



ASMUN 2024
BOOKLET



ASMUN Info

ASMUN is...

... a simulation of the UN. Everyone is a country and represents that country. From your country's perspective you defend your opinion. Through debates people discuss their countries' opinions and try to convince each other. The goal is to achieve a resolution for which the majority of delegates has voted yes on.

Everyone must write a position paper from the perspective of your country this happens before the actual MUN.

TABLE OF CONTENTS:

○ The Debate Phases	2
▪ The General Speakers List	
▪ The Moderated and Unmoderated Caucuses	
▪ Closing the Debate	
○ Rules Governing Speeches	3
▪ General Speakers List	
▪ Taking the Floor	
▪ Yielding	
○ Points of	4
▪ Personal privilege	
▪ Order	
▪ Parliamentary inquiry	
○ The Path To A Resolution	5
▪ Signatories for a Resolution	
▪ Introducing a Resolution	
○ Voting	5
▪ Procedural Voting	
▪ Substantive Voting	
▪ Roll Call Voting	
○ How to give speeches	6
▪ Voice	
▪ Posture	
▪ Hands	
○ The Resolution	7
▪ General Information	
▪ Preambulatory Clauses	
▪ Operative Clauses	
▪ Amendments	
○ A Position Paper	9



The debate phases

- The General Speakers List
- The Moderated and Unmoderated Caucuses
- Closing the Debate

The general speakers list

The debate will commence with every delegate on the General Speakers' List, ordered alphabetically. Speakers may request the Chair to re-add or remove him or her from the General Speakers' List¹. The General Speakers' List will be followed until the debate is closed. The Speakers have the right to address any draft resolution currently on the floor and to propose motions or raise points.

During the Speaker's time, they shall share their thoughts and opinion on the topic in one minute, share what solutions they think are best and what they – from the perspective of their country – want to see in the resolution.

During the general speakers list if a delegate of a country would like to motion for a moderated or an Unmoderated Caucus, they may do so when the chairs give the opportunity to do so. How these motions are submitted will be explained below.

The Moderated and Unmoderated Caucuses:

- A motion is necessary and must be voted on, it shall pass with a simple majority.²
- Motion is in order at any time, as long as the floor is open, prior to voting procedures.
- The delegate should follow a basic lay-out for their motion: "The delegate of China would like to raise a motion for a moderated caucus about climate change. With a total duration of 10 minutes and an individual speaker's time of 30 seconds."
- The Caucus will always end when the time runs out.
- The Chair may decline the Caucus due to lack of time.

▪ Unmoderated Caucus

- The delegate who motions for the Unmoderated Caucus must provide:
 - The duration of the Unmoderated Caucus
 - A brief purpose of the caucus.
- Delegates are free to follow their plans, there's no moderation by the chairs.
- The Unmoderated Caucus is used to:
 - Draught draft resolutions
 - Accumulate signatories for those resolutions.



■ Moderated Caucus

- The delegate who motions for the Unmoderated Caucus must provide:
 - The duration of the Unmoderated Caucus
 - The time limit per speech.
 - A brief purpose of the caucus.
- The Chair will appoint delegates to speak at their decree.
- No motions are in order during the Moderated Caucus, points are allowed.
- The Moderated Caucus will end if no delegate wishes to take the floor.
- The Chair may end a Moderated Caucus prematurely.

Closing the debate (what happens?):

- A draft resolution, containing the minimum number of signatories is turned in to the Chairs.
- If accepted by the Chairs , the draft resolution will automatically be on the floor. Then the Chairs will announce that a draft resolution has been accepted.
- The delegate that handed in the draft resolution will raise a motion to introduce their draft resolution.
- If accepted, the chairs will project the draft resolution on the whiteboard.
- While the draft resolution is projected, the delegate in question will read the draft resolution out loud.

Rules governing speeches

General speakers list

- In order to decide upon the speaking time, the Chair can entertain motions to set a speaking time or decide upon it independently.
- A country has the privilege to add or remove itself from the General Speakers' List. In order to obtain this, the delegate must send a note to the Chair stating that he or she wants to be added or removed from the General Speakers' List.
- The names of the next several countries to take the floor will consistently be declared or displayed during the conference.

Taking the floor

- No delegate may take the floor without previously having attained the permission of the Chair.
- The Chair may discontinue a speaker when his or her remarks are not applicable to the topic area or when he or she is not showing respect and/or courtesy to other individuals in the committee.
- When a speaker exceeds the allotted time he or she was granted, the Chair has the authority to interrupt and call to order.

Yielding

Solely when being recognized from the General Speakers' List, a delegate has the right to yield any, or all of his or her time remaining time at the conclusion of his or her speech. This can be done in one of the following ways:

Yield to another delegate: If the relevant delegate accepts the yield, the Chair must recognize the delegate for the leftover time. The appointed delegate may not make any further yields.

Yield to questions: The questioners will be appointed by the chair and allowed to ask one question within the time limit of thirty seconds. The speakers' answer will be deducted from the remaining time. The delegate may not make any further yields.

Yield to the chair: The Chair will consequently move on to the next speaker.

Points of ...

- personal privilege
- order
- parliamentary inquiry

Point of personal privilege

A delegate may raise a point of personal privilege if:

- The delegate encounters any personal unpleasantness or discomfort which affects his or her ability to participate. They may request the unpleasantness or discomfort to be corrected.
- Solely in extreme cases a point of personal privilege may interrupt a delegate taking the floor, for example when a delegate is not able to hear a speech, or a life-threatening situation occurred.

Point of order

During the discussion of any matter, a delegate has the right to raise a point of order to imply an error in the parliamentary procedure. The point of order will be instantly decided upon in accordance with these rules of procedure.

Point of parliamentary inquiry

When the floor is open, a delegate has the right to raise a point of parliamentary inquiry, to ask the chair a question concerning the Rules of Procedure.

A point of parliamentary inquiry may under any circumstance never interrupt a speaker.

The path to a resolution:

Signatories for draft resolutions

- A draft resolution can only be approved by the chair once it is signed by at least 3 to 8-member states (depending on the size of the committee).
- By signing a draft resolution, a member state expresses that he or she has a longing in the resolution being discussed in the committee.
- The Chair has the obligation of mentioning the number of signatories a draft resolution has received at the beginning of the general debate.

Introducing a draft resolution

- When a draft resolution has the required number of signatories and is approved by the chair, the draft resolution is automatically considered on the floor.
- The chair will notify the committee when this happens.
- Once on the floor, a resolution may be discussed and amended.

Amendments

These are motioned when you would like to change/remove a part of a draft resolution. For the whole explanation on this, see page 8.

Voting

- Procedural voting
- Substantive voting
- Roll call voting

Procedural Voting

During the committee conference, **all** voting is considered procedural, excluding voting on amendments and draft resolutions. Whilst procedural voting, all delegates may vote:

- 'Yes' or 'No'
- Abstentions are not in order.

Substantive Voting

Occurs with:

- Amendments and draft resolutions.

Posterior to the closing of the debate, the committee will move into voting procedures and the chambers will be sealed. Thereupon, only points of motion for a roll call vote will be entertained. The committee will move into voting procedure with the condition that there are no such motions. In the act of substantive voting, each member state obtains one vote:

- 'Yes', 'No' or 'Abstain'.



Ordinarily voting will emanate using placards, however in the situation of a motion for roll call, it will emanate using roll call. In order for the resolution to pass, a simple majority is needed. Only one resolution may be passed.

Roll Call Voting

When the debate is closed on any topic area, any member state has the right to request a roll call voting on any draft resolution being considered. A motion like such may be made from the floor and requires a two-third majority. Solely during voting procedures is a motion for roll call in order. During roll call voting, the Chair will call out member state in alphabetical order, commencing with a random selected member state.

During the first sequences the member states are allowed to vote

- 'Yes', 'No', 'Abstain' and 'Pass'.

When a member state votes 'Pass' in the first sequence, a second sequence will be held where the member state must vote 'Yes' or 'No'. After all the member states apprised their votes, the Chair will announce the outcome of the roll call.

How to give speeches

Voice:

- **Speak at a slow pace.**
Often, when you feel like you're speaking too slowly, it's actually the ideal speed for clear communication. Slow down to ensure your words are well-articulated and easily understood by others.
- **Enunciate.**
Ensure that each word is pronounced clearly and distinctly. Avoid mumbling or rushing through your words.
- **Vary your pitch, tone, and volume to keep your audience engaged.**
Avoid using a monotone delivery.
- **Use strategic pauses to emphasize points.**
It allows your audience to digest information and may even give yourself a moment to gather your thoughts.
- **Don't use filler words.**
Avoid using "uh", "um" and "like".

Posture:

- **DO:**
 - Stand tall: stand up straight with your shoulders back.
 - Stand on both feet.
 - Use open body language.
 - Face your audience.
- **DON'T:**
 - Don't cross your arms.
 - Keep your hands in your pockets.



Hands:

- **DO:**
 - Use your hands for visual aid.
 - Use gestures to complement and reinforce your message.
- **DON'T:**
 - Excessively use your hands, it's distracting.
 - Play with your jewelry, hair or adjust your clothing.

The resolution:

- **General information**
 - Committee name
 - Topic of the committee section
 - Main submitter
 - Signatories
- **Preambulatory clauses**
- **Operative clauses**

Preambulatory clauses

It can be seen as the introduction of the resolution: it describes the issue, why that issue is significant and what the impact is of the issue.

The preamble should start with the name of your committee, followed by preambulatory clauses. Each clause should start with an italicized preambulatory phrase and should end with a comma. Examples of preambulatory phrases are:

- Affirming
- Alarmed By
- Confident
- Seeking
- Welcoming
- Taking Note

Operative clauses

It describes the solutions to the problems stated in the preamble.

An easy way to start writing the operative clauses is by addressing the “Questions a resolution must address” (QARMA). Since the operative clauses are the most important part of the resolution, you should always put the most focus on this.

Each operative clause should start with an underlined operative phrase and should end with a semicolon (;). Examples of operative phrases are:

- Accepts
- Affirms
- Approves



- Announces
- Condemns
- Resolves
- Urge

Amendments

During the introduction of resolutions, it might happen that you would like to change/alter/remove something from someone else's, or even your own, resolution.

The correct way to do this is to hand in an amendment. You can only hand in amendments on draft resolutions that have been approved by the chair.

The amendments must have 3-5 signatories (depending on the size of the committee).

Amendments are usually handed in digitally, but it may be handwritten as well. When the chair receives your amendment, one of two things can happen:

1. The chair **disapproves** your amendment for one reason or another.
 - You will receive notice on why the amendment was not approved. If not, just send a note to the chairs.
2. The amendment was **approved**.
 - Upon which the committee session will hold a debate on the amendment, with two speakers in favor and two speakers against.
 - After this, the committee will move into substantive voting procedure.
 - To pass an amendment, it needs a simple majority (50% + 1).

Amendments always follow a specific format, see below:

- **Format:**
 - Name resolution
 - Main submitter
 - Signatories
 - Content of amendment



A position paper

Introduction

At the start of the committee session, all delegates are required to hand in a position paper: a small (1 A4) formal document describing your country's position related to the issue of the committee. You could see this document as a "biography" for your country. Writing a position paper will help you understand your country's foreign policy while also structuring your thoughts. Writing a position paper should therefore be seen as preparation for the ASMUN conference.

Format

When drafting a position paper, it is important to adhere to the standard format, but one must not forget that a position paper should look attractive. Common methods for creating a work of art are adding the country's flag, the flag of the United Nations and a watermark with the country's coat of arm.

Heading

A position paper should always start with the heading. This part of the document contains the following general information:

The committee: The name of the committee (*e.g.* "United Nations Development Programme")

The topic: The topic of the committee session (*e.g.* "Infrastructure for peace").

The country: The name of the member state that you are representing (*e.g.* "The Plurinational State of Bolivia")

First paragraph

Your first paragraph should give a general introduction on your country and a few examples on how the topic of the committee session affects your country. A good start is noting down the foreign policy in relation to the topic at hand of the country you are representing.

E.g. "The homicide rate in Bolivia is 12.1 per 100,000 inhabitants, placing us 36th on the list of "Murder Rate", compromising our positive peace."

E.g. "Illegal drug trade has always been the core of the problem. As such, we hold a hard line against drug trade."



Second paragraph

The second paragraph should be a short history lesson on what actions the country you represent did and did not take, on both a local and international scale. You could mention passed laws, signed treaties or international organizations for example.

E.g. “Bolivia has been tackling drug issues for some time now, with great effect: just recently, the government passed a law that resulting in a decline in illegal drug trade.”

Third paragraph

The third paragraph describes what you plan to do in the future: What would you like to see in the draft resolution? But more importantly: What solutions does your country bring to the table? The most effective way to promote change is by taking the initiative: proposing solutions goes a long way in that regard.

E.g. “We, however, do not have the financial resources to solve these issues at hand within our own border, let alone in other countries. As such, the Plurinational State of Bolivia urges the importance of financial aid.”

E.g. “The Plurinational State of Bolivia proposes to not punish those