



Model United Nations of Aarhus Tilst and Ikast Brande 2020

Delegate Handbook

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Motions

A motion is made when a delegate wants to take part in the debate or move into another part of the debate. A delegate must raise his or her placard and be recognised by the chair before standing and stating the motion. The chair will then determine whether to entertain the motion or not. All motions may only be made when there is no speaker on the floor and can be overruled by a chair.

Motion to extend lobbying time: This is made when the delegates wish for more time to work on the draft resolution before moving into formal debate.

Motion to move to time against: This motion can be made to go into time against a resolution or it can be made to go into time against an amendment when debating an amendment. *This motion can only be made when in time in favour of the resolution or amendment, and it has to be seconded twice with no objections.*

Motion to move into open debate: This motion can be made to move into open debate on a resolution or it can be made to go into open debate on an amendment that is under consideration. This motion can only be made during time against the amendment. The chair can choose to leave out open debate when debating an amendment, but otherwise the debate goes through open debate. *The motion has to be seconded at least twice with no objections.*

Motion to move into voting procedure/close debate: This motion ends the debate on a resolution or an amendment to go into voting procedure and can only be made during time against or during open debate. *It has to be seconded at least twice with no objections.*

Motion to make a speech: This motion can be made when a delegate wishes to take the floor to speak either in favour or against an amendment or a resolution. *During time in favour delegates may only make speeches in favour of the resolution or the amendment, and during time against delegates may only make speeches against the resolution or the amendment. During open debate any speeches are in order.*

Motion to make an amendment: This motion allows for a nation to change the resolution by adding a new operative clause, striking an operative clause or changing an operative clause, which is then debated upon. *The motion can only be made during time against or during open debate.*

Motion to make an amendment to the second degree: This motion allows a nation to add or strike words or clauses in an amendment and is likewise debated and voted upon. *If an amendment to the second degree passes, the whole amendment passes, but if the amendment to the second degree does not pass, the debate of the initial amendment will be continued.*

Motion to make a friendly amendment: This motion allows for the delegate to fix a grammatical, spelling or other mistake in the resolution. *A friendly amendment may not change the content of the resolution in any way. If the chair believes it does not change the meaning, the chair will ask the main submitter if they agree to the changes, and it can only be entertained if the main submitter agrees to the change.*

Motion to extend debating time: This motion allocates more time for debate in the current time period which is either time in favour, time against or open debate on a resolution or an amendment. *The chair will decide whether to entertain this motion.*

Motion for a follow-up: This motion can be used to ask the speaker to elaborate or clarify a point of information. *Delegates may only ask one follow-up question and only when there is no other speaker in line.*

Motion to explain the vote: This motion allows delegates to ask for an explanation of a vote by another nation. *This motion can only be allowed by the chair if it is directed towards a delegate that has taken the floor during the debate on the topic that was voted upon or if the vote clearly went against the stance of the nation.*

Motion to table the amendment: This motion suspends the debate on a draft of the amendment, and it tables the amendment which will not be debated again. *It has to be seconded at least twice with no objections.*

Motion to divide the house: This motion can be made when the result of the vote on the resolution is very narrow and many nations abstained from voting. The committee votes on the resolution again through a roll call, where each delegate states their vote when the name of the country is called out. No abstentions will be allowed. *The chair will decide whether to entertain this motion, but it has to be seconded at least twice.*

Motion for request for a right of reply: This motion may be made if delegates have been addressed or offended directly by a recent speaker. This gives the delegates a chance to defend themselves without posing a question, and *it can be made while the speaker is on the floor if the chair allows it. The explanation takes place from the delegate's seat, but the delegate must stand while speaking.*

Motion to adopt by acclamation: This motion skips the voting procedure and immediately passes the amendment.

This must be seconded at least twice with no objections.

Motion to declare this an important question: If a resolution or amendment concerns large budgetary sums or international security, a state may move to declare it an important question, meaning it requires a 2/3 majority in order to pass. *This must be seconded at least twice, but the chair will make the final decision regarding this motion.*

Motion to suspend/adjourn the session: This may be used for when delegates would like to end debate until next session, e.g. after lunch.

Motion for a moderated/unmoderated caucus: This motion allocates time for either a moderated or an unmoderated caucus and allows delegates to debate in a more informal way.

Points

Points are used to ask questions to the chairs or other delegates by raising the placard. Delegates must wait until they have been recognised by the chair and then stand and state their point.

Point of information: This point can be used to ask the speaker on the floor a question after their speech has finished. *The chair may only allow this if the speaker has finished their speech and opened themselves to points of information. If there are no other speakers in line one follow-up can be granted.*

Point of order: This point may be used to point out a procedural error made by the chair, and it can be raised at the time when the error is made though the chair may choose not to entertain it while there is a speaker on the floor.

Point of parliamentary inquiry: Delegates may use this point to ask the chair about the rules of procedure. *This may only be raised when there is no speaker on the floor.*

Point of personal privilege: This point may be used if a speaker on the floor needs to raise their voice or a delegate needs to go to the bathroom. *It can only be made when there is no speaker on the floor.*

All points and motions will be explained at the conference and delegates are always welcome to ask their chairs when in doubt about anything. An outline of the procedure can be found at our website munli.net/procedure/

Terms

Amendment: An amendment is an operative clause or an amendment of an existing operative clause which is added to the resolution and is then debated and voted upon. Amendments to amendments may be made by making an amendment to the 2nd degree before the amendment is voted upon. *Both of these are proposed by passing the amendment on a piece of paper to the chairs by the staff. The sender of the amendment will then be added to the speaker's list.*

Friendly amendment: A friendly amendment is an amendment that changes the grammar or phrasing of an operative clause but does not change the meaning of the content.

Pre-ambulatory clauses: A pre-ambulatory clause is a clause in the first section of the draft resolution that describes the problems the committee wants to solve, as well as previous measures taken to combat the problem. *Pre-ambulatory phrases are italicized but not numbered. Pre-ambulatory clauses cannot be changed during debate.*

Operative clauses: Operative clauses are clauses in the second section of the draft resolution that outlines the specific solutions the submitters wish to implement. *Operative clauses are numbered, and the operative phrase is underlined.*

Operative/pre-ambulatory phrase: An operative phrase or a pre-ambulatory phrase is a word used for beginning an operative or pre-ambulatory clause. *Operative clauses condemns, demands, imposes, decides, authorizes may be used in the Security Council and the Crisis Council exclusively. The lists can be found in this handbook.*

Draft resolution: A draft resolution is a resolution that has been approved by the approval panel and introduced to the committee by the main submitter, but not yet voted upon. Once a draft resolution is passed by a committee, it becomes a resolution. *A resolution consists of pre-ambulatory clauses and operative clauses, and both sections must be present in the draft resolution.* Guidance for writing resolutions can be found at our website munli.net/resolutions/.

Main submitter: The main submitter is the primary author of the resolution who is expected to present it and make a speech in favour of the resolution at the beginning of the debate.

Co-Submitters: Delegates who wish to see the draft resolution debated, but may or may not agree with all of the ideas sign the resolution as co-submitters. Usually 7 co-submitters are required for a resolution.

Lobbying time: Lobbying time is a debate format in which delegates can leave their seats to go and talk to others freely and informally during a certain amount of time set by the chair at the beginning of the conference or before a new resolution is introduced. This is usually when delegates find allies and work on draft amendments.

Unmoderated caucus: Unmoderated caucus is a debate format similar to lobbying, but it can be entertained at any point during session.

Moderated caucus: Moderated caucus is a debate format in which the chair controls the debate and delegates can put up their placard to be added to the speaker's list.
Other motions will not be entertained.

Roll call: Each session starts when the chairs call out all nations of the committee, who then, if present, must answer "present".

Abstention: If delegates do not wish to vote for or against a resolution, they can choose to abstain. However, abstentions are not allowed when voting for amendments to the 2nd degree.

Addressing the house: Before giving a speech, delegates must address everyone present by starting their speech with "distinguished delegates, dear chairs (and guests, if there are any)" or similar phrases.

Note passing: Delegates may pass notes to each other, as long as it is relevant for the discussion and in English. *The staff will screen all notes, and the note must state the sender and the receiver.*

Yield: This is when a speaker decides to give up the remaining time on the floor when the speaker has finished speaking. Typically, this will be to either the Chair, or to a delegate, meaning another delegate may continue the speech. Often it is expressed as “The floor is yielded” or “So yielded”. *When a delegate does not explicitly state to whom the floor is yielded it is implicit that it is yielded to the chairs.*

Objection: When another delegate has made a motion that the delegate disagrees with, the delegate can make an objection when the chair asks whether there are any objections. The delegate will then be called upon to go to the podium to explain the objection. *No points will be entertained after the delegate has explained the objection.*

Blocs: Typically, delegates will, unofficially, team up with nations whose views reflect their own, creating different groups in a committee, which are referred to as blocs.

Ambassador: The ambassador is the leader of the delegation, and the ambassador can be called upon if any of the members of the delegation have become involved in a disagreement during the debate. Further, the ambassador will make an ambassador speech during the opening ceremony. *The ambassador should not be in a committee that seriously requires everyone’s presence, i.e. Security Council.*

Ambassador speech: During the opening ceremony all the ambassadors will be called upon to make a short speech outlining the expectations and intentions of the whole delegation. It can touch upon some of the topics to be discussed in the committees or refer to the country’s affiliation with the UN and dedication to the principles of the UN. A length of approximately 1 minute is appropriate. *The ambassador should not be in a committee that seriously requires everyone’s presence, i.e. Security Council.*

Opening speech: An opening speech is a short speech of maximum 1 minute which each delegate will make in their committee. The purpose of the opening speech is to give the other delegates an impression of what the country's stance on the issues debated is and to get an idea about who to team up with for resolution writing.

Pre-ambulatory phrases

Alarmed by

Approving

Aware of

Bearing in mind

Believing

Confident

Contemplating

Convinced

Declaring

Deeply concerned

Deeply conscious

Deeply convinced

Deeply disturbed

Deeply regretting

Desiring

Emphasizing

Expecting

Expressing its appreciation

Expressing its satisfaction

Fulfilling

Fully alarmed

Fully aware

Fully believing

Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Noting with regret
Noting with deep concern
Noting with satisfaction
Noting further
Noting with approval
Observing

Operative phrases

Accepts
Affirms
Approves
Asks
*Authorizes**
Calls
Calls upon
*Condemns**

Confirms
Congratulates
Considers
Declares accordingly
*Decides**
*Demands**
Deplores
Designates
Draws the attention
Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further reminds
Further recommends
Further requests
Further resolves
Has resolved
*Imposes**
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Solemnly affirms
Supports

Takes note of

Transmits

Trusts

Urges

**Please be aware that operative clauses condemns, demands, imposes, decides, and authorizes may be used in the security and crisis councils exclusively.*