

NIGERIA

**MCCMUN | Delegate Guide**



It's all  
at MCC.

## Contents

|                       |   |
|-----------------------|---|
| Introduction          | 3 |
| Overview              | 5 |
| Delegate Preparation  | 2 |
| i Policy Statement    | 3 |
| ii Resolution         | 4 |
| iii Research          | 5 |
| Rules of Procedure    | 6 |
| Simulation Procedures | 7 |
| GA Guidelines         | 8 |
| SC Guidelines         | 9 |



## Welcome,

For decades Mesa Community College Model United Nations has been a competitive academic program, excelling at collegiate Model United Nations conferences throughout the western US. In 1999 Dr. Brian Dille took over the program from long time MCCMUN advisor Neil Merrell. As one of his primary goals, Dr. Dille created the MCCMUN high school conference. The first MCCMUN conference, held in February 1999, was host to only two schools and a handful of delegates. Almost twenty years and 200 students later the program has grown considerably, but the original conference procedure and resources have remained. If you look hard enough you can even find our original 90s UN flag gif.

With special thanks to Model United Nations of the Far West and Mesa Community College we present to you this updated MCCMUN Delegate Guide Book. In this guide delegates will find all of the necessary preparation materials for the annual Mesa Community College Model United Nations conference. You will also be able to find country availability, conference agenda, the issues book, and additional information on the new website for MCCMUN: [www.mesacc.edu/departments/social-science/model-un](http://www.mesacc.edu/departments/social-science/model-un)

We hope this updated guide can be a consistent resource to those MUNsters who choose to use it.

## Thank You,

*"I was kind of terrified as a little kid, speaking in front of people, and that continued into high school, but Model UN really forced me out of my shell, to interact with people and to speak in front of large groups and I think that was really beneficial to developing who I am today."*

-Henry Campbell, Hamilton High School



## Overview



Model United Nations is a simulation of the United Nations. The MCCMUN simulation is comprised of student delegates representing UN member states in UN committees and organizations. The MCCMUN conference will hold 6 committees with 2 topics per committee. Security Council delegates will propose the topics for Security Council during the first committee meeting.

In order to participate delegates must complete the registration form, photo release (available on the following page), as well as, two policy statements and one resolution.

**The Policy Statement** is a one page, three paragraph document, meant to establish the delegates understanding of the topic and country's position. A policy statement is required for each committee topic a delegate is representing. Security Council delegates will write a policy statement on a topic of their choosing. The runner-up and best policy statement for each committee will be awarded at the conclusion of conference.

**The Resolution** is a one page document, meant to establish a delegates ability to construct a resolution. This will be the documents delegates construct and negotiate during debate.

All meetings of MCCMUN are conducted in accordance with the Rules of Procedure. Delegates will find it essential to understand the Rules of Procedure to participate effectively in meetings. The meetings consist of:

**General Debate** on each topic where delegates state their nations general views on the agenda item under discussion;

**Substantive Debate** is a more detailed discussion on the specific points of the agenda item presented in resolutions, proposals and amendments which have been formally introduced by delegates and are under consideration;

**Voting** on resolutions and amendments and other proposals.

Through the debate process, delegates develop creative solutions to the agenda item under consideration and propose actions in the form of resolutions. To be adopted, a resolution must first be submitted to the Secretariat; which prints and distributed copies to all delegates. The delegates must gain the support of the majority of the members of the Committee or Council in which the resolution is being considered.

In addition to making speeches in Council or Committee, much of the delegates work in gaining support from other members for their proposals is done in caucus. A caucus is an informal meeting of nations to discuss general strategy on specific agenda items pertaining to the items under discussion. It provides an opportunity for informal discussion among delegates. Many nations belong to more than one caucus group. Caucusing is a major part of the diplomacy of both the United Nations and the Model United Nations.

The runner-up and best delegates judged during debate will be awarded at the conclusion of conference.

A special thank you to our wonderful advisors,  
**without you none of it is possible.**



# The Policy Statement

As previously stated every delegate must submit a policy statement on each topic in the committee they are attending. A policy statement is the declaration of a country's position on the topic being discussed in the committee. The policy statement is meant to establish competency in the topic by the delegate.

A policy statement must be to one page in length. The statement must be typed, times new roman 12pt font, single spaced with 1" margins, left-justified and only one

agenda item per page. It must have the country's name in the upper left hand corner, the committee's name on the following line and the agenda topic on the third line.

It must consist of three paragraphs. The first paragraph should provide a historical overview of the issue and any action the UN has previously taken. The second paragraph should provide the country's official policy on the issue, including past action the country has previously taken. The third paragraph should provide the country's proposed solutions.

Name of:  
Country  
Committee  
Agenda topic

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
GENERAL ASSEMBLY  
PALESTINIAN REFUGEES

First Paragraph  
Historical

Under General Assembly Resolution 181(1947) the United Nations called for the withdrawal of the mandatory power of the United Kingdom, mandatory power given to Palestine. The Palestinian government was asked to withdraw from parts of Palestine, including Jerusalem to create an area for a "Jewish State". The creation of Israel and the ensuing Arab-Israeli war resulting in over 750,000 Palestinians fleeing or being forcefully removed from their land, and years of occupation of the West Bank, including eastern Jerusalem, and the Gaza Strip. Security Council Resolution 242 (1967) stated that Israel should formally withdraw from the Gaza Strip, the West Bank, and the Golan Heights. Today, 70 percent of the Palestinian people are either refugees and/or internally displaced persons; the largest and longest unresolved refugee case in the world. There are approximately 6.8 million Palestinian refugees and 400,000 internally displaced persons, including around 2.7 million refugee children. The United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) was established following the 1948 Arab-Israeli conflict by United Nations General Assembly resolution 302 (IV) of 1949 to carry out direct relief and works programs for Palestine refugees.

Second Paragraph  
Country Specific

Ethiopia has supported numerous resolutions, and actions concerned with the betterment of the lives of Palestinian refugees. Ethiopia fully supports the Universal Declaration of Human Rights which sets out a guideline for the rights of peoples within sovereign nations, and has worked very hard to continue ensuring that all peoples are granted this universally accepted idea of human rights. Ethiopia supports Security Council Resolution 242 and similar resolutions that followed, attempting to create a peaceful place for Palestinians and Israelis. Ethiopia has continuously supported the UNRWA throughout its 58 years of working with Palestinian refugees. Ethiopia has supported all resolutions that attempt to solve the problems within Israel and the surrounding nation states regarding Palestinian refugees as a region. This region would include Israel, and surrounding nations that host UNRWA camps and other refugee settlements, as well as, those member states who feel threatened by the issues concerning refugees.

Third Paragraph  
Proposals

Ethiopia is in full support of the efforts of the UNRWA and encourages the continuation of policies relating to the betterment of the lives of the Palestinian refugees. Continued support of Palestinian refugees by the member states that support these UNRWA camps is essential. The targeting Palestinian refugees living in the Gaza Strip, the West Bank, and the Golan Heights is troubling and must cease. Ethiopia is gravely concerned with clear confictions of human rights violations and the Universal Declaration of Human rights which is universally accepted. Ethiopia reaffirms their strong commitment to continue supporting the Palestinian people and their leadership to bring an end to the conflict and occupation that began in 1967, in accordance with the rules and principles of international law and relevant United Nations resolutions, and by accordingly reaffirming their commitment to a just and peaceful solution of the Israeli-Palestinian conflict and to the right of the Palestinian people to exercise self-determination and sovereignty in their independent State of Palestine, on the basis of the pre-1967 borders, with East Jerusalem as its capital.

## **Format**

**Font: Times New Roman**

**Size: 12pt**

**Margins: 1"**

**Spacing: Single**

**Indent ¶: No**

**Title: ALL CAPS**

## **Title**

Country, Committee, Topic

## **Tip: Aesthetics Appeal**

Stick to the format

## **First Paragraph:**

This paragraph describes the history of UN involvement with the issue. It should include foundational documents, key agencies, conferences and other specific initiatives. This paragraph is used as a foundation for the policy statement.

## **UN Specific Information**

## **Second Paragraph: Country Specific Information**

This paragraph describes the history of your country's involvement with the issue. It should include domestic programs, international action or efforts to address the issue. Country information and statistics should be used to describe the issue, not the country's geography.

## **Tip: The UN Doesn't Exist**

Use specific UN bodies

## **Tip: Your Country Rules!**

Use a positive tone, even with unappealing stats

## **Tip: Thematic Paragraphs**

UN bodies that are mentioned in policy should be established in 1st paragraph

## **Third Paragraph:**

This paragraph should contain your country's policy and proposed solutions on the issue. Statements of policy will be the foundation of your negotiation in conference. They should address specific UN bodies and organizations. It is also acceptable to address statements to "member states," etc.

## **Statement of Policy**



**The Policy Statement Grading Rubric**

## Resolutions

**The heading** of a resolution should appear in the upper left corner of the first page in single-spaced lines. On the first line, the committee name should appear. These include the Security Council and General Assembly. On the second line, the roman numeral designating the annual session during which the resolution is being submitted should appear. The third line should be the official name of the country submitting the resolution. The name of the school representing the country is not included.

**The title** of the resolution should be that same as the agenda item to which it refers. The title should be centered a few lines below the heading.

**The text** is composed of two parts: the preambular clauses and operative clauses. Each clause is written as a separate paragraph with the first line of each indented five spaces and the initiating phrase underlined. Each paragraph is single spaced with double spaces between them.

**Preambular clauses** contain the justification for the resolution's submission and passage. They begin with initiating phrases that are available on the following pages. Each clause ends with a comma.

**Operative clauses** denote the action to be taken. They begin with verbs, available on page 10. Each clause ends with a semicolon, except the last clause, which ends with a period. Each operative clause is numbered. When writing resolutions delegates are to use only those initiating phrases listed here.

---

# Initiating Phrases: Preambular Clauses

Acknowledging  
Acknowledging with deep gratitude  
Affirming  
Alarmed and concerned  
Appreciating  
Appreciating highly  
Aware  
Basing itself  
Bearing in mind  
Also bearing in mind  
Believing  
Calling attention  
Cognizant  
Commending  
Concerned  
Conscious  
Considering  
Continuing to take the view  
Convinced  
Deeply alarmed  
Deeply appreciative  
Deeply concerned  
Deeply disturbed  
Desirous  
Determined  
Dismayed  
Distressed  
Drawing attention  
Emphasizing  
Encouraged  
Expressing concern  
Expressing its appreciation  
Expressing its mounting concern  
Expressing its regret  
Expressing its particular concern  
Expressing its satisfaction  
Expressing its support  
Firmly convinced  
Gravely concerned  
Guided  
Having considered  
Having examined  
Having heard  
Having received  
Looking forward  
Mindful

Noting  
Noting also  
Noting with appreciation  
Noting with concern  
Paying tribute  
Profoundly concerned  
Reaffirming  
Realizing  
Recalling  
Recalling further  
Recognizing  
Reconfirming  
Re-emphasizing  
Regretting  
Reiterating its appreciation  
Reiterating its conviction  
Reiterating its dismay  
Seriously concerned  
Solemnly proclaiming  
Stressing  
Stressing its desire  
Strongly emphasizing  
Strongly supporting  
Supporting  
Supporting fully  
Taking into account  
Taking into consideration  
Taking note  
Taking note also  
Taking note with satisfaction  
Taking special note  
Underlining  
Welcoming  
Welcoming also  
Wishing

## Initiating Phrases: Operative Clauses

Accepts with deep appreciation  
Acknowledges with appreciation  
Adopts  
Again expresses its special alarm  
Again urges  
Agrees  
Appeals  
Appoints  
Appreciates deeply  
Approves  
Authorizes  
Calls  
Calls for  
Calls upon  
Calls once more upon  
Categorically condemns  
Commends  
Also commends  
Commends and encourages  
Concurs  
Condemns  
Congratulates  
Considers  
Decides  
Declares  
Declares its firm opposition  
Declares its solidarity  
Demands  
Demands once more  
Denounces  
Deplores  
Determines  
Draws the attention  
Emphasizes  
Encourages  
Endorses  
Expresses concern  
Expresses grave concern  
Expresses its appreciation  
Also expresses its appreciation  
Further expresses its appreciation  
Expresses its conviction  
Expresses its deep concern and condemnation  
Expresses its full support  
Expresses its gratitude  
Expresses its satisfaction  
Expresses the desirability  
Fully supports  
Highly appreciates  
Invites  
Notes  
Notes with satisfaction  
Also notes with satisfaction  
Once again urges Affirms  
Places on special record  
Proclaims  
Reaffirms  
Reaffirms its deep concern  
Recalls  
Recommends  
Rejects  
Reiterates  
Reiterates its call  
Reiterates its firm support Re-  
minds  
Renews its appeal  
Renews its invitation  
Renews its request  
Requests  
Also requests  
Shares the concern  
Stresses  
Also stresses  
Strongly condemns  
Suggests  
Supports  
Takes note  
Takes note with appreciation  
Thanks  
Underlines  
Urgently appeals  
Urges  
Welcomes  
Also welcomes

## **Format**

**Font: Times New Roman**

**Size: 12pt**

**Margins: 1"**

**Spacing: Single**

**Indent ¶: No**

**Title: ALL CAPS**

## **First Paragraph: UN Specific Information**

This paragraph describes the history of UN involvement with the issue. It should include foundational documents, key agencies, conferences and other specific initiatives. This paragraph is used as a foundation for the policy statement.

## **Heading**

Country, Committee, Topic

## **Title**

Stick to the format

## **Tip: Say it how it is**

Use specific UN bodies

## **Tip: Your Country Rules!**

Use a positive tone, even with unappealing stats

## **Preambular Clauses:**

These clauses are meant to establish the purpose of the operative clauses; "why is the resolution necessary?" They are not action statements, but dependent clauses establishing the historical and moral grounds for the resolution. These clauses often include lists of past UN resolutions.

## **Operative Clauses:**

These clauses are the action statements of the resolution. These statements are going to tell the UN organization what actions the committee wants to happen in order to create a solution to the issues the topic presents. In many cases these are strong suggestions, in other they may even be commands.

## **Tip: In The Policy Statement**

A well written 3rd paragraph will contain the structure for most operative clauses.



## **The Resolution Grading Rubric**

# Rules of Procedure

## **P-3 General Powers of the Chair**

The Chair shall have complete control of the proceeding of the Body and the maintenance of order at its meetings. The powers of the Chair include, but are not limited to:

- The limitation of the time to be allowed to speakers;
- The limitation of the number of times that each delegate may speak on any matter under consideration;
- The closure of the speakers list;
- The suspension of the meeting;
- The adjournment of the meeting;
- The postponement of agenda item under discussion;
- The adjournment of debate on the item under discussion;
- The closure of the agenda item under discussion.

## **P-10 Order of Business**

Each Body shall normally consider items in their order on the agenda. However, prior to general debate, delegates have the option of reordering the agenda items. Proposals for reordering shall be voted upon in the order in which they are proposed. The first proposal to receive a majority vote shall be the order of business.

## **P-11 Resolutions**

Resolutions, while initiated by individual members or groups, are basic statements of the Body's policy. Resolutions and amendments shall be submitted in writing to the Chair, who shall circulate copies to all delegations. Resolutions shall be turned in up to 1/2 hour after the end of

General Debate. Debate on resolutions will not begin before they have been distributed to all delegates. Resolutions require a two-thirds majority to pass.

If two or more resolutions relate to the same agenda item, the Body shall consider them in the order proposed by the Chair, unless a delegate rises under **P-11** and requests to reorder the resolutions. Proposals to reorder resolutions are in order after the conclusion of Substantive debate and before voting on the resolutions has begun. Proposals to reorder shall be voted on in the order in which they are proposed. The first proposal to receive a majority vote shall be the voting order.

## **P-14 Introduction, Sponsorship and Withdrawal of Proposals**

A proposal may be made by any member of the Body. Procedural motions are introduced orally, discussed and voted upon without written presentation. Procedural motions may be withdrawn at any time prior to voting on it has commenced.

An amendment to a resolution shall also be introduced orally by the proposer during substantive debate. However, if substantive debate is closed or adjourned, the Chair may accept additional amendments at his or her discretion prior to voting bloc.

Any member may sponsor a resolution. Sponsorship or withdrawal of sponsorship of a resolution will be allowed only up to the end of substantive debate. However, a sponsor may withdraw their sponsorship prior to voting on it if their resolution has been amended.

If all sponsors withdraw their sponsorship of a proposal and no member wishes to sponsor it, the whole proposal is considered withdrawn. Once a resolution has been passed by the Body, the Body itself becomes the sponsor of the resolution.

# Rules of Procedure

## **P-21 Method of Voting**

All Bodies shall normally vote by a show of placards. The Chair may obtain approval of a procedural motion by statements which permit approval without a formal vote, i.e., "hearing no objections."

Any representative may request a roll call vote. The vote shall be taken in alphabetical order. The delegate shall respond with "yes," "yes with explanation," "no," "no with explanation," "abstain," or "pass." Only one pass per delegate per vote will be allowed.

## **P-23 Speeches and Comments**

The normal conduct of business shall include a period of speeches for general debate on the agenda item under consideration, as well as a period for substantive debate on resolutions and substantive amendments.

Delegates must obtain the permission of the Chair prior to speaking. To obtain permission, a delegate shall rise under P-23 and ask to be added to the speakers list. The Chair shall place delegates on a speakers list in the order in which they have signified their desire to speak. No delegate may interrupt a speaker except on a point of order.

Short comments may be allowed only on the previous speech and at the discretion of the Chair.

## **P-25 Points of Procedure**

A delegate rising under P-25 must specifically state to which point they are rising.

### **Point of Information**

If a member wishes to obtain clarification

of procedure the delegate may address a point of information to the Chair.

### **Point of Inquiry**

During debate a member may wish to ask a question of another representative. Such a question shall be addressed to the Chair and shall reference the agenda item currently under discussion. The delegate to whom the question is directed may then decide whether to answer the question now, respond to it in writing, or refuse to accept the question. Any verbal response shall be addressed to the Chair.

### **Point of Personal Privilege**

If a member wishes to raise a question or make a request relating to the organization of the meeting, the comfort of its members, or the conduct of its members and/or officers, he or she may rise to a point of privilege. A member may not interrupt a speaker to rise under this point.

### **Point of Order**

During debate, if a member believes that the Body is proceeding in a manner that is contradictory to the Rules of Procedure, the member may rise to a point of order immediately. A point of order raised at any time shall refer to the matter at hand at the time only.

### **Dilatory**

Only the Chair may rule that a motion is dilatory. A dilatory motion shall be defined as any motion that seeks to obstruct the will of the Body, or the progress of the meeting. If the Chair rules that a motion is dilatory, the motion is considered not in order.

# Rules of Procedure

## **P-27 Suspension or Adjournment of Meeting**

During debate, a delegate may move for the suspension of the meeting. The delegate shall specify the time and reason for the motion to suspend (i.e. move to suspend the meeting for 10 minutes for the purposes of caucus). This motion shall not be debated, but put to an immediate vote and requires only a simple majority to pass.

The Chair shall propose to adjourn the meeting when the Body has concluded all of its business. A delegate may not move for adjournment of the meeting until all of the Body's business has been concluded.

## **P-28 Postponement of Debate**

A motion calling for postponement of debate shall state the time at which debate on the agenda item shall continue. If debate is postponed, the Body shall move on to the item with the next highest priority.

Debate on this motion shall be limited to two speakers in favor of the motion (including the proposer) and two speakers against the motion. A simple majority is required to carry out the motion.

## **P-29 Closure of Agenda Item**

At any time during debate a delegate may move to close the agenda item under discussion. This motion requires two speakers in favor (including the proposer) and two speakers against and a two-thirds majority to pass.

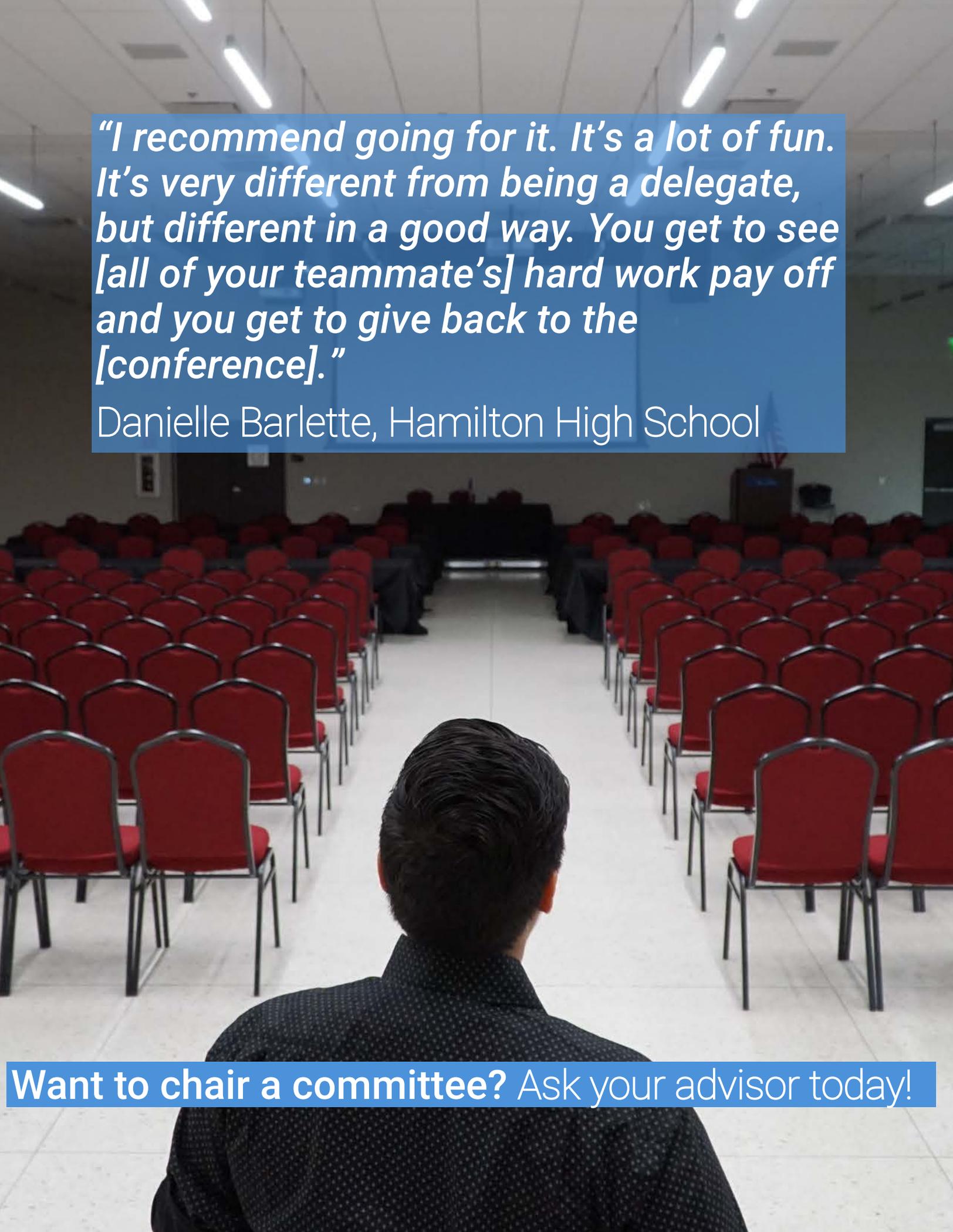
## **P-30 Adjournment of Debate**

During debate a delegate may move to adjourn debate on the current agenda item. there will be two speakers in favor (including the proposer) and two speakers against. This motion requires a two-thirds majority.

If General debate is adjourned the next order of business shall be Substantive debate. If Substantive debate is adjourned, the Chair shall ask for any remaining amendments. The next order of business shall be voting bloc.

# Short Rules

| Rules | Action   | Vote | Speakers |
|-------|--|------|----------|
| P-3   | <b>General Powers of the Secretariat</b><br>Used by the Chair to direct the Committee  |      |          |
| P-10  | <b>Order of Business</b><br>Reordering of Agenda Items   |      |          |
| P-11  | <b>Resolutions and Amendments</b><br>Reordering of Resolutions   |      |          |
| P-14  | <b>Sponsorship and Withdrawal of Proposals</b><br>Used to submit resolutions and amendments and to withdraw procedural motions   |      |          |
| P-21  | <b>Method of Voting</b><br>Used to request a roll call vote  |      |          |
| P-23  | <b>Speeches and Comments</b><br>Delegates may use this rule to be placed on the speakers list and make comments about the previous speech                                    |      |          |
| P-25  | <b>Points of Procedure</b><br>Point of Inquiry<br>Point of Personal Privilege<br>Point of Order<br>Point of Information  |      |          |
| P-27  | <b>Suspension/Adjournment of Meeting</b><br>Used to suspend the meeting. The Chair may propose to adjourn the meeting when the Body has concluded all of its business.       |      |          |
| P-28  | <b>Postponement of Debate</b><br>Used to postpone debate on the current agenda item until resolutions pertaining to that agenda item have been distributed to all delegates. |      |          |
| P-29  | <b>Closure of Agenda Item</b><br>The Chair may propose the closure of the agenda item<br>When all resolutions pertaining to that agenda item have been voted on.             |      |          |
| P-30  | <b>Adjournment of Debate</b><br>Used to end General debate and move into Substantive, or to end Substantive and move into voting bloc.                                       |      |          |

A person with dark hair, seen from behind, is sitting in a large, empty room. The room is filled with rows of red chairs with black frames, arranged in a semi-circle. The floor is light-colored. In the background, there is a stage area with a table and some equipment. The lighting is bright, coming from overhead fixtures.

*"I recommend going for it. It's a lot of fun. It's very different from being a delegate, but different in a good way. You get to see [all of your teammate's] hard work pay off and you get to give back to the [conference]."*

Danielle Barlette, Hamilton High School

**Want to chair a committee?** Ask your advisor today!