sustainable development. Costa Rica remains committed to achieving carbon neutrality and encourages international investment in green technologies.

III. Previous Actions This section describes what the country has already done regarding the issue. Possible examples:

- National legislation
- Government programs
- International agreements

- UN voting records
- Bilateral cooperation efforts

Example Costa Rica has invested heavily in renewable energy infrastructure and has participated actively in international climate negotiations, including the Paris Agreement and related environmental initiatives.

IV. Proposed Solutions This section is often the most important. Delegates should present realistic recommendations that:

- Align with country policy.
- Respect committee authority.
- Address the causes of the issue.
- Promote international cooperation.

Example The delegation of Costa Rica proposes:

1. Expanding international funding mechanisms for renewable energy projects.
2. Strengthening technology-sharing partnerships between developed and developing countries.
3. Increasing support for climate adaptation initiatives in vulnerable regions.

## Section 4.7 — Writing Style

Position Papers should maintain a formal diplomatic tone. Recommended Language "The delegation of..." "Our government supports..." "The country believes..." "The delegation encourages..." Avoid "I think..." "In my opinion..." "I believe..." "As a student..." Remember: You are representing a country, not yourself.

## Section 4.8 — Common Mistakes

1. Writing Personal Opinions

Incorrect: "I think all countries should ban fossil fuels." Correct: "The delegation supports policies that promote a gradual transition toward renewable energy sources."

2. Ignoring Country Policy

A Position Paper must reflect actual national policy. Research thoroughly before making recommendations.

3. Proposing Unrealistic Solutions

Avoid:

- Solving every problem immediately.
- Creating unlimited funding mechanisms.
- Proposing actions outside committee authority.

4. Lack of Evidence

Strong Position Papers include:

- Statistics
- International agreements
- Government policies
- UN reports

5. Poor Citations

Every factual claim should be supported by reliable sources.

## Section 4.9 — Research Sources

Preferred sources include: Primary Sources

- Government websites
- Ministries of Foreign Affairs
- UN reports
- UN voting records
- Official speeches

Secondary Sources

- Academic journals
- Think tanks
- International organizations
- Reputable news outlets

## Section 4.10 — Position Paper Evaluation Rubric

Position papers are evaluated across four equally weighted areas.

| Category               | Excellent (5)                                                          | Good (4)                         | Developing (3)       | Needs Improvement (1-2)       |
|------------------------|------------------------------------------------------------------------|----------------------------------|----------------------|-------------------------------|
| Research Quality       | Extensive research; reliable sources; strong research information gaps | Strong research information gaps | Limited research     | Insufficient evidence         |
| Country Representation | Consistently reflects national policy                                  | Mostly consistent                | Some inconsistencies | Personal opinions dominate    |
| Analysis and Solutions | Realistic and well-developed proposals                                 | Relevant recommendations         | Limited analysis     | Weak or unrealistic solutions |
| Writing Quality        | Clear, organized, professional                                         | Minor writing issues             | Several errors       | Difficult to understand       |

## Section 4.11 — Sample Position Paper

Committee: United Nations Environment Programme (UNEP) Country: Costa Rica Topic:

Promoting Renewable Energy in Developing Countries Climate change represents one of the most significant challenges facing the international community. Developing countries often face barriers related to financing, infrastructure, and technology that limit their ability to transition toward sustainable energy systems. The Republic of Costa Rica has long supported environmental sustainability and has become a global leader in renewable energy production. Through national investments and international cooperation, Costa Rica has demonstrated that sustainable development and economic growth can coexist. Costa Rica has participated actively in international climate agreements, including the Paris Agreement, and continues to advocate for ambitious environmental policies at the international level. The delegation proposes increasing international funding for renewable energy projects, promoting technology-sharing partnerships, and strengthening capacity- building programs to assist developing countries in implementing sustainable energy strategies.

## Section 4.12 — Chair Responsibilities Regarding Position Papers

Chairs should: Before the Conference

- Review all Position Papers.
- Provide constructive feedback.
- Identify highly prepared delegates.

During the Conference

- Use Position Papers as one factor in award consideration.
- Encourage delegates to maintain consistency with their stated policies. After the Conference
- Consider Position Paper quality when evaluating awards.

### Section 4.13 — Position Paper Submission Checklist

Before submitting, verify that:

- ✓ Country name is included
- ✓ Committee is included
- ✓ Topic is clearly identified
- ✓ Country position is explained
- ✓ Proposed solutions are realistic
- ✓ APA references are included
- ✓ Grammar and spelling have been reviewed
- ✓ The document follows formatting requirements

## Chapter 5 - Public Speaking, Opening Speeches, and Debate Skills

### Section 5.1 — Introduction

One of the most valuable skills developed through Model United Nations is effective communication. Delegates are expected to present ideas clearly, defend their country's policies, negotiate with others, and contribute constructively to committee discussions. Successful delegates are not necessarily the loudest speakers in the room. Rather, they are the delegates who communicate clearly, support their arguments with evidence, listen actively, and engage diplomatically with others. This chapter provides practical guidance on public speaking, opening speeches, formal debate, caucus participation, questioning techniques, and negotiation strategies.

### Section 5.2 — Why Public Speaking Matters

Public speaking allows delegates to:

- Present their country's position.
- Persuade other delegations.
- Build support for resolutions.
- Demonstrate leadership.
- Contribute to productive debate.

Strong public speaking is a skill that develops through preparation and practice. Remember: The goal is not to impress others. The goal is to communicate effectively.

### Section 5.3 — Understanding Different Types of Speeches

During committee sessions, delegates will generally participate in four types of speeches: Opening Speeches Introduce the country's position. Formal Debate Speeches Present arguments during the Speakers List. Caucus Contributions Provide shorter interventions during moderated caucuses. Resolution Presentations Explain and defend draft resolutions. Each serves a different purpose and requires a different approach.

## Section 5.4 — Opening Speeches

**Purpose** The opening speech is the committee's first opportunity to hear your country's position. A strong opening speech should:

- Introduce the issue.
- Explain your country's perspective.
- Present key priorities.
- Invite collaboration.

**Recommended Structure Step 1: Introduce the Issue** Begin by identifying the problem. Example: "The delegation of Kenya recognizes that food insecurity continues to threaten millions of people throughout vulnerable regions."

**Step 2: State Your Country's Position** Explain why the issue matters to your country. Example: "As a country that has experienced the effects of drought and agricultural instability, Kenya recognizes the urgent need for sustainable solutions."

**Step 3: Present Priorities** Identify two or three specific goals. Example: "Our delegation supports expanding climate-resilient agriculture, improving access to food assistance programs, and strengthening regional cooperation."

**Step 4: Invite Cooperation** End diplomatically. Example: "Kenya looks forward to collaborating with fellow delegations to develop practical and sustainable solutions."

**Sample Opening Speech** Honorable Chair, distinguished delegates, The delegation of Costa Rica recognizes that climate change remains one of the most significant challenges facing the international community. Environmental degradation continues to threaten economic development, food security, and public health around the world. Costa Rica has consistently supported sustainable development and international cooperation. Through national investments in renewable energy and environmental

protection, our country has demonstrated its commitment to addressing climate challenges. Our delegation encourages increased international cooperation, expanded access to green technologies, and greater support for developing countries seeking to implement sustainable energy solutions. Costa Rica looks forward to working constructively with all delegations throughout this committee session. Thank you.

## Section 5.5 — Characteristics of Strong Speakers

**Effective speakers:**

- ✓ Speak clearly
- ✓ Organize ideas logically
- ✓ Maintain confidence
- ✓ Use evidence
- ✓ Remain diplomatic
- ✓ Respect opposing viewpoints

## Section 5.6 — Common Public Speaking Mistakes

**Reading Directly from Notes** Delegates should speak naturally rather than reading word-for-word.

**Speaking Too Quickly** Nervous speakers often rush. Pause occasionally and maintain a comfortable pace.

**Overusing Statistics** Statistics should support arguments, not replace them. Use only the most relevant data.

**Speaking Without a Purpose** Every speech should answer: "What am I trying to accomplish?"

## Section 5.7 — Formal Debate

Formal debate occurs through the Speakers List. Delegates typically have a fixed amount of speaking time. A successful formal debate speech includes: Position What is your country's view? Evidence What facts support your position?

Recommendation What action should be taken?

## Section 5.8 — Moderated Caucus Participation

Moderated caucuses are often where the most substantive debate occurs. Speeches are shorter and more focused. A useful formula is: Problem Identify a specific challenge. Evidence Provide supporting information. Solution Present a recommendation.

## Section 5.9 — Asking Effective Questions

Question periods provide opportunities to:

- Clarify proposals.
- Challenge assumptions.
- Gather information.
- Encourage discussion.

Strong Questions "What funding mechanisms would support the proposed initiative?" "How would this proposal be implemented in developing countries?" "What oversight mechanisms would ensure accountability?"

Weak Questions Questions that:

- Attack individuals.
- Embarrass delegates.
- Ignore the topic.
- Serve no substantive purpose.

## Section 5.10 — Active Listening

Great delegates spend as much time listening as speaking. Active listening helps delegates:

- Identify allies.
- Understand opposing views.
- Improve resolutions.
- Build coalitions.

## Section 5.11 — Negotiation Skills

Negotiation is at the heart of Model United Nations. Delegates should: Listen First Understand interests before proposing solutions. Seek Common Ground Focus on areas of agreement. Remain Flexible Compromise often leads to stronger resolutions. Build Relationships Professional relationships are often more effective than aggressive tactics.

## Section 5.12 — Diplomatic Language

Delegates should maintain professional language throughout committee.

Recommended Phrases "The delegation respectfully suggests..." "Our delegation would like to propose..." "We appreciate the concerns raised by..." "We would welcome further discussion regarding..."

Avoid "You are wrong." "That proposal makes no sense." "We completely reject your idea." Diplomacy requires disagreement without disrespect.

### Section 5.13 — Overcoming Nervousness

Many delegates experience anxiety before speaking. Helpful strategies include: Preparation Confidence grows from preparation. Practice Rehearse speeches aloud. Breathing Take a slow breath before speaking. Focus Concentrate on communicating ideas rather than avoiding mistakes.

### Section 5.14 — Chair Responsibilities During Debate

Chairs should:

- Encourage participation.
- Create a respectful environment.
- Support inexperienced delegates.
- Prevent interruptions.
- Maintain professionalism.

Strong chairs help delegates succeed.

### Section 5.15 — Public Speaking Evaluation Rubric

| Category        | Points    |
|-----------------|-----------|
| Clarity         | 5         |
| Organization    | 5         |
| Confidence      | 5         |
| Use of Evidence | 5         |
| Diplomacy       | 5         |
| Total           | 25 Points |

### Section 5.16 — Debate Preparation Checklist

Before committee begins, delegates should be able to:

- ✓ Deliver a 60–90 second opening speech
- ✓ Explain their country's position
- ✓ Identify key allies and opponents
- ✓ Present at least three policy proposals
- ✓ Support arguments with evidence
- ✓ Speak confidently without reading directly from notes

## CHAPTER 6 — RULES OF PROCEDURE

### ARGOSMUN-Specific Procedure and Protocol

The following rules are the conference-specific operational layer of the general Rules of Procedure. If a general explanation elsewhere in this handbook differs from an ArgosMUN-specific rule below, the conference-specific rule governs.

## Language and scope

English is the official language of committee debate and official documents unless the circumstances require otherwise and the Chair approves it. The Rules of Procedure are self-sufficient except for modifications issued by the Chair or Secretariat; no other rules are in order.

## Committee authorities

The Chair consists of the President, Moderator, and Conference Officer. The President opens and closes formal sessions, guides discussions, coordinates speaking rights, asks questions, and announces decisions. The Moderator directs discussion and recognizes speakers. The Conference Officer keeps the written record of sessions, records votes, and coordinates ushers. Duties may be temporarily transferred among the Chair team or to a Secretariat member when delegates are informed.

## Forum, notes, and warnings

The Forum is open only when the Chair indicates that delegates may establish a point or motion. Motions that require a second are out of order without one. During formal debate, parliamentary notes are used for direct communication and are checked before delivery. Ushers deliver notes and official documents and must be treated respectfully.

A delegate receives a warning for disrespecting courtesy rules or the protocol. Two warnings in the same session require the delegate to leave the committee until the next session; four warnings during the model cancel the delegate's participation in the model.

## Electronics, attendance, and quorum

During sessions, delegates may not use electronic devices unless the Chair indicates that they may be used for a permitted conference purpose. Research should therefore be printed or handwritten for sessions. The Chair Handbook states that the Forum may proceed when at least one-quarter of the committee is present. A simple majority of voting members is required to vote on a Resolution or Amendment. A delegate absent at Roll Call or missing a session receives a warning unless circumstances justify otherwise.

## Voting

Each nation has one vote. Votes may be For, Against, or Abstention where permitted. Once the Moderator announces the start of voting, delegates may not interrupt except for a Point of Personal Privilege or a Point of Order related to voting. Every delegate present in the Forum must vote.

## Right of Reply

A delegate whose personal or national integrity has been insulted may request a Right of Reply through an Usher. If recognized, the delegate has 30 seconds to explain why the delegation is offended. The delegate who committed the offense is expected to apologize; refusal may result in a warning. A Right of Reply is not permission to answer an insult with another insult, and a Right of Reply to another Right of Reply is out of order.

## Questioning a Moderator decision

A Moderator's decision, except for decisions made unquestionable by the rules, may be questioned immediately by a delegate in front of the Forum without interrupting a speaker. If the President considers the request in order, the committee votes on whether the decision should be changed.

## Motion to sit by blocks

A delegate may propose a motion to reorganize the committee into strategic blocks. The proposer must specify the variable used to form the blocks, and the motion requires a second and a simple-majority vote according to the Chairs Handbook.

## Section 6.1 - Roll Call

At the beginning of every committee session, the Chair will conduct a Roll Call by announcing the name of each Member State or delegation. Delegates shall respond with one of the following: Present The delegation is present and may vote either for, against, or abstain on substantive matters. Present and Voting The delegation is present and commits to voting either for or against all substantive votes. Delegations choosing "Present and Voting" may not abstain during substantive voting. Example

Chair: "France." Delegate: "Present and Voting." Chair: "Brazil." Delegate: "Present." The committee reaches quorum once the minimum number of delegates required to conduct business is present.

## Section 6.2 - Quorum

Quorum is the minimum number of delegations that must be present for committee business to begin. Unless otherwise stated by the Secretariat:

- A simple majority of registered delegations constitutes quorum.
- Quorum shall be verified at the beginning of each committee session.
- Committee business may not proceed without quorum.

If quorum is lost during committee, the Chair may suspend proceedings until quorum has been restored.

## Section 6.3 - Setting the Agenda

If a committee has more than one agenda item, delegates must determine which topic will be discussed first. A delegate may raise the following motion: Motion to Set the Agenda The Chair will recognize speakers both in favor of and against the proposed agenda before calling for a procedural vote. The agenda receiving the required majority shall become the first topic discussed. Once adopted, the agenda remains in effect until debate on that topic has concluded.

## Section 6.4 - General Speakers List

After the agenda has been established, the committee enters formal debate through the General Speakers List. Delegates wishing to speak should raise their placards. The Chair will maintain the Speakers List throughout committee. During a speech, delegates should:

- Present their country's position.
- Explain policy priorities.
- Respond to previous speakers.
- Introduce potential solutions.
- Encourage cooperation.

Speaking time is determined by the Chair or by committee vote. Typical speaking time ranges from 60 to 90 seconds.

## Section 6.5 - Yielding Time

When delegates finish speaking before their allotted time expires, they may yield their remaining time. Delegates may choose one of the following options: Yield to the Chair The remaining time is forfeited, and the Chair proceeds to the next speaker. Yield to Questions The delegate answers questions from other delegations for the remainder of the speaking time. Yield to Another Delegate The remaining time is transferred to another delegate, who may continue speaking but may not yield the time again.

## Section 6.6 - Formal Debate

Formal debate follows the General Speakers List. Delegates deliver prepared speeches while maintaining diplomatic language and professional conduct. A successful formal debate speech should include:

- Country policy
- Supporting evidence
- Realistic recommendations
- Diplomatic language

Formal debate is generally used to introduce positions and establish committee priorities.

## Section 6.7 - Moderated Caucus

A Moderated Caucus allows delegates to discuss a specific aspect of the agenda in a more dynamic format. A delegate may raise the following motion: Motion for a Moderated Caucus The motion should specify:

- Purpose of the caucus
- Total duration
- Individual speaking time

Example: "Motion for a ten-minute Moderated Caucus with thirty-second speaking time to discuss international funding mechanisms." If approved, delegates speak without returning to the General Speakers List. Moderated Caucuses encourage focused discussion and the exchange of ideas.

## Section 6.8 - Unmoderated Caucus

An Unmoderated Caucus temporarily suspends formal debate so delegates may negotiate freely. Delegates typically use this time to:

- Form alliances
- Draft Working Papers
- Write Draft Resolutions
- Negotiate amendments
- Build consensus

A delegate may propose: Motion for an Unmoderated Caucus The motion must specify the total duration.

Example: "Motion for a fifteen-minute Unmoderated Caucus." Delegates are expected to remain professional throughout negotiations.

## Section 6.9 - Suspension of the Meeting

Committee sessions may be temporarily suspended for:

- Lunch
- Coffee breaks
- Transition between sessions
- Emergency situations

A delegate may move: Motion to Suspend the Meeting If adopted, committee resumes at the designated time.

## Section 6.10 - Adjournment of the Meeting

Adjournment officially ends the committee session. A delegate may propose: Motion to Adjourn the Meeting Once adopted, no further committee business may be conducted during that session.

## Section 6.11 - Professional Conduct During Debate

All delegates are expected to maintain the highest standards of diplomacy. Delegates should:

- Address the Chair respectfully.
- Refer to other participants as "the delegation of..."
- Avoid interrupting speakers.
- Listen actively.
- Respect differing viewpoints.
- Maintain professional language at all times.

Personal attacks, inappropriate language, and disruptive behavior are strictly prohibited.

## Section 6.12 - Committee Flow

A typical committee session follows the sequence below: Understanding this sequence allows delegates to anticipate each stage of committee and participate more effectively. Roll call Setting the agenda General speakers list Formal debate Moderated caucus Unmoderated caucus Working papers Draft resolutions Amendments Voting procedure adjournment

# Chapter 7 - Parliamentary Procedure

## Section 7.1 - Understanding Points and Motions

Although points and motions are often confused, they serve different purposes. Points allow delegates to address immediate procedural concerns without interrupting the normal flow of debate unnecessarily. Points may never be used to express opinions or continue debate. Motions propose a specific action for the committee to consider. Unlike points, most motions require a second and are subject to a procedural vote. Understanding the distinction between points and motions is essential for effective participation.

## Section 7.2 - Point of Personal Privilege

A Point of Personal Privilege may be raised when a delegate experiences discomfort that interferes with participation in committee. Examples include:

- The delegate cannot hear the speaker.
- The room temperature prevents effective participation.
- Audio or visual equipment is not functioning properly.

A Point of Personal Privilege should never be used to interrupt a speaker unless the delegate cannot hear the speech. Example

Delegate: "Point of Personal Privilege, Honorable Chair." Chair: "Please state your point." Delegate: "The delegation cannot hear the current speaker." The Chair will take appropriate action before debate continues.

## Section 7.3 - Point of Order

A Point of Order is raised when a delegate believes that the Chair has made an error regarding the Rules of Procedure. This point concerns procedural issues only. It may not be used to disagree with another delegate's opinion. Appropriate Uses

- Incorrect voting procedure
- Incorrect speaking order
- Violation of conference rules

Example "Point of Order, the motion requires a procedural vote before debate may continue." The Chair will rule immediately on the point. The Chair's decision may stand unless appealed according to conference rules.

## Section 7.4 - Point of Parliamentary Inquiry

A Point of Parliamentary Inquiry allows delegates to ask questions regarding committee procedure. Delegates may request clarification about:

- Voting procedures
- Committee rules
- Parliamentary process
- Debate format

Example "Point of Parliamentary Inquiry: Would abstentions be permitted during this vote?" The Chair will answer the question before committee business continues.

## Section 7.5 - Right of Reply

A Right of Reply may be granted when a delegation believes it has been directly insulted or personally offended during debate. Differences of political opinion do not qualify. The decision to grant a Right of Reply rests entirely with the Chair. If approved, the Chair determines:

- Whether the request is appropriate
- The amount of speaking time
- When the response will be heard

Delegates should use this procedure sparingly and professionally.

## Section 7.6 - Motion to Set the Agenda

When multiple agenda topics are available, delegates must determine which topic will be discussed first. A delegate may move: Motion to Set the Agenda The Chair will recognize speakers in favor and against the motion before calling for a procedural vote. The agenda receiving the required majority becomes the first topic of discussion.

## Section 7.7 - Motion for a Moderated Caucus

This motion proposes a focused discussion on a particular aspect of the agenda. The motion must specify:

- Purpose
- Total duration
- Individual speaking time

Example "Motion for a ten-minute Moderated Caucus with forty-five-second speaking time to discuss refugee protection." If approved, delegates will speak according to the rules established by the Chair.

## Section 7.8 - Motion for an Unmoderated Caucus

An Unmoderated Caucus temporarily suspends formal debate, allowing delegates to negotiate freely. Delegates use this time to:

- Build coalitions
- Draft Working Papers
- Develop Draft Resolutions
- Negotiate amendments

The motion should specify the total duration. Example "Motion for a fifteen-minute Unmoderated Caucus."

## Section 7.9 - Motion to Extend Debate

If delegates believe additional discussion is necessary, they may propose extending debate. The Chair may ask for speakers in favor and against before conducting a procedural vote. Debate continues only if the motion passes.

## Section 7.10 - Motion to Close Debate

Once delegates believe sufficient discussion has occurred, a Motion to Close Debate may be raised. If adopted, committee immediately proceeds to voting procedures. This motion should only be made after substantial discussion has taken place.

## Section 7.11 - Motion to Suspend the Meeting

This motion temporarily pauses committee proceedings. It is commonly used for:

- Lunch
- Coffee breaks
- Transition between committee sessions
- Emergency situations

Committee resumes at the time designated by the Chair.

## Section 7.12 - Motion to Adjourn the Meeting

Adjournment officially ends the committee session. Once adopted, no additional committee business may occur during that session.

## Section 7.13 - Motion to Introduce a Draft Resolution

After sufficient sponsorship has been obtained and the document has been approved by the Chair, a delegate may move to introduce a Draft Resolution. Once introduced, the resolution becomes an official committee document and may be debated. The Chair will assign an official Draft Resolution number before discussion begins.

## Section 7.14 - Motion to Introduce an Amendment

Delegates may propose amendments to improve an existing Draft Resolution. Amendments may:

- Add clauses
- Delete clauses
- Modify language
- Clarify proposals

The Chair will determine whether the amendment is in order before debate proceeds.

## Section 7.15 - Motion to Divide the Question

A Motion to Divide the Question requests that individual operative clauses be voted upon separately rather than voting on the entire Draft Resolution at once. This procedure allows delegates to support portions of a resolution while opposing others.

If approved, the committee will vote on each designated section individually before conducting the final vote.

## Section 7.16 - Appeal of the Chair's Decision

If a delegate believes the Chair has incorrectly interpreted the Rules of Procedure, an Appeal of the Chair's Decision may be submitted. The appeal challenges only procedural rulings—not personal opinions. The committee will determine whether to uphold or overturn the Chair's decision according to conference rules. Appeals should be used respectfully and only in exceptional circumstances.

## Section 7.17 - Parliamentary Procedure Reference Table

| Procedure                      | Purpose                     | Requires Vote?       | May Interrupt Speaker? |
|--------------------------------|-----------------------------|----------------------|------------------------|
| Point of Personal Privilege    | Personal comfort            | No                   | Only if unable to hear |
| Point of Order                 | Correct procedural error    | No                   | Yes                    |
| Point of Parliamentary Inquiry | Ask about procedure         | No                   | No                     |
| Right of Reply                 | Respond to personal offense | Chair discretion     | No                     |
| Moderated Caucus               | Focused discussion          | Yes                  | No                     |
| Unmoderated Caucus             | Informal negotiation        | Yes                  | No                     |
| Close Debate                   | Move to voting              | Yes                  | No                     |
| Suspend Meeting                | Temporary recess            | Yes                  | No                     |
| Adjourn Meeting                | End session                 | Yes                  | No                     |
| Introduce Draft Resolution     | Begin debate on document    | Yes / Chair approval | No                     |
| Introduce Amendment            | Modify draft resolution     | Yes / Chair approval | No                     |
| Divide the Question            | Vote by sections            | Yes                  | No                     |

# CHAPTER 8 — RESOLUTION WRITING

## ArgosMUN Resolution Workflow — Conference-Specific Requirements

### Working Papers

A Possible Working Paper becomes a Working Paper only after the Chair recognizes it. To be presented and voted on, it must have signatures from at least one-third of the voting delegates. Signing a Possible Working Paper indicates that the delegate wants it discussed; it does not mean that the signer supports it and creates no obligation over its content. A Working Paper may be introduced when the Forum is open after the President has reviewed it. Two delegates read it, followed by an unlimited session of questions. More than one Working Paper may exist.

### Draft Resolutions

A committee can pass only one Resolution per topic under the Chairs Handbook. A Draft Resolution must follow the required format and have signatures from two-thirds of the voting members. Each delegate may sign only one Draft Resolution, and the Chairs Handbook specifies no minimum or maximum number of sponsors for the Draft. The Board of Approving consists of the President and Moderator and checks the document's content and form before presentation.



### Presentation and recognition

Two delegates present and read the Possible Draft Resolution to the Forum, followed by an unlimited session of questions. Delegates should refer to it as a Possible Draft Resolution until the Chair recognizes it as a Draft Resolution. If the Draft Resolution does not pass, the Chair recommends a motion to open a Moderated Caucus to discuss the outcome.

### Amendments

All amendments must be sent to the Chair through an Usher and approved by the President. Before an amendment is considered by the floor, it requires signatures from one-fifth of the voting delegates. The delegate proposing it has one minute to explain it. Amendments that were not presented, are irrelevant to the topic, or drastically alter the Draft Resolution are out of order. A simple majority is required to adopt an amendment.

### Closing and roll-call voting

After amendments and discussion are complete, a delegate may move to close debate. Once debate is closed, a roll-call vote proceeds. The Chairs Handbook describes three rounds: first, delegates vote For, Against, or Abstain and may request a Right of Explanation; second, delegates who abstained establish their vote and may request an explanation; third, all voting members vote For or Against. Delegates granted a Right of Explanation have 30 seconds to explain their vote before the final round. The President announces the result, and the Draft Resolution requires a simple majority to pass.

## Section 8.1- What Is a Resolution?

A resolution is the primary document produced during a Model United Nations conference. It contains the committee's recommendations for addressing the agenda topic through practical, cooperative, and realistic solutions. A resolution is the result of negotiation, diplomacy, and collaboration among delegates. Rather than representing the opinion of a single country, it reflects the collective efforts of multiple Member States working toward consensus.

Although resolutions adopted by most MUN committees are not legally binding, they are written using the same format and diplomatic language employed by the United Nations. A strong resolution should:

- Address the committee's agenda.
- Present realistic and achievable solutions.
- Respect national sovereignty.
- Promote international cooperation.
- Be supported by evidence and previous UN actions.

## Section 8.2-Purpose of a Resolution

The purpose of a resolution is to propose solutions to an international issue while encouraging cooperation among Member States. A well-written resolution should:

- Identify the problem.
- Explain why action is necessary.
- Recommend practical solutions.
- Encourage collaboration among governments and organizations.
- Promote

peace, security, human rights, and sustainable development. Resolutions should be clear, organized, diplomatic, and realistic.

## Section 8.3- Structure of a Resolution

Every resolution contains three major components: Resolution Heading The heading identifies the committee, agenda topic, sponsors, and signatories. Preambulatory Clauses These clauses explain the background of the issue and justify why the committee is discussing it. Operative Clauses These clauses present the committee's recommendations and proposed actions.

## Section 8.4- Resolution Heading

Every resolution begins with a heading that identifies the document. The standard format includes: Committee: Topic: Sponsors: Signatories: Example Committee: United Nations Children's Fund (UNICEF)

Topic:

Ensuring Equal Access to Quality Education

Sponsors: Canada, Japan, Mexico

Signatories: Brazil, France, Germany, Kenya, Peru, Republic of Korea Committee The official committee name. Topic The agenda item being discussed. Sponsors Delegations that wrote the resolution and fully support its content. Signatories Delegations that wish to debate the resolution but do not necessarily support it.

## Section 8.5- Sponsors

Sponsors are the primary authors of a resolution. Sponsors are responsible for:

- Writing the resolution.
- Leading negotiations.
- Explaining the proposed solutions.
- Defending the document during debate.
- Accepting or rejecting friendly amendments.

Every sponsor should agree with every operative clause included in the resolution. Most committees require between two and five sponsors.

## Section 8.6- Signatories

Signatories are delegations that support bringing the resolution to the floor for discussion. Signing a resolution does not mean supporting its content. Signatories may later vote:

- In favor
- Against
- Abstain (if permitted)

Their signature simply demonstrates that they believe the resolution deserves committee consideration.

## Section 8.7- Preambulatory Clauses

Preambulatory clauses provide context for the resolution. They explain:

- Why the issue is important.
- Previous UN actions.
- Existing treaties.
- International agreements.
- Reports and recommendations.
- Current challenges.

## Section 8.7-8.8 | Preambulatory & Operative Claus

Use the table below as the unified phrase bank for resolution writing. Preambulatory clauses give context and are not numbered; operative clauses state actions, are numbered, and normally end with a semicolon.

| PREAMBULATORY CLAUSES   | OPERATIVE CLAUSES  |
|-------------------------|--------------------|
| Affirming               | Accepts            |
| Alarmed by              | Affirms            |
| Aware of                | Approves           |
| Bearing in mind         | Authorizes         |
| Believing               | Calls upon         |
| Confident               | Commends           |
| Deeply concerned        | Condemns           |
| Deeply disturbed        | Confirms           |
| Emphasizing             | Decides            |
| Expecting               | Declares           |
| Expressing appreciation | Designates         |
| Fully aware             | Draws attention to |
| Guided by               | Encourages         |
| Keeping in mind         | Endorses           |

### Key rules

Preambulatory: begin with an approved participle/phrase, are italicized in the resolution, end with a comma, and are not numbered.

Operative: begin with an approved action verb, are numbered, end with a semicolon, and the final operative clause ends with a period.

## Resolution Writing | Examples & Formatting

The phrase bank continues below. Choose the wording that accurately reflects the purpose and strength of the clause; do not use a stronger verb than the proposed action can support.

| PREAMBULATORY CLAUSES    | OPERATIVE CLAUSES      |
|--------------------------|------------------------|
| Noting                   | Expresses appreciation |
| Noting with appreciation | Further invites        |
| Noting with concern      | Further proclaims      |
| Observing                | Further recommends     |
| Reaffirming              | Invites                |
| Recognizing              | Proclaims              |
| Recalling                | Reaffirms              |
| Seeking                  | Recommends             |
| Taking into account      | Regrets                |
| Welcoming                | Requests               |
| —                        | Resolves               |
| —                        | Strongly condemns      |
| —                        | Supports               |
| —                        | Urges                  |

### Examples

Preambulatory: Recognizing the importance of ensuring equal access to education, Recalling General Assembly Resolution 76/5, Deeply concerned by the increasing number of children without access to quality education,

Operative:

1. Calls upon Member States to increase funding for quality education programs;
2. Encourages international organizations to provide teacher training opportunities;
3. Requests UNICEF to expand educational assistance in conflict-affected regions.

### Formatting & Grammar Rules

- Use one-inch margins.
- Use Times New Roman, 12-point font.
- Single spacing within clauses.
- Number only operative clauses.
- Indent sub-clauses.
- Maintain consistent formatting.
- Use formal diplomatic language and avoid contractions.
- Write in the third person and use present tense when appropriate.
- Avoid personal opinions and maintain objectivity.

## Section 8.12 | Common Resolution Writing Mistake

Delegates should avoid the following mistakes when preparing a resolution:

| # | Common mistake                        |
|---|---------------------------------------|
| 1 | Proposing unrealistic solutions.      |
| 2 | Contradicting national policy.        |
| 3 | Repeating the same idea.              |
| 4 | Using informal language.              |
| 5 | Forgetting proper punctuation.        |
| 6 | Writing vague operative clauses.      |
| 7 | Including unsupported statistics.     |
| 8 | Copying information without citation. |
| 9 | Ignoring previous UN actions.         |

### Final proofreading

Careful proofreading before submission is highly recommended. Check that every clause is realistic, diplomatically worded, correctly punctuated, and consistent with the delegation's position. The detailed Resolution Writing Checklist continues on the following page.

- Copying information without citation.
- Ignoring previous UN actions.

Careful proofreading before submission is highly recommended.

## Section 8.13- Sample Resolution

## Section 8.14- Resolution Writing Checklist

Before submitting a resolution, delegates should confirm that they have:

- ✓ Included the correct committee and topic.
- ✓ Listed all sponsors and signatories.
- ✓ Used appropriate preambulatory clauses.
- ✓ Written clear and realistic operative clauses.
- ✓ Followed the required formatting rules.
- ✓ Used formal diplomatic language.
- ✓ Checked grammar and spelling.
- ✓ Ensured consistency with their country's foreign policy.
- ✓ Proofread the document before submission.

# Chapter 9 – Working Papers and Draft Resolutions

## Section 9.1 – What Is a Working Paper?

A Working Paper is an informal document created by delegates during committee sessions to organize ideas, propose preliminary solutions, and facilitate collaboration among Member States. Working Papers serve as the foundation for Draft Resolutions. They allow delegates to exchange ideas, identify areas of agreement, and negotiate possible solutions before preparing a formal committee document. Unlike Draft Resolutions, Working Papers do not follow a strict format and are not official committee documents until they receive approval from the Chair. Working Papers may include:

- Proposed solutions
- Areas of cooperation
- Preliminary recommendations
- Lists of priorities
- Questions for further discussion
- Ideas generated during caucuses

Working Papers encourage collaboration and provide delegates with an opportunity to refine their proposals before submitting a formal resolution.

## Section 9.2 – Purpose of a Working Paper

The primary purpose of a Working Paper is to organize committee discussions and encourage cooperation among delegations. Working Papers help delegates:

- Share ideas with other Member States.
- Identify common objectives.
- Develop practical solutions.

- Build consensus.
- Prepare Draft Resolutions.
- Record agreements reached during negotiations.

A Working Paper should remain flexible, as its content may change throughout committee debate.

### Section 9.3 - From Working Paper to Draft Resolution

As committee discussions progress, delegates begin refining their Working Paper into a Draft Resolution. This transition generally follows these steps: Step 1 – Research Delegates research the agenda topic and identify their country's policy. Step 2 – Negotiation Delegates participate in moderated and unmoderated caucuses to exchange ideas. Step 3 – Working Paper Delegates record proposed solutions in an informal document. Step 4 – Revision

Delegates negotiate changes, clarify language, and improve recommendations. Step 5 – Sponsorship Delegates obtain the required number of sponsors and signatories. Step 6 – Chair Approval The Chair reviews the document to ensure it follows conference formatting requirements. Step 7 – Draft Resolution Once approved, the Working Paper becomes an official Draft Resolution available for committee debate.

### Section 9.4- Draft Resolution Approval Process

Before a Draft Resolution may be introduced to committee, it must be reviewed and approved by the Chair. During the review process, the Chair verifies:

- Proper formatting
- Appropriate diplomatic language
- Correct grammar and punctuation
- Required number of sponsors
- Required number of signatories
- Compliance with committee rules

The Chair does not evaluate whether the proposed solutions are politically correct or likely to succeed. The Chair only determines whether the document satisfies conference requirements. If revisions are necessary, the document will be returned to the sponsors before approval. Once approved, the Chair assigns an official Draft Resolution number. Example: Draft Resolution 1.1 Draft Resolution 2.3

### Section 9.5 - Sponsorship Requirements

Sponsors are the principal authors of the Draft Resolution. Sponsors are responsible for:

- Writing the document.
- Coordinating negotiations.
- Explaining proposed solutions.
- Defending the resolution during debate.
- Accepting or rejecting Friendly Amendments.

Every sponsor should support every clause included in the resolution. Although conference requirements vary, most committees require between two and five sponsors.

### Section 9.6 - Committee Collaboration

Successful resolutions are rarely written by one delegation alone. Effective collaboration requires delegates to:

- Listen respectfully.

- Remain open to compromise.
- Consider different perspectives.
- Negotiate professionally.
- Build consensus whenever possible.
- Focus on solving the problem rather than winning the debate.

Strong committees prioritize cooperation over competition. Delegates should remember that diplomacy depends on mutual respect and constructive dialogue.

## Section 9.7 - Best Practices for Drafting Documents

When drafting Working Papers or Draft Resolutions, delegates should follow these recommendations:

- Focus on practical and realistic solutions.
- Support recommendations with reliable evidence.
- Ensure consistency with national policy.
- Use formal diplomatic language.
- Avoid unnecessary repetition.
- Organize ideas logically.
- Write concise operative clauses.
- Collaborate with multiple delegations.
- Proofread carefully before submission.

Well-organized documents are easier for the committee to understand and more likely to receive support.

## Section 9.8 - Sample Working Paper

Committee: United Nations Children's Fund (UNICEF) Topic: Ensuring Equal Access to Quality Education  
Working Paper 1 Key Issues Identified

- Limited access to schools in rural communities.
- Shortage of qualified teachers.
- Gender disparities in education.
- Lack of educational technology.

Proposed Solutions

- Increase international funding for school infrastructure.
- Expand teacher training programs.
- Promote equal educational opportunities for girls.
- Improve internet access for remote learning.
- Encourage partnerships between governments and NGOs.

Potential Partners

- UNICEF
- UNESCO
- World Bank
- Local Ministries of Education
- International NGOs

This Working Paper is intended to facilitate committee discussion and does not represent an official committee document.

## Section 9.9 - Sample Draft Resolution

Committee: United Nations Children's Fund (UNICEF) Topic: Ensuring Equal Access to Quality Education  
Sponsors: Canada, Japan, Mexico Signatories: Brazil, France, Kenya, Peru, Republic of Korea Preambulatory  
Clauses Recognizing the importance of education as a fundamental human right, Recalling Sustainable  
Development Goal 4, Deeply concerned by the unequal access to education experienced by millions of  
children worldwide, Operative Clauses

1. Calls upon Member States to increase investment in educational infrastructure, particularly in underserved communities;
2. Encourages governments to strengthen teacher training and professional development programs;
3. Requests UNICEF and UNESCO to expand technical assistance for countries facing educational challenges;
4. Supports public-private partnerships to improve access to digital learning technologies;
5. Recommends annual progress reports to evaluate the implementation of these initiatives.

## Chapter 10 - Amendments

### Section 10.1 - Purpose of Amendments

Amendments allow delegates to improve a Draft Resolution before the committee votes on its final adoption. They provide an opportunity to clarify language, correct errors, strengthen proposals, and incorporate additional ideas that emerge during debate.

Rather than drafting an entirely new resolution, delegates use amendments to modify specific sections of an existing Draft Resolution. Amendments encourage negotiation, compromise, and consensus-building among Member States. An amendment may:

- Add a new operative clause.
- Delete an existing operative clause.
- Modify the wording of an operative clause.
- Reorganize the order of operative clauses.
- Correct grammatical or formatting errors.

Preambulatory clauses are generally not amended unless necessary for clarification.

### Section 10.2 - Friendly Amendments

A Friendly Amendment is a proposed change that is accepted by all sponsors of the Draft Resolution. Because every sponsor agrees with the modification, a Friendly Amendment does not require committee debate or a vote. Once approved by the Chair, the amendment is automatically incorporated into the Draft Resolution.

Examples of Friendly Amendments

- Correcting grammar or spelling.
- Clarifying ambiguous language.
- Adding additional supporting information.
- Strengthening an existing recommendation.
- Updating terminology.

Example Original Clause: Encourages Member States to improve educational opportunities. Friendly Amendment: Encourages Member States to improve inclusive and equitable educational opportunities. Since all sponsors agree, the clause is modified without a committee vote.

### Section 10.3 - Unfriendly Amendments

An Unfriendly Amendment is a proposed change that is not accepted by one or more sponsors of the Draft Resolution. Because the sponsors do not unanimously support the amendment, the committee must debate and vote on it. An Unfriendly Amendment becomes part of the Draft Resolution only if it receives the required majority of votes. Delegates commonly propose Unfriendly Amendments to:

- Introduce new solutions.
- Remove controversial clauses.
- Modify recommendations.
- Strengthen accountability measures.
- Adjust funding mechanisms.

Constructive disagreement is a normal part of diplomacy. Delegates should debate amendments respectfully and professionally.

### Section 10.4 - Writing Amendments

An amendment should clearly identify the exact change being proposed. Delegates should specify whether the amendment will:

- Add a clause.
- Delete a clause.
- Replace a clause.
- Revise specific wording.

Each amendment should reference the clause number being modified. Example Draft Resolution: 1.1 Clause to Amend: Operative Clause 3 Action: Replace Current Text: Requests UNICEF to provide educational materials. Revised Text: Requests UNICEF to provide educational materials and technical assistance to underserved communities. Clear and concise amendments reduce confusion during debate.

### Section 10.5 - Introducing Amendments

Before an amendment may be considered by the committee, it must be submitted to the Chair. The Chair will review the amendment to ensure that:

- It follows conference formatting requirements.
- It relates directly to the Draft Resolution.
- It does not contradict previous committee decisions.
- It remains within the committee's mandate.

Once approved by the Chair, a delegate may raise: Motion to Introduce an Amendment The Chair will recognize the delegate introducing the amendment, who will briefly explain its purpose. Sponsors of the Draft Resolution may then respond before debate begins.

### Section 10.6 - Debate on Amendments

After an amendment has been introduced, the committee may debate its merits.

During debate, delegates should:

- Explain how the amendment improves the resolution.

- Present evidence supporting the proposed changes.
- Address concerns respectfully.
- Remain consistent with their country's foreign policy.

Debate should focus on the content of the amendment rather than on the delegation proposing it. The Chair determines the length and format of amendment debate according to the Rules of Procedure.

## Section 10.7 - Voting on Amendments

Following debate, the committee votes on the amendment. The voting procedure depends on the type of amendment.

**Friendly Amendment**

- Approved by all sponsors.
- Does not require committee debate.
- Does not require a committee vote.
- Automatically incorporated into the Draft Resolution.

**Unfriendly Amendment**

- Requires committee debate.
- Requires a procedural or substantive vote, as determined by

conference rules.

- Becomes part of the Draft Resolution only if adopted by the required

majority. After all amendments have been considered, the committee proceeds to vote on the final version of the Draft Resolution.

## Section 10.8 - Sample Amendment

Draft Resolution 1.1 Committee: United Nations Children's Fund (UNICEF) Topic: Ensuring Equal Access to Quality Education Proposed Amendment Type: Friendly Amendment Clause to Amend: Operative Clause 2 Current Clause Encourages Member States to improve teacher training programs. Proposed Clause Encourages Member States to improve teacher training programs by providing continuous professional development, digital learning resources, and international exchange opportunities for educators. Purpose of the Amendment This amendment expands the original recommendation by providing more specific and practical measures to strengthen teacher training.

## Section 10.9 - Common Mistakes

Delegates should avoid the following mistakes when proposing amendments:

- Proposing amendments unrelated to the agenda topic.
- Contradicting the country's official policy.
- Repeating ideas already included in the Draft Resolution.
- Using vague or unclear language.
- Modifying multiple clauses in a single amendment without proper

organization.

- Ignoring the committee's mandate.
- Failing to identify the clause being amended.
- Submitting amendments with grammatical or formatting errors.
- Attempting to introduce amendments after debate has been closed.

Well-written amendments should be clear, concise, relevant, and constructive. Their purpose is to strengthen the Draft Resolution and improve the committee's ability to reach consensus through diplomacy and

cooperation.

## Chapter 11 - Voting Procedures

### Section 11.1 - Procedural Voting

Procedural voting is used to make decisions regarding the operation of the committee rather than the content of the agenda. These votes determine how debate will proceed and how committee business will be conducted. Examples of procedural votes include:

- Setting the agenda.
- Opening or closing debate.
- Suspending or adjourning the meeting.
- Entering a Moderated or Unmoderated Caucus.
- Extending debate.
- Dividing the question.

During procedural voting, delegates may vote only "Yes" or "No." Abstentions are not permitted because every delegation present is expected to participate in decisions regarding committee procedure. Procedural motions usually require a simple majority to pass unless otherwise specified by the conference rules.

### Section 11.2 - Substantive Voting

Substantive voting concerns the actual content of committee documents, including Draft Resolutions and certain amendments. Unlike procedural voting, substantive voting determines whether the committee officially adopts proposed solutions to the agenda topic. During substantive voting, delegates may generally vote:

- In Favor
- Against
- Abstain (unless they answered "Present and Voting" during Roll Call)

Delegates should cast their votes according to the official policy of the country they represent rather than their personal opinions. Once substantive voting has begun, debate is considered closed, and no additional motions or points may be raised unless recognized by the Chair.

### Section 11.3 - Simple Majority

A simple majority means that more delegations vote in favor of a proposal than against it. Abstentions are not counted when determining the result unless conference rules specify otherwise. Example: Vote Number of Delegations In Favor Against Abstentions 5 Result: The motion passes because there are more votes in favor than against. Simple majorities are commonly used for procedural motions and many committee decisions.

### Section 11.4 - Two-Thirds Majority

Certain important decisions require a two-thirds majority rather than a simple majority. A proposal passes only if at least two-thirds of the valid votes cast are in favor. Examples of motions that may require a two-thirds majority include:

- Closing debate.
- Suspending or limiting debate (depending on conference rules).
- Appeals of the Chair's decision (if applicable).
- Other major procedural decisions specified by the Secretariat.

Example Valid Votes Cast: 30 Required for Approval: Two-thirds of 30 = 20 votes If the proposal receives 20 or more votes in favor, it passes. Delegates should always consult the conference Rules of Procedure to determine which motions require a two-thirds majority.

## Section 11.5 - Abstentions

An abstention allows a delegation to remain neutral during a substantive vote. Delegates may abstain when:

- Their country's policy does not clearly support either position.
- They wish to remain neutral.
- Conference rules permit abstentions.

Delegates who answered "Present and Voting" during Roll Call may not abstain during substantive voting. Abstentions are never permitted during procedural voting.

## Section 11.6 - Roll Call Voting

A Roll Call Vote records the vote of each delegation individually. Instead of voting by raising placards, the Chair calls each Member State in alphabetical order. Each delegation announces its vote aloud. Possible responses include:

- In Favor
- Against
- Abstain (if permitted)
- Pass (if conference rules allow)

Roll Call Voting is generally reserved for particularly significant Draft Resolutions or when requested by a delegate and approved according to conference procedures. This method promotes transparency and accountability by recording each country's official position.

## Section 11.7 - Division of the Question

A Motion to Divide the Question requests that individual operative clauses of a Draft Resolution be voted on separately rather than voting on the document as a whole. This procedure allows delegates to support certain recommendations while opposing others. If the motion is approved:

1. The committee votes on each designated operative clause individually.
2. Clauses that receive the required majority remain in the resolution.
3. Clauses that fail are removed.
4. The committee then votes on the revised Draft Resolution.

Division of the Question encourages flexibility and helps build broader consensus among delegations.

## Section 11.8 - Voting Order

To ensure fairness and consistency, voting follows a specific sequence. The standard order is:

1. Vote on Unfriendly Amendments.
2. Incorporate all approved amendments into the Draft Resolution.
3. Vote on the final Draft Resolution.
4. Announce the official results.

Friendly Amendments are not voted upon because they are automatically incorporated once approved by all sponsors. During voting procedures:

- Debate is closed.
- Delegates should remain silent unless recognized by the Chair.
- No additional motions may be introduced.

## Section 11.9 - Security Council Veto

The United Nations Security Council operates under unique voting procedures. The five permanent members (P5) are:

- China
- France
- Russian Federation
- United Kingdom
- United States

Each permanent member possesses the power of veto. A veto occurs when one permanent member votes Against a substantive resolution. Even if every other member votes in favor, the resolution fails if a permanent member exercises its veto. The veto applies only to substantive matters and does not apply to procedural votes. Committees simulating the Security Council should follow these special voting procedures throughout the conference.

## Section 11.10 - Passing a Resolution

After all amendments have been considered, the committee votes on the final version of the Draft Resolution. A resolution is adopted only if it receives the required majority according to the conference Rules of Procedure. Once adopted, the Draft Resolution becomes the committee's official resolution and represents the collective recommendations of the participating Member States. Although most MUN resolutions are not legally binding, they demonstrate delegates' ability to negotiate, compromise, and develop cooperative solutions to global challenges. The Chair will officially announce whether the resolution has Passed or Failed before moving to the next item of committee business.

## Section 11.11 - Voting Summary

The following table summarizes the principal voting procedures used during ARGOSMUN.

| Voting Procedure         | Purpose                                                      | Abstentions Allowed?   | Typical Requirement |
|--------------------------|--------------------------------------------------------------|------------------------|---------------------|
| Procedural Vote          | Committee operations                                         | No                     | Simple Majority     |
| Substantive Vote         | Draft Resolutions and Amendments                             | Yes*                   | Simple Majority     |
| Friendly Amendment       | Modify a Draft Resolution with sponsor approval              | Not applicable         | No vote required    |
| Unfriendly Amendment     | Modify a Draft Resolution without unanimous sponsor approval | Yes*                   | Simple Majority     |
| Roll Call Vote           | Record each delegation's vote individually                   | Yes*                   | Committee Rules     |
| Division of the Question | Vote on operative clauses separately                         | No (procedural motion) | Simple Majority     |
| Security Council Veto    | Special UNSC voting procedure                                | Yes*                   | Subject to P5 veto  |

\* Delegates who declared "Present and Voting" during Roll Call may not abstain during substantive voting.

## CHAPTER 12 — CHAIR HANDBOOK

### Delegate Conflict Management Protocol

The Chair's role in conflict is to maintain a safe, respectful, and academically enriching environment—not to punish delegates. Chairs should remain impartial and seek dialogue whenever possible.

1. Immediate Intervention. If a discussion becomes excessively heated or inappropriate conduct occurs, intervene immediately and remind participants of the standards of decorum.
2. Verbal Warning. If the behavior continues, issue a formal verbal warning that identifies the conduct and asks it to stop.
3. Private Conversation. If tensions persist, the delegates involved may be asked to step outside the committee room for a brief conversation with a member of the Chair team. The purpose is to understand the situation, de-escalate tensions, and encourage a constructive return to debate.
4. Documentation and Notification. Significant incidents should be documented and reported to the Secretariat promptly. Chairs should provide an objective account without taking sides.
5. Escalation to Secretariat. If the Chair cannot resolve the conflict, or if conduct involves harassment, discrimination, threats, repeated misconduct, or another serious violation, refer the matter immediately to the Secretariat.
6. Follow-Up. After the situation has been addressed, monitor the committee environment to ensure that debate continues respectfully and professionally.

### Section 12.1 Role of the Chair

The Chair is responsible for ensuring that committee sessions are conducted fairly, efficiently, and in accordance with the conference Rules of Procedure. Chairs serve as impartial moderators who facilitate debate, maintain order, and encourage productive discussion among delegates. A Chair should never favor a particular delegation or express personal opinions regarding the agenda topic. Instead, the Chair's role is to promote diplomacy, professionalism, and equal participation throughout committee sessions. The primary responsibilities of the Chair include:

- Conducting committee sessions.
- Applying the Rules of Procedure consistently.
- Recognizing speakers.
- Managing motions and points.
- Maintaining order and decorum.
- Supervising voting procedures.
- Evaluating delegate performance.
- Supporting delegates throughout the conference.

An effective Chair creates an environment in which all delegates feel respected and encouraged to participate.

### Section 12.2 Responsibilities Before the Conference

Preparation is essential for a successful committee. Before the conference begins, Chairs should:

- Become familiar with the committee's agenda topics.
- Review the conference Rules of Procedure.

- Read all submitted Position Papers.
- Prepare opening remarks.
- Review committee background guides.
- Coordinate with Co-Chairs and Directors.
- Prepare attendance lists and evaluation forms.
- Ensure that committee materials are organized.

Well-prepared Chairs contribute significantly to the success of committee sessions.

### Section 12.3 Preparing Committee Sessions

Before each committee session, the Chair should ensure that:

- The committee room is properly arranged.
- Delegate placards are available.
- Attendance is recorded.
- Timing devices are functioning.
- Committee documents are organized.
- Draft Resolutions and amendments are ready for review.
- Necessary conference materials are available.

Beginning each session in an organized manner promotes professionalism and efficiency.

### Section 12.4 Managing Debate

The Chair is responsible for maintaining a balanced and productive debate. During debate, the Chair should:

- Follow the General Speakers List.
- Recognize delegates fairly.
- Encourage participation from all delegations.
- Keep discussion focused on the agenda.
- Enforce speaking time limits.
- Prevent interruptions.
- Maintain a respectful atmosphere.

The Chair should remain neutral throughout the discussion and avoid influencing committee decisions.

### Section 12.5 Recognizing Speakers

The Chair determines which delegate has the floor. When recognizing speakers, the Chair should:

- Follow the established Speakers List.
- Ensure equal opportunities for participation.
- Recognize motions according to conference rules.
- Announce the remaining speaking time when appropriate.
- Clearly identify the next speaker.

Typical announcements include: "The Chair recognizes the delegation of Brazil." "You have one minute to speak."

"Your time has elapsed." Consistent recognition procedures ensure fairness throughout committee.

## Section 12.6 Managing Motions and Points

Chairs must understand every motion and point contained within the Rules of Procedure. When a motion or point is raised, the Chair should:

- Listen carefully.
- Determine whether it is in order.
- Explain the ruling when necessary.
- Conduct votes when required.
- Apply the Rules of Procedure consistently.

The Chair should never allow procedural tools to be used for strategic delays or to disrupt debate. Confidence and consistency help maintain committee credibility.

## Section 12.7 Maintaining Professionalism

Professionalism is one of the Chair's most important responsibilities. Throughout committee sessions, Chairs should:

- Remain impartial.
- Speak respectfully.
- Dress professionally.
- Use diplomatic language.
- Treat all delegates equally.
- Remain calm under pressure.
- Encourage respectful debate.
- Address inappropriate behavior immediately.

Chairs set the standard for committee conduct through their own behavior.

## Section 12.8 Conflict Resolution

Disagreements are a natural part of diplomatic negotiations. When conflicts arise, the Chair should:

- Remain neutral.
- Listen to all parties involved.
- Apply conference rules fairly.
- Encourage respectful dialogue.
- Prevent personal attacks.
- Redirect discussion toward constructive solutions.

If necessary, the Chair should seek assistance from the Committee Director or Secretariat. Maintaining a respectful environment allows delegates to focus on collaboration rather than confrontation.

## Section 12.9 Time Management

Effective committee management depends on careful use of time. The Chair should monitor:

- Speaking times.
- Caucus durations.
- Debate progression.
- Resolution drafting periods.
- Voting procedures.

- Scheduled breaks.

Suggested strategies include:

- Giving time warnings.
- Keeping debate on topic.
- Limiting repetitive speeches.
- Maintaining the conference schedule.

Good time management ensures that committee objectives are achieved without unnecessary delays.

## Section 12.10 Evaluating Delegates

Throughout the conference, Chairs evaluate each delegate's performance. Evaluation should be continuous rather than based on a single speech. Criteria may include:

- Knowledge of the topic.
- Accuracy of country policy.
- Public speaking.
- Diplomatic conduct.
- Participation in debate.
- Leadership.
- Negotiation skills.
- Collaboration.
- Quality of questions.
- Contribution to Working Papers and Draft Resolutions.

Evaluations should be objective, fair, and based on observable performance.

## Section 12.11 Position Paper Assessment

Position Papers provide valuable insight into each delegate's preparation before committee begins. When evaluating Position Papers, Chairs should consider:

- Understanding of the agenda.
- Accuracy of country policy.
- Organization.
- Research quality.
- Grammar and writing style.
- Use of reliable sources.
- Originality.
- Feasibility of proposed solutions.
- Compliance with conference formatting requirements.

Position Papers should complement, but not replace, a delegate's performance during committee sessions.

## Section 12.12 Chair Reports

At the conclusion of committee, Chairs should prepare a Committee Report summarizing the session. A Chair Report typically includes:

- Committee name.
- Agenda topic.
- Attendance.

- Summary of debate.
- Major challenges discussed.
- Draft Resolutions introduced.
- Amendments considered.
- Final voting results.
- Award recommendations.
- General observations.

These reports help the Secretariat evaluate the overall success of the conference.

### Section 12.13 Award Recommendations

Chairs play an important role in selecting conference award recipients. Awards should recognize delegates who consistently demonstrate:

- Outstanding preparation.
- Effective diplomacy.
- Excellent public speaking.
- Leadership.
- Collaboration.
- Respect for parliamentary procedure.
- Strong negotiation skills.
- High-quality Position Papers.
- Positive committee participation.

Awards should never be based solely on how often a delegate speaks. Quality, diplomacy, and meaningful contributions are more important than quantity.

### Section 12.14 Chair Best Practices

Successful Chairs consistently demonstrate professionalism, fairness, and leadership. The following best practices are recommended:

- Prepare thoroughly before the conference.
- Arrive early to every committee session.
- Maintain neutrality at all times.
- Encourage participation from every delegation.
- Apply the Rules of Procedure consistently.
- Communicate clearly and confidently.
- Manage time effectively.
- Foster a respectful and inclusive environment.
- Remain approachable and supportive.
- Lead by example.

An outstanding Chair is not only an expert in parliamentary procedure but also a facilitator who inspires productive debate, promotes diplomacy, and ensures that every delegate has the opportunity to contribute meaningfully to the committee's work.

## CHAPTER 13 — CONFERENCE POLICIES & CODE OF CONDUCT

### ArgosMUN Detailed Dress Code

The Chairs Handbook provides a more specific dress code than the general policy. Delegates are expected to wear business-style attire; formal school uniforms are acceptable. The Secretariat may check dress code compliance during the first session of the day.

| Formal attire — options listed in the Chairs Handbook |                               |
|-------------------------------------------------------|-------------------------------|
| Trousers or skirt suit at knee length                 | Formal dress at knee length   |
| Blouse or shirt                                       | Sweater if needed             |
| Discreet neckline                                     | Short boots / smart shoes     |
| Suit                                                  | Smart trousers, shirt and tie |
| Socks / socks with designs                            | Professional footwear         |

Items listed as not permitted in the Chairs Handbook include leather, vegan leather, or denim clothing items or accessories; leggings; tennis shoes or sneakers; oversized or tight clothing; tracksuits; red, neon, or bright colors; tube tops or tops with straps; face piercings; and jewelry containing political or religious symbols (such symbols must be concealed if they cannot be removed).

If weather conditions require a delegate to remove a blazer, this may be done quietly without a Point of Personal Privilege; identifying items from the blazer should be transferred to the blouse or shirt where applicable. Non-compliance may result in a warning.

### Section 13.1 Purpose

The Conference Policies and Code of Conduct establish the standards of behavior expected from all participants during ARGOSMUN. These policies are designed to ensure that every delegate, Chair, advisor, and member of the Secretariat can participate in a safe, respectful, and professional academic environment. By registering for ARGOSMUN, participants agree to abide by these policies throughout all conference activities. Failure to comply with the Code of Conduct may result in disciplinary action as determined by the Secretariat. The purpose of these policies is to:

- Promote respect and diplomacy.
- Foster an inclusive learning environment.
- Ensure fair participation.
- Protect the integrity of the conference.
- Encourage responsible and ethical conduct.

### Section 13.2 Delegate Expectations

Delegates are expected to represent both their assigned country and ARGOSMUN with professionalism and integrity. Throughout the conference, delegates should:

- Participate actively in committee sessions.
- Arrive prepared and informed.
- Follow the Rules of Procedure.

- Respect the authority of the Chairs and Secretariat.
- Listen respectfully to other delegates.
- Communicate using diplomatic language.
- Work collaboratively during negotiations.
- Represent their assigned country's official position.
- Demonstrate honesty and academic responsibility.

Delegates should contribute positively to committee discussions and maintain a respectful attitude toward all participants.

### Section 13.3- Academic Integrity

ARGOSMUN values original thought, ethical research, and intellectual honesty. Delegates are expected to:

- Conduct independent research.
- Use reliable and credible sources.
- Cite references when appropriate.
- Present original ideas and analysis.
- Represent information accurately.
- Respect intellectual property.

Academic dishonesty undermines the educational purpose of Model United Nations and will not be tolerated.

### Section 13.4- Artificial Intelligence Policy

Artificial Intelligence (AI) tools may be used responsibly as learning and research aids during conference preparation. However, all submitted work must reflect the delegate's own understanding, analysis, and writing. Delegates may use AI to:

- Brainstorm research topics.
- Improve grammar and language.
- Summarize publicly available information.
- Practice speeches and debate techniques.
- Organize research notes.

Delegates may not use AI to:

- Generate complete Position Papers for submission.
- Produce speeches without review or personal adaptation.
- Fabricate citations, sources, or data.
- Misrepresent AI-generated work as entirely their own original

research.

- Create false information regarding their assigned country's policies.

The Secretariat reserves the right to request clarification regarding submitted work if concerns about originality arise. Responsible use of AI should enhance learning rather than replace critical thinking and research.

### Section 13.5- Plagiarism

Plagiarism is the presentation of another person's ideas, words, or work as one's own without proper acknowledgment. Examples of plagiarism include:

- Copying text directly from books, articles, or websites.

- Submitting another delegate's work.
- Copying Position Papers from previous conferences.
- Using

AI-generated text without meaningful revision or understanding.

- Failing to acknowledge borrowed ideas.

Delegates are encouraged to paraphrase information in their own words and properly reference sources when appropriate. Confirmed cases of plagiarism may result in:

- Loss of Position Paper eligibility.
- Disqualification from awards.
- Referral to the Secretariat for further disciplinary action.

## Section 13.6- Respect and Professionalism

All participants must contribute to a respectful, inclusive, and professional conference environment.

Participants should:

- Treat others with courtesy and dignity.
- Respect different opinions and perspectives.
- Maintain diplomatic language.
- Listen without interrupting.
- Accept constructive criticism professionally.
- Resolve disagreements respectfully.

The following behaviors are strictly prohibited:

- Personal attacks.
- Offensive language.
- Bullying or intimidation.
- Disruptive conduct.
- Disrespect toward Chairs, Secretariat, or fellow delegates.

Professional conduct should be maintained throughout both formal debate and informal interactions.

## Section 13.7- Harassment and Discrimination Policy

ARGOSMUN is committed to providing a conference environment free from harassment, discrimination, and intimidation. Harassment of any kind is strictly prohibited. This includes behavior based on:

- Race or ethnicity.
- National origin.
- Gender.
- Sexual orientation.
- Gender identity or expression.
- Religion.
- Disability.
- Age.
- Any other protected characteristic.

Examples of prohibited conduct include:

- Verbal harassment.

- Offensive jokes or comments.
- Threats or intimidation.
- Unwanted physical contact.
- Discriminatory language.
- Online harassment related to the conference.

Participants who experience or witness inappropriate behavior should report the incident immediately to a member of the Secretariat. All reports will be handled promptly, fairly, and confidentially whenever possible.

### Section 13.8- Electronic Devices

Electronic devices may be used responsibly during committee sessions when permitted by the Chair. Acceptable uses include:

- Accessing research materials.
- Reviewing committee documents.
- Drafting Working Papers or Draft Resolutions.
- Taking notes.

The following activities are prohibited during committee:

- Playing games.
- Using social media unrelated to committee business.
- Watching videos unrelated to the conference.
- Disrupting debate with electronic devices.
- Recording participants without permission.

The Chair may restrict the use of electronic devices if they interfere with committee proceedings.

### Section 13.9- Attendance and Punctuality

Delegates are expected to attend all scheduled conference activities. Participants should:

- Arrive before each committee session begins.
- Return promptly after breaks.
- Notify the Chair or Secretariat if an emergency prevents attendance.
- Remain present throughout committee sessions.

Repeated tardiness or unexcused absences may affect award eligibility and overall delegate evaluation.

### Section 13.10- Dress Code

ARGOSMUN follows a Western Business Attire dress code to reflect the professionalism of United Nations meetings.

Appropriate attire includes:

- Business suits.
- Dress shirts and blouses.
- Dress trousers or skirts.
- Professional dresses.
- Blazers.
- Dress shoes.

The following are generally considered inappropriate:

- Jeans.
- Athletic clothing.
- Shorts.
- Flip-flops or sandals.
- Hats or caps inside committee rooms.
- Clothing with offensive language or images.

Delegates should maintain a neat and professional appearance throughout the conference.

### Section 13.11- Committee Etiquette

Professional committee etiquette contributes to productive and respectful debate. Delegates should:

- Address the Chair appropriately.
- Refer to other participants as "the delegation of..."
- Raise their placards when seeking recognition.
- Listen attentively to speakers.
- Avoid side conversations.
- Silence mobile devices.
- Respect speaking time limits.
- Applaud respectfully when appropriate.

Delegates should avoid:

- Interrupting speakers.
- Speaking without recognition.
- Making personal comments.
- Using informal or disrespectful language.

Good etiquette reflects the diplomatic values of the United Nations.

### Section 13.12- Disciplinary Procedures

The Secretariat reserves the right to address violations of conference policies in a fair and consistent manner. Depending on the severity of the violation, disciplinary actions may include:

- Verbal warning.
- Written warning.
- Meeting with the Secretariat.
- Temporary removal from committee.
- Loss of award eligibility.
- Removal from the conference in serious cases.

Before disciplinary action is taken, participants will generally be given an opportunity to explain the situation unless immediate action is necessary to protect the safety or integrity of the conference. The Secretariat's decisions regarding disciplinary matters are final.

## Chapter 14 – Awards and Evaluation

### Section 14.1- Award Categories

ARGOSMUN recognizes delegates who demonstrate exceptional preparation, diplomacy, leadership, and commitment throughout the conference. Awards are intended to celebrate excellence while encouraging delegates to develop the skills essential to Model United Nations. Awards are determined through a comprehensive evaluation conducted by the Chairs and approved by the Secretariat. The selection process considers a delegate's overall performance rather than a single aspect of committee participation. The official ARGOSMUN awards include:

- Best Delegate
- Outstanding Delegate
- Honorable Mention
- Best Position Paper
- Best Novice Delegate
- Verbal Commendation

Awards recognize not only academic excellence but also professionalism, collaboration, and diplomatic conduct.

### Section 14.2- Best Delegate

The Best Delegate Award is the highest distinction presented within each committee. This award recognizes the delegate who consistently demonstrates excellence in every aspect of Model United Nations. Recipients of this award typically demonstrate:

- Outstanding knowledge of the agenda.
- Excellent understanding of their country's foreign policy.
- Exceptional public speaking skills.
- Strong diplomatic leadership.
- Effective negotiation and consensus-building.
- Active participation throughout committee.
- High-quality Working Papers and Draft Resolutions.
- Respect for parliamentary procedure.
- Professional conduct at all times.

The Best Delegate serves as a model of diplomacy, preparation, and leadership.

### Section 14.3- Outstanding Delegate

The Outstanding Delegate Award recognizes delegates whose performance consistently exceeds expectations. Outstanding Delegates demonstrate:

- Thorough preparation.
- Strong research skills.
- Effective participation in debate.
- Clear and persuasive public speaking.
- Constructive collaboration with other delegations.
- Respect for committee procedures.
- Significant contributions to committee documents.



Delegates receiving this award have made meaningful contributions to committee discussions and demonstrated strong diplomatic abilities.

### **Section14.4- Honorable Mention**

The Honorable Mention Award recognizes delegates who have shown dedication, professionalism, and meaningful participation throughout committee sessions. Recipients generally demonstrate:

- Consistent participation.
- Well-prepared speeches.
- Positive collaboration.
- Respectful diplomacy.
- Strong committee engagement.
- Growth throughout the conference.

Although these delegates may not have led committee discussions, they have contributed positively to the committee's success.

### **Section14.5- Best Position Paper**

The Best Position Paper Award recognizes outstanding research and written preparation completed before the conference. Position Papers are evaluated according to:

- Understanding of the agenda.
- Accuracy of country policy.
- Organization and structure.
- Quality of research.
- Use of reliable sources.
- Original analysis.
- Realistic proposed solutions.
- Grammar and writing quality.
- Compliance with conference formatting requirements.

Receiving this award reflects exceptional academic preparation and demonstrates a delegate's commitment to understanding the assigned topic.

### **Section14.6- Best Novice Delegate**

The Best Novice Delegate Award recognizes an outstanding first-time or inexperienced delegate who demonstrates exceptional potential. Recipients typically exhibit:

- Strong preparation.
- Confidence in debate.
- Willingness to participate.
- Professional conduct.
- Rapid improvement throughout committee.
- Effective collaboration.
- Respect for parliamentary procedure.

This award encourages new delegates to continue developing their Model United Nations skills.

## Section 14.7- Verbal Commendation

A Verbal Commendation is an honorary recognition presented to delegates whose efforts deserve special acknowledgment. Although these delegates may not receive a formal award certificate, they have demonstrated qualities worthy of recognition. Reasons for receiving a Verbal Commendation may include:

- Consistent professionalism.
- Excellent teamwork.
- Positive attitude.
- Strong diplomatic conduct.
- Significant improvement.
- Valuable contributions during negotiations.

Verbal Commendations encourage continued participation and recognize the efforts of delegates who contribute positively to the committee environment.

## Section 14.8- Evaluation Criteria

Delegate performance is evaluated holistically throughout the conference. Chairs consider multiple aspects of participation, including:

- Knowledge of the agenda.
- Understanding of country policy.
- Completion of research.

### Public Speaking

- Confidence.
- Organization.
- Clarity.
- Persuasiveness.
- Appropriate diplomatic language.

### Diplomacy

- Respectful communication.
- Negotiation skills.
- Consensus-building.
- Professional conduct.

### Participation

- Frequency of participation.
- Quality of contributions.
- Leadership during debate.
- Involvement in caucuses.

### Committee Documents

- Working Papers.
- Draft Resolutions.
- Amendments.
- Position Paper quality.

### Parliamentary Procedure

- Correct use of motions.

- Appropriate use of points.
- Understanding of committee rules.

Delegates are evaluated on the quality of their participation rather than the quantity of speeches delivered.

## Section 14.9- Delegate Assessment Rubric

This rubric serves as a guide rather than a strict numerical formula. Chairs should consider each delegate's overall contribution when making final evaluations.

| Category                | Excellent (5)                                                             | Good (4)                      | Satisfactory (3)                |
|-------------------------|---------------------------------------------------------------------------|-------------------------------|---------------------------------|
| Preparation             | Exceptional research and complete understanding of topics with minor gaps | Well-prepared with minor gaps | Adequate preparation            |
| Public Speaking         | Confident, persuasive, and diplomatic                                     | Clear and organized           | Understandable but inconsistent |
| Participation           | Consistently contributes meaningful ideas                                 | Frequently participates       | Occasional participation        |
| Diplomacy               | Excellent negotiation and collaboration                                   | Cooperative and respectful    | Generally respectful            |
| Leadership              | Guides discussion and builds consensus                                    | Demonstrates initiative       | Participates when encouraged    |
| Committee Documents     | Outstanding quality and accuracy                                          | Well-written documents        | Acceptable quality              |
| Parliamentary Procedure | Excellent understanding and application                                   | Minor procedural errors       | Basic understanding             |
| Professionalism         | Exemplary conduct throughout conference                                   | Consistently professional     | Generally professional          |

## Section 14.10- Chair Evaluation Responsibilities

Chairs are responsible for evaluating delegates fairly, objectively, and consistently throughout the conference. When assessing delegates, Chairs should:

- Observe participation during every committee session.
- Evaluate speeches based on quality rather than frequency.
- Consider leadership during formal and informal debate.
- Assess collaboration during caucuses.
- Review Working Papers and Draft Resolutions.
- Evaluate Position Papers according to conference guidelines.
- Maintain accurate evaluation notes.
- Avoid personal bias.
- Consult with Co-Chairs when determining award recipients.
- Submit final recommendations to the Secretariat.

Awards should reflect sustained excellence over the course of the conference rather than isolated moments of performance. The Chair's responsibility is to recognize delegates who best embody the principles of diplomacy, cooperation, professionalism, and academic excellence.

# Chapter 15 - Conference Logistics

## Section 15.1- Registration

All participants must complete the official registration process before attending ARGOSMUN. Registration confirms each participant's eligibility to attend the conference and ensures accurate committee assignments. During registration, delegates should:

- Confirm their personal information.
- Verify their assigned committee and country.



- Submit any required conference documents.
- Receive conference materials.
- Follow all instructions provided by the Secretariat.

Only registered participants may attend committee sessions and conference activities.

### **Section15.2- Delegate Check-In**

Upon arrival at the conference venue, delegates must complete the check-in process before entering committee sessions. During check-in, delegates will:

- Verify their attendance.
- Receive their identification badge.
- Collect conference materials.
- Receive committee assignments, if applicable.
- Confirm any last-minute announcements.

Delegates should arrive early to allow sufficient time for check-in before the Opening Ceremony. Failure to check in on time may delay participation in committee sessions.

### **Section15.3- Conference Schedule**

The official conference schedule outlines all academic and ceremonial activities throughout ARGOSMUN. The schedule generally includes:

- Registration and Check-In
- Opening Ceremony
- Committee Session I
- Coffee Break
- Committee Session II
- Lunch Break
- Committee Session III
- Closing Ceremony
- Awards Presentation

Participants are expected to attend all scheduled activities unless otherwise instructed by the Secretariat. Any schedule changes will be communicated through official conference announcements.

### **Section15.4- Committee Rooms**

Each committee will be assigned a designated meeting room for the duration of the conference. Delegates should:

- Report to the correct committee room before each session.
- Remain in their assigned room unless authorized by the Chair or

Secretariat.

- Respect the facilities and equipment provided.
- Maintain cleanliness throughout the conference.
- Follow any room-specific instructions.

Committee room assignments will be announced before the Opening Ceremony and displayed throughout the conference venue.

## Section15.5- Identification Badges

All participants must wear their official ARGOSMUN identification badge at all times during the conference. Identification badges help ensure conference security and facilitate communication among participants.

Delegates should:

- Wear their badge where it is clearly visible.
- Keep their badge throughout the conference.
- Report lost badges immediately to the Secretariat.
- Avoid exchanging badges with other participants.

Participants without identification badges may be denied access to committee sessions or conference events.

## Section15.6- Meals and Breaks

Scheduled breaks are provided to allow delegates to rest, eat, and prepare for upcoming committee sessions.

Participants should:

- Return promptly after each scheduled break.
- Dispose of waste properly.
- Respect designated eating areas.
- Follow conference guidelines regarding food and beverages inside

committee rooms. The conference schedule will indicate the duration of each meal and break period.

Delegates are expected to manage their time responsibly to avoid delays in committee proceedings.

## Section15.7- Emergency Procedures

The safety of all participants is a priority during ARGOSMUN. In the event of an emergency, participants should:

- Remain calm.
- Follow the instructions of the Secretariat and conference staff.
- Evacuate the building if instructed.
- Proceed to the designated assembly area.
- Avoid re-entering the building until authorized.

Emergency exits and evacuation routes will be identified before committee sessions begin. Participants should immediately report any emergency situation to a member of the Secretariat.

## Section15.8- Medical Assistance

Basic medical assistance will be available throughout the conference. Participants who require medical attention should:

- Notify the nearest Chair or Secretariat member immediately.
- Follow the instructions of medical personnel.
- Inform the Secretariat of any medical emergency.

Delegates with medical conditions requiring special accommodations are encouraged to notify the Secretariat before the conference whenever possible. Medical information provided by participants will be treated confidentially.



## **Section 15.9- Lost and Found**

Any personal belongings found during the conference should be delivered to the Secretariat. Participants who lose personal items should:

- Report the missing item as soon as possible.
- Provide a detailed description of the item.
- Check with the Secretariat periodically.

ARGOSMUN is not responsible for lost, stolen, or damaged personal belongings; however, every reasonable effort will be made to assist participants in recovering lost property.

## **Section 15.10- Conference Communications**

Official conference information will be communicated exclusively through the Secretariat. Announcements may include:

- Schedule updates.
- Committee room changes.
- Important reminders.
- Emergency instructions.
- Awards and ceremony information.

Participants should regularly check official announcements and carefully follow any instructions issued by the Secretariat. Only official communications should be considered authoritative during the conference.

## **Section 15.11- Frequently Used Contacts**

Throughout the conference, delegates may need assistance from various members of the organizing team. The following contacts should be available to all participants:

- Secretary-General
- Director-General
- Committee Directors
- Committee Chairs
- Conference Secretariat
- Registration Desk
- Logistics Team
- Medical Assistance
- Security Personnel
- Faculty Advisors (when applicable)

A complete list of names, contact information, and office locations will be provided in the official conference program or on the conference website.

## Chapter 16 - Secretariat

### Section 16.1- Welcome from the Secretariat

Welcome to ARGOSMUN. On behalf of the Secretariat, we are honored to welcome you to this conference and thank you for joining us in an experience dedicated to diplomacy, international cooperation, and academic excellence. ARGOSMUN has been created to provide students with an opportunity to develop leadership, critical thinking, public speaking, negotiation, and problem-solving skills while gaining a deeper understanding of international affairs and the work of the United Nations. Throughout the conference, delegates will be challenged to represent their assigned countries with professionalism, respect, and integrity. Every committee session is an opportunity to exchange ideas, build consensus, and develop innovative solutions to global issues. The Secretariat is committed to ensuring that every participant enjoys a rewarding, inclusive, and educational conference experience. We encourage delegates to participate actively, embrace collaboration, and demonstrate the highest standards of diplomacy. We wish you a successful and memorable conference. The ARGOSMUN Secretariat

### Section 16.2- Secretary-General

The Secretary-General serves as the highest-ranking student official of ARGOSMUN and provides overall leadership for the conference. The Secretary-General is responsible for ensuring that all academic and organizational aspects of the conference are successfully coordinated. Primary responsibilities include:

- Leading the Secretariat.
- Establishing the conference vision and objectives.
- Supervising committee operations.
- Coordinating with Directors and Chairs.
- Representing ARGOSMUN during official ceremonies.
- Making final decisions regarding conference operations.
- Resolving exceptional situations during the conference.
- Upholding the academic standards of ARGOSMUN.

The Secretary-General serves as the principal representative of the conference and works closely with every department to ensure a successful event.

### Section 16.3- Director-General

The Director-General oversees the operational management of the conference.

Working closely with the Secretary-General, the Director-General coordinates the logistical and administrative aspects of ARGOSMUN. Responsibilities include:

- Supervising conference logistics.
- Coordinating committee schedules.
- Monitoring conference operations.
- Supporting Committee Directors and Chairs.
- Managing conference staff.
- Ensuring the smooth execution of conference activities.
- Assisting in the resolution of operational issues.

The Director-General helps ensure that all conference activities are conducted efficiently and according to schedule.

## Section16.4- Under-Secretary-General for Academics

The Under-Secretary-General for Academics (USG Academics) oversees the academic quality of the conference. Responsibilities include:

- Supervising committee background guides.
- Reviewing academic materials.
- Ensuring consistency across committees.
- Supporting Chairs with procedural questions.
- Coordinating delegate preparation.
- Reviewing Position Paper guidelines.
- Promoting educational excellence.
- Assisting in academic decision-making.

The USG Academics works to maintain the high academic standards expected throughout ARGOSMUN.

## Section16.5- Under-Secretary-General for Logistics

The Under-Secretary-General for Logistics (USG Logistics) is responsible for coordinating all logistical aspects of the conference. Responsibilities include:

- Preparing conference facilities.
- Coordinating committee room assignments.
- Managing registration.
- Organizing conference materials.
- Supervising volunteers.
- Coordinating technical support.
- Monitoring conference schedules.
- Supporting the Secretariat during conference operations.

Efficient logistics contribute significantly to the success of the conference and ensure a positive experience for all participants.

## Section16.6- Crisis Director (If Applicable)

For Crisis Committees, the Crisis Director manages the dynamic progression of the committee simulation. Responsibilities include:

- Designing crisis scenarios.
- Managing real-time developments.
- Evaluating crisis directives.
- Coordinating crisis updates.
- Supervising crisis staff.
- Maintaining historical and political accuracy.
- Ensuring balanced and engaging committee experiences.

The Crisis Director works closely with the Chair to ensure that crisis simulations remain challenging, realistic, and educational.



## Section 16.7- Committee Chairs

Committee Chairs are responsible for directing committee sessions and ensuring that debate proceeds according to the Rules of Procedure. Chairs serve as impartial facilitators and academic leaders throughout the conference. Their responsibilities include:

- Conducting committee sessions.
- Recognizing speakers.
- Managing motions and points.
- Maintaining order and professionalism.
- Supervising voting procedures.
- Reviewing committee documents.
- Evaluating delegate performance.
- Recommending conference awards.

Chairs play a vital role in creating an engaging, respectful, and academically rigorous committee environment.

## Section 16.8- Secretariat Responsibilities

The Secretariat works collaboratively to organize, supervise, and support every aspect of ARGOSMUN. Collectively, the Secretariat is responsible for:

- Planning the conference.
- Coordinating committee operations.
- Supervising registration.
- Managing logistics.
- Supporting Chairs and delegates.
- Enforcing conference policies.
- Resolving participant concerns.
- Organizing ceremonies.
- Promoting academic excellence.
- Ensuring participant safety and well-being.

Throughout the conference, Secretariat members should remain approachable, professional, and committed to assisting all participants.

## Section 16.9- Contact Information

Participants who require assistance during the conference should contact the appropriate member of the Secretariat. The following contact information should be included in the final version of this handbook:

Position Name Email / Contact Secretary-General \_\_\_\_\_ Director-General  
\_\_\_\_\_ USG Academics \_\_\_\_\_ USG Logistics  
\_\_\_\_\_ Crisis Director (if applicable) \_\_\_\_\_  
Committee Chairs See Committee Assignments \_\_\_\_\_ Conference Secretariat \_\_\_\_\_  
\_\_\_\_\_ Participants are encouraged to communicate with the Secretariat whenever they need academic guidance, logistical support, or assistance during the conference.

## Chapter 17 – Frequently Asked Questions

### Section 17.1- Preparing for the Conference

What should I do before the conference? Before arriving at ARGOSMUN, delegates should:

- Research their assigned country and committee.
- Understand the agenda topics.
- Prepare and submit their Position Paper.
- Review the Rules of Procedure.
- Practice public speaking.
- Become familiar with parliamentary terminology.
- Bring all required conference materials.

Preparation is the key to a successful Model United Nations experience. How much research should I complete? Delegates should understand:

- Their country's foreign policy.
- The historical background of the topic.
- Current international developments.
- Previous United Nations actions.
- Possible solutions consistent with national interests.

Well-prepared delegates contribute more effectively to committee discussions. What materials should I bring?

Delegates are encouraged to bring:

- Printed or digital research notes.
- Position Paper.
- Notebook or laptop (if permitted).
- Writing materials.
- Identification badge.
- Water bottle.
- Conference schedule.

### Section 17.2- During Committee Sessions

Do I have to speak during committee? Yes. Active participation is an important component of Model United Nations. Delegates are encouraged to contribute during formal debate, caucuses, negotiations, and voting procedures. Speaking confidently becomes easier with preparation and practice.

What happens if I make a mistake? Mistakes are a natural part of learning. The Chair and fellow delegates understand that participants have different levels of experience. Remain calm, continue participating, and learn from the experience. Confidence develops through active participation. Can I speak without being recognized? No. Delegates may speak only after being recognized by the Chair. Speaking without permission disrupts committee proceedings and violates parliamentary procedure. Can I change my country's position? No. Delegates represent the official policy of their assigned country, not their personal opinions. However, delegates may negotiate realistic compromises that remain consistent with their country's diplomatic interests.

### Section 17.3- Research Questions

Where should I find information? Reliable sources include:

- Official United Nations publications.
- Government websites.
- International organizations.
- Academic journals.
- Peer-reviewed articles.
- Reputable newspapers.
- Research institutions.

Delegates should avoid relying on unreliable or unverified online sources.

How many sources should I use? There is no required number. However, delegates should consult multiple reliable sources to gain a balanced understanding of the topic and strengthen their arguments. Can I use Artificial Intelligence to prepare? Yes. Artificial Intelligence may be used to:

- Organize research.
- Practice speeches.
- Improve grammar.
- Summarize reliable information.

Delegates remain responsible for ensuring that all submitted work reflects their own understanding and complies with the conference's Academic Integrity Policy.

## Section 17.4- Parliamentary Procedure

What is a Motion? A Motion is a formal proposal requesting that the committee take a specific procedural action, such as entering a caucus or closing debate. What is a Point? A Point is used to address procedural concerns during committee sessions. Common examples include:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry

What is a Caucus? A Caucus is a period of discussion that allows delegates to debate specific issues or negotiate solutions. ARGOSMUN uses two types of caucuses:

- Moderated Caucus
- Unmoderated Caucus

What is a Resolution? A Resolution is the committee's final document containing proposed solutions to the agenda topic.

Resolutions are developed collaboratively through negotiation and committee debate.

## Section 17.5- Position Papers

Is a Position Paper required? Delegates should submit a Position Paper according to the conference guidelines. Position Papers demonstrate preparation and may be considered during award evaluations. Can I submit my Position Paper after the deadline? Late submissions may not be eligible for the Best Position Paper Award and may be accepted only at the discretion of the Secretariat. Delegates should always meet published deadlines whenever possible. How long should my Position Paper be? Position Papers should follow the formatting and length requirements established in the official conference guidelines. Delegates should prioritize quality, organization, and accuracy rather than length alone.

## Section 17.6- Awards

How are awards determined? Awards are based on a delegate's overall performance throughout the conference. Evaluation includes:

- Preparation.
- Public speaking.
- Diplomacy.
- Participation.
- Committee documents.
- Collaboration.
- Professionalism.
- Understanding of parliamentary procedure.

Do I need to speak the most to receive an award? No. Awards recognize the quality of participation rather than the quantity of speeches. Delegates who demonstrate diplomacy, leadership, and meaningful contributions are more likely to receive awards than those who simply speak frequently. Can first-time delegates receive awards? Absolutely. New delegates are eligible for committee awards, including the Best Novice Delegate Award, provided they demonstrate outstanding preparation and participation.

## Section 17.7- Conference Policies

May I use my phone during committee? Electronic devices may be used only when permitted by the Chair and only for conference-related purposes. Using electronic devices for unrelated activities may result in disciplinary action. What happens if I arrive late? Delegates should arrive before each committee session begins. Repeated tardiness may affect participation, evaluations, and award eligibility.

What should I do if I need assistance? Participants should immediately contact:

- A Committee Chair.
- A member of the Secretariat.
- A Conference Director.
- A faculty advisor, when applicable.

The conference staff is available throughout the event to provide academic and logistical assistance. What happens if I violate the Code of Conduct? Violations of conference policies may result in:

- Verbal warning.
- Written warning.
- Meeting with the Secretariat.
- Loss of award eligibility.
- Removal from committee.
- Removal from the conference in serious cases.

Disciplinary measures are determined by the Secretariat based on the nature of the violation.

## Section 17.8- General Information

Do I need previous MUN experience? No. ARGOSMUN welcomes delegates of all experience levels. The conference is designed to provide a supportive learning environment for both novice and experienced participants. What is the most important skill in Model United Nations? There is no single most important skill. Successful delegates combine:

- Preparation.

- Research.
- Public speaking.
- Diplomacy.
- Negotiation.
- Leadership.
- Collaboration.
- Critical thinking.

Developing these skills is one of the primary goals of Model United Nations. How can I improve as a delegate?  
The best way to improve is to:

- Prepare thoroughly.
- Participate actively.
- Listen carefully to other delegates.
- Accept constructive feedback.
- Practice public speaking.
- Collaborate respectfully.
- Learn from every conference experience.

Every committee session is an opportunity to strengthen your diplomatic and leadership skills.

## Chapter 18 - MUN Glossary

### Section 18.1- Common MUN Terminology

Understanding Model United Nations terminology is essential for effective participation in committee sessions. The following terms are among the most frequently used during ARGOSMUN. Agenda The topic or issue assigned to a committee for discussion. Bloc A group of countries with similar political, economic, or regional interests that cooperate during committee sessions. Chair The committee official responsible for moderating debate, enforcing the Rules of Procedure, and evaluating delegates. Committee A simulated United Nations body where delegates debate international issues. Consensus A general agreement reached without formal opposition. Delegate A participant representing a Member State or organization during the conference. Delegation The representative(s) of an assigned country. Diplomacy The practice of negotiating and maintaining constructive international relations. Floor The right to speak during committee proceedings.

Placard A sign displaying a delegation's assigned country, used to request recognition and cast votes.

Quorum The minimum number of delegates required for committee business to proceed. Secretariat The student leadership team responsible for organizing and managing the conference.

## Section 18.2- Parliamentary Vocabulary

Parliamentary procedure provides the structure for committee debate. Adjournment The official conclusion of the conference or committee session. Appeal A request asking the committee to reconsider a ruling made by the Chair. Debate The formal discussion of an agenda topic. General Speakers List (GSL) The official list of delegates recognized to deliver speeches during formal debate. Moderated Caucus A structured discussion focused on a specific subtopic, moderated by the Chair. Motion A formal proposal requesting that the committee take procedural action. Point A procedural request raised by a delegate to address a specific issue. Point of Order A point used when a delegate believes that parliamentary procedure has been applied incorrectly. Point of Parliamentary Inquiry A question directed to the Chair regarding the Rules of Procedure. Point of Personal Privilege A request concerning the delegate's personal comfort or ability to participate effectively. Roll Call The attendance procedure conducted at the beginning of committee sessions. Suspension of the Meeting A temporary pause in committee proceedings. Unmoderated Caucus An informal period during which delegates move freely to negotiate and draft documents. Yield The action of giving remaining speaking time to another delegate, to the Chair, or to questions.

## Section 18.3- Resolution Writing Vocabulary

The following terms are commonly used when drafting committee documents. Amendment A formal proposal to modify a Draft Resolution. Draft Resolution A formal document containing the committee's proposed solutions before final voting. Friendly Amendment An amendment accepted by all sponsors of the Draft Resolution. Operative Clause A numbered clause describing the actions proposed by the committee. Preambulatory Clause An introductory clause providing background information and justification for the resolution. Resolution The committee's final document adopted after debate and voting. Signatories Delegations supporting the introduction of a Draft Resolution for debate without necessarily supporting its content. Sponsors Delegations that write and officially support a Draft Resolution. Working Paper An informal document used to organize ideas before becoming a Draft Resolution.

## Section 18.4- United Nations Terminology

These terms are frequently used in both Model United Nations and the real United Nations. ECOSOC The United Nations Economic and Social Council. General Assembly (GA) The principal deliberative body of the United Nations in which all Member States are represented. Member State A country officially recognized as a member of the United Nations. NGO A Non-Governmental Organization that operates independently of governments. Peacekeeping Operations United Nations missions established to help maintain international peace and security. Permanent Five (P5) The five permanent members of the United Nations Security Council:

- China
- France
- Russian Federation
- United Kingdom
- United States

Secretariat One of the six principal organs of the United Nations responsible for its daily operations. Security Council (UNSC) The United Nations body responsible for maintaining international peace and security. UN Charter The founding treaty of the United Nations, signed in 1945. Veto The power held by the permanent members of the Security Council to block substantive resolutions.

## Section 18.5- Diplomatic Expressions

Delegates are encouraged to use formal diplomatic language throughout committee sessions. Common expressions include:

- "The delegation of..."

- "Honorable Chair..."
- "Distinguished delegates..."
- "The delegation wishes to..."
- "The delegation strongly supports..."
- "The delegation respectfully disagrees..."
- "Would the distinguished delegate clarify..."
- "In the interest of international cooperation..."
- "The delegation proposes..."
- "The delegation recommends..."
- "The delegation believes..."
- "We encourage Member States to..."
- "Thank you, Honorable Chair."
- "The delegation yields its remaining time to the Chair."
- "The delegation moves to..."

Using respectful diplomatic language contributes to a professional committee atmosphere and reflects the practices of the United Nations.

## Section 18.6- Common Acronyms

The following acronyms are frequently encountered during Model United Nations conferences.

| Acronym | Meaning                                                          |
|---------|------------------------------------------------------------------|
| AI      | Artificial Intelligence                                          |
| ECOSOC  | Economic and Social Council                                      |
| FAO     | Food and Agriculture Organization                                |
| GSL     | General Speakers List                                            |
| ICJ     | International Court of Justice                                   |
| ILO     | International Labour Organization                                |
| IMF     | International Monetary Fund                                      |
| IOM     | International Organization for Migration                         |
| NGO     | Non-Governmental Organization                                    |
| P5      | Permanent Five Members of the Security Council                   |
| SDGs    | Sustainable Development Goals                                    |
| UN      | United Nations                                                   |
| UNDP    | United Nations Development Programme                             |
| UNEP    | United Nations Environment Programme                             |
| UNESCO  | United Nations Educational, Scientific and Cultural Organization |
| UNHCR   | United Nations High Commissioner for Refugees                    |
| UNICEF  | United Nations Children's Fund                                   |
| UNODC   | United Nations Office on Drugs and Crime                         |
| UNSC    | United Nations Security Council                                  |

| Acronym | Meaning                   |
|---------|---------------------------|
| WHO     | World Health Organization |
| WFP     | World Food Programme      |

## Section 18.7- Glossary Index

The following index provides a quick reference to commonly used Model United Nations terminology. Term  
Section Agenda

- 18.1
- Amendment
- 18.3
- Bloc
- 18.1
- Caucus
- 18.2
- Chair
- 18.1
- Committee
- 18.1
- Consensus
- 18.1
- Delegate
- 18.1
- Delegation
- 18.1
- Draft Resolution
- 18.3
- Friendly Amendment
- 18.3
- General Assembly
- 18.4
- General Speakers List 18.2 Member State
- 18.4
- Moderated Caucus
- 18.2
- Motion
- 18.2
- NGO
- 18.4
- Operative Clause



18.3  
Placard  
18.1  
Point of Order  
18.2  
Position Paper

## Chapter 4

Preambulatory Clause 18.3 Quorum

18.1  
Resolution

18.3  
Roll Call

18.2  
Secretariat

18.1 & 18.4  
Security Council

18.4  
Signatories

18.3  
Sponsors

18.3  
UN Charter

18.4  
United Nations

18.4  
Unmoderated Caucus 18.2 Veto

18.4  
Working Paper

18.3  
Yield

18.2

Appendices The following appendices provide practical resources to help delegates prepare for and participate successfully in ARGOSMUN. These materials include sample documents, reference lists, procedural guides, and preparation tools that complement the information presented throughout this handbook.

## Appendix A - Sample Position Paper

ARGOSMUN 2026 Committee: United Nations Children's Fund (UNICEF) Country: Canada Delegate: Jane Smith  
Topic: Ensuring Equal Access to Quality Education Background Canada recognizes education as a fundamental human right and supports Sustainable Development Goal 4, which seeks to ensure inclusive and equitable quality education for all. Despite global progress, millions of children

continue to face barriers to education due to poverty, armed conflict, displacement, and limited educational infrastructure. Country Policy Canada has consistently supported international initiatives that promote universal education through cooperation with UNICEF, UNESCO, and the Global Partnership for Education. The Government of Canada continues to invest in educational programs that improve teacher training, gender equality, and digital learning opportunities. Proposed Solutions The delegation of Canada recommends:

- Increasing international funding for educational infrastructure.
- Expanding teacher training initiatives.
- Promoting digital education in underserved communities.
- Strengthening partnerships between governments and international organizations.
- Supporting equal educational opportunities for girls and marginalized populations. Canada believes that international cooperation remains essential to ensuring quality education for future generations.

## Appendix B - Sample Working Paper

Committee: UNICEF Topic: Ensuring Equal Access to Quality Education Working Paper 1 Problems Identified

- Lack of school infrastructure
- Teacher shortages
- Limited internet access
- Gender inequality
- Educational disruption caused by conflict

Proposed Solutions

- Expand educational funding.
- Increase teacher training.
- Improve access to technology.
- Promote public-private partnerships.
- Strengthen international cooperation.

Potential Partners

- UNICEF
- UNESCO
- World Bank
- Ministries of Education
- International NGOs

## Appendix C - Sample Draft Resolution

Committee: United Nations Children's Fund (UNICEF) Topic: Ensuring Equal Access to Quality Education  
Sponsors: Canada, Japan, Mexico Signatories: Brazil, France, Kenya, Peru Preambulatory Clauses Recognizing education as a fundamental human right, Recalling Sustainable Development Goal 4, Deeply concerned by unequal access to quality education worldwide, Operative Clauses

1. Calls upon Member States to increase investment in educational infrastructure;
2. Encourages partnerships between governments and international organizations;
3. Requests UNICEF to expand teacher training initiatives;
4. Supports digital learning opportunities in underserved communities;
5. Recommends annual progress reports on implementation.

## Appendix D - Sample Amendment

Draft Resolution: 1.1 Committee: UNICEF Type: Friendly Amendment Clause to Amend: Operative Clause 3  
Original Clause Requests UNICEF to provide educational assistance. Proposed Amendment Requests UNICEF to provide educational assistance, teacher training, and digital learning resources to underserved communities. Purpose To strengthen the educational support proposed in the original resolution.

## Appendix E - Preambulatory Clauses

Delegates may begin preambulatory clauses using the following approved expressions:

- Affirming
- Alarmed by
- Aware of
- Bearing in mind
- Believing
- Confident
- Conscious of
- Deeply concerned
- Deeply disturbed
- Deeply regretting
- Desiring
- Emphasizing
- Expressing appreciation
- Fully aware
- Guided by
- Keeping in mind
- Noting
- Noting with appreciation
- Noting with concern
- Observing
- Reaffirming
- Recognizing

- Recalling
- Seeking
- Taking into account
- Welcoming

## Appendix F - Operative Clauses

Common operative verbs include:

- Accepts
- Affirms
- Approves
- Authorizes
- Calls upon
- Commends
- Condemns
- Confirms
- Decides
- Declares
- Designates
- Draws attention to
- Encourages
- Endorses
- Expresses appreciation
- Further invites
- Further proclaims
- Further recommends
- Invites
- Proclaims
- Reaffirms
- Recommends
- Regrets
- Requests
- Resolves
- Strongly condemns
- Supports
- Urges

## Appendix G - Parliamentary Procedure Cheat Sheet

Action Purpose Vote Required Roll Call Attendance None Set the Agenda Select agenda topic Simple Majority  
 Open Speakers List Begin formal debate None Moderated Caucus Focused discussion Simple Majority  
 Unmoderated Caucus Informal negotiations Simple Majority Extend Debate Continue discussion Simple  
 Majority Close Debate End discussion Two-Thirds Majority Introduce Draft Resolution Present a Draft  
 Resolution Chair Approval Introduce Amendment Modify a Draft Resolution Chair Approval Divide the  
 Question Vote on clauses separately Simple Majority Voting Procedure Vote on Draft Resolution Majority  
 Required Adjourn Meeting End committee session Simple Majority

## Appendix H - Diplomatic Language Reference

Delegates are encouraged to use formal diplomatic language during committee sessions. Opening a Speech

- Honorable Chair,
- Distinguished delegates,
- Esteemed members of the committee,
- The delegation of \_\_\_\_\_ believes...

### Agreeing

- The delegation fully supports...
- We agree with the proposal presented by...
- We appreciate the remarks of...

### Disagreeing Diplomatically

- The delegation respectfully disagrees...
- While appreciating the previous speaker's remarks...
- The delegation would like to offer an alternative perspective...

### Asking Questions

- Would the distinguished delegate clarify...
- Could the delegation explain...
- Does the delegation believe...

### Negotiating

- We propose...
- We encourage collaboration...
- We invite delegations to support...
- We welcome constructive amendments...

### Closing

- Thank you, Honorable Chair.
- The delegation yields its remaining time to the Chair.
- The delegation yields to questions.
- Thank you.

## Appendix I - Conference Forms and Templates

The following templates are recommended for use during ARGOSMUN: Delegate Information Form

- Delegate Name
- School
- Committee
- Country
- Advisor

### Position Paper Template

- Committee
- Country
- Topic
- Background



- Country Policy
- Proposed Solutions

#### Working Paper Template

- Committee
- Topic
- Problems
- Proposed Solutions
- Potential Partners

#### Draft Resolution Template

- Committee
- Topic
- Sponsors
- Signatories
- Preambulatory Clauses
- Operative Clauses

#### Amendment Template

- Draft Resolution Number
- Clause to Amend
- Amendment Type
- Original Text
- Proposed Text
- Purpose

#### Delegate Evaluation Form

- Preparation
- Public Speaking
- Diplomacy
- Leadership
- Participation
- Parliamentary Procedure
- Overall Comments

## Appendix J - Delegate Preparation Checklist

Use this checklist before arriving at ARGOSMUN. Before the Conference Read the ARGOSMUN Handbook. Research your assigned country. Research the committee and agenda topics. Understand your country's foreign policy. Prepare your Position Paper. Review the Rules of Procedure. Practice formal speeches. Learn common parliamentary motions. Review diplomatic language. Familiarize yourself with resolution writing. What to Bring Position Paper. Research notes. Notebook or laptop (if permitted). Pen and notebook. Identification badge or school ID. Water bottle. Conference schedule. Business attire.

During the Conference Arrive on time. Participate actively. Respect all delegates. Speak diplomatically. Collaborate during caucuses. Follow the Rules of Procedure. Contribute to Working Papers.

Assist in drafting resolutions. Vote responsibly. Demonstrate professionalism. After the Conference Reflect on your performance. Request feedback from your Chairs. Continue developing your research and public speaking skills. Stay informed about global issues. Prepare for your next MUN conference.



## Final Note

Congratulations! By completing this handbook, you now have a comprehensive guide to succeeding at ARGOSMUN. Whether you are a first-time delegate or an experienced Chair, the knowledge, procedures, and resources contained in this handbook will help you participate confidently, think critically, negotiate effectively, and uphold the values of diplomacy and international cooperation. "Diplomacy is not the art of winning arguments—it is the art of building solutions together."