



DELEGATE MANUAL

SAINT PAUL MODEL UNITED NATIONS



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Introduction

A delegate's role is to research and defend the position of the country they are assigned to represent on a specific conflict or issue. This guide will help you understand your responsibilities as a delegate, as well as learn the procedures and protocols that must be followed throughout the conference.

Before the conference

The chairs will assign you a country and your job is to investigate its position in the committee regarding the topic. There needs to be an understanding of what your country supports, opposes, and is willing to compromise on. Beyond your position, you should also understand the causes, effects, and previous international actions regarding the topic you're given. You must also prepare a list of the countries that align with your position, in order to identify your possible allies and the blocs for the *resolution papers*.

Once you're done researching, you must write a position paper, a formal, concise document that outlines your country's posture regarding the topic, as well as past actions and proposed solutions. Your position paper will give you a better notion of your delegation's stance during the debate. You must think about realistic and specific solutions and how they could be implemented, funded, and actually work. *You can find a guide on how to write a position paper on the SPMUN website.*

Furthermore, you should prepare your opening statement. In it, you must state your country's position, the focus of your arguments and what you wish to accomplish. Statements must be less than a minute long, and will be presented during the early stages of debate.



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Entering the committee

Roll call:

The first thing you do when starting a debate is roll call. The chairs will call out each delegation's name and they must state they are present. The first roll call has a small technicality. If you wish to vote upon which resolution paper passes at the end of the debate, you must answer “present and voting”. On the rest of the roll calls, you can simply answer with “present”.

Motioning:

In MUN, the debate depends on motions, which are formal proposals for the next step in the debate. Said motions will be taken into consideration by the chairs and will be voted upon. If there is only one motion, it must pass, meaning that more than half of the delegates must agree with it by raising their placards, and if there are several, then the one with most votes will pass. Typically, chairs will say something along the lines of “Are there any points and motions on the floor?”, and delegates are able to raise their placards and reply with a motion. After the first roll call, to be able to start debate, a motion to open debate needs to pass.

Opening statements:

The next step is to propose and pass a motion to open a guest speakers list. This is the list of delegates that wish to give their opening statements. Once the list is complete, the chairs will proceed to call upon each country to give their speech.

The agenda:

Following opening statements, the agenda must be opened, again by passing a motion. Delegates shall propose topics and subtopics regarding the issue at hand.



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Typically, the topics proposed focus on a specific part or area of the conflict, for example:

- Committee topic: addressing threats of cyberattacks to international peace and security
- Possible agenda topic: cyberattacks on civilian populations

Once you are done, a motion to close the agenda must pass. During debate, if any delegate wishes to make any changes, they can propose a motion to amend the agenda. Once the agenda is all set, then debating can begin.

Some tips that will help you through debating are: making your country's stance very clear and sticking to it, writing down other delegates' arguments that you consider important either to reply to or to take into account for the resolution paper, paying attention to useful ideas proposed during debate sessions, and making meaningful points frequently.

During debate

The dialogue throughout the committee will depend on the topics and subtopics of the agenda. In order to discuss them, delegates must propose motions for moderated caucuses on said topics. A moderated caucus is a structured, organized discussion guided by the chairs, where each delegation must raise their placard and wait to be called upon in order to speak. When a moderated caucus is proposed, a general speaking time and individual speaking time should be suggested alongside. General time indicates how long the overall discussion will take and individual time is how much time each delegation has to speak when selected by the chairs. The delegation that proposed the moderated caucus has the choice of speaking first or last. Additionally, delegates can second a motion, which means that they can also choose



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their speaking position after the person that originally proposed the motion (first, second-to-first, second-to-last, or last). For example:

- *“Motion for a 20 minute moderated caucus on topic A, with 45 seconds individual speaking time.”*

Tips:

Always keep in mind that the point of MUN is to find real-world solutions by cooperation and peaceful discussion. Disagreements are normal, don't get flustered and always keep your cool. Challenge other people's ideas instead of attacking them; remaining diplomatic while proving your point is what an outstanding delegate is made of. To make effective arguments when speaking, don't just simply repeat information or data; explaining the problem and connecting it to your country's position is what makes a strong point. Moreover, statistics, UN reports, treaties and information from credible sources can support your defense greatly and make your arguments stronger.

Listening carefully to what other delegates are saying to address their arguments when you talk is very useful, this makes your speeches feel like part of the debate instead of a separate point. You don't need to agree with another country on everything. Find issues where your country's interests overlap and build your resolutions around those areas, be prepared to adjust your ideas. Asking questions to make other delegates elaborate or defend their ideas makes you a strong delegate, they can expose weaknesses in proposals and encourage constructive discussion. Don't just say your idea is better, explain why it benefits the committee or the issue at hand and convince other delegations that they should support it.



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Resolutions and voting

Resolution papers are a specifically formatted list of solutions reached during the debate. Resolutions you researched before the debate, new resolutions proposed during the debate or solutions other delegates presented that align with your country's views are some of the possible ways of solving the problem at hand that will be written in the paper. Said resolutions are written down in a document during an unmoderated caucus. An unmoderated caucus is a time for discussions that aren't monitored or controlled by the chairs, where delegates are able to get up and roam freely in order to talk to their allies. This motion needs to have a general time set, but no individual time due to the fact that you can speak whenever you want. Because of differences in political views, usually there end up being two blocs: Resolution Paper 1.1 and Resolution Paper 1.2. *You can find more information regarding resolution papers on the SPMUN website.*

After drafting the resolution papers, a motion to present either resolutions must pass. Resolution 1.1 goes first, followed by Resolution 1.2. The sponsors of each resolution paper will present the document drafted. Furthermore, a motion to vote on each resolution will be passed. The chairs will do roll call and any delegates that didn't say "present and voting" must leave the room. When the chairs call your delegation's name to vote, you can answer yes, yes with rights, no, or no with rights. "With rights" means that you have a short window of time to explain your decision.