



HMUNC XVI
DELEGATE GUIDE

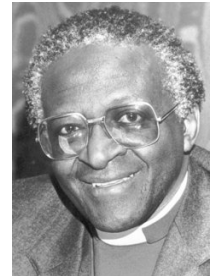


Welcome to HMUNC XVI!

Greetings! We are Stella Chu and Arpitha Vinod, your Secretaries-General. We are so excited to host our sixteenth annual conference, albeit it may look different from usual years. This is our second year hosting an online conference, so we've had some time to perfect all the loveable nuts and bolts that is online MUN.

For this year's conference, we're focusing our debates and discussions on **ethics**. As we navigate today's conference, and the general trials and tribulations of our world, remember to take a second and ask yourself: how are my ethics shaping the world around me? In a world that is increasingly polarized, we must define the answers to these questions for ourselves.

We'd like to take a moment to share a quote from Archbishop Desmond Tutu, South African anti-apartheid activist: **"If you are neutral in situations of injustice, you have chosen the side of the oppressor. If an elephant has its foot on the tail of a mouse and you say that you are neutral, the mouse will not appreciate your neutrality."**



While you debate these issues today, we hope you keep this quote in mind. Not only today should we keep Tutu's words in mind, but every day as we watch the news and history unfold around us. Do not stay neutral in situations of injustice.

We thank you for participating in HMUNC XVI, and thank you for your continued support and enthusiasm for Model UN and world affairs.

Sincerely,
Stella Chu & Arpitha Vinod
HMUNC Secretaries-General

HMUNC XVI Schedule

Thursday, June 3rd

Time	Event
3:45 pm - 4:15 pm	Opening Ceremonies
4:30 pm - 6:00 pm	Committee Session 1
7:30 pm - 9:30 pm	Committee Session 2 (fully remote for chairs)

Friday, June 4th

Time	Event
8:00 am - 10:30 am	Committee Session 3
10:30 am - 12:00 pm	Lunch break
12:15 pm - 2:15 pm	Committee Session 4
2:30 pm - 3:00 pm	Closing Ceremonies

****ALL DELEGATES ARE VIRTUAL FOR THE ENTIRE CONFERENCE** *(with the exception of students attending the music trip).*

Delegates should go home after school ends on Thursday and stay at home on Friday regardless of your Cohort. You are excused from your classes on Friday only.

Students who are attending both the Conference and the music trip will come to school on Friday with their laptops and participate in the conference from the orchestra room.



HMUNC XVI Code of Conduct

Welcome to HMUNC XVI, Herricks' own Model United Nations conference with nine different, vibrant committees all discussing the most important issues and topics of the world today! In order to facilitate a safe, supportive, and healthy environment for all, we ask all delegates to review and abide by these expected standards.

Behavior

All delegates are expected to speak and behave in a courteous, dignified, and diplomatic manner. HMUNC does not tolerate any circumstances of discrimination or harassment on the basis of race, religion, gender, sexual orientation, national orientation, age, or disability. HMUNC expects all delegates to treat other delegates, advisors, chairs, directors, and staff members with respect.

Etiquette

While communicating with other delegates on virtual platforms, HMUNC delegates are expected to behave respectfully, professionally, and appropriately. No profanity or verbal attacks will be condoned. Delegates are expected to stay on mute if not speaking and must try their best to have their cameras on.

(TW/CW: Mentions of _____)

Due to the nature of Model UN, we recognize the potentially disturbing and sensitive subject matter, such as terrorism, torture, and violence, that are present and often discussed in Model UN committees. HMUNC delegates are expected to treat these topics in a mature, sensitive, and thoughtful manner. If at any point you would like to exit the virtual meeting or need a break, please tell your chair.



Parliamentary Procedure

POINTS & MOTIONS: *These are either personal requests or requests for a particular direction in debate – they can be made whenever the chair asks if there are any points or motions on the floor.*

Motion to open debate: Use this motion in the beginning of every session of debate to start debate.

Motion to set the agenda to ... : Use this motion if there is more than one topic to be discussed by the committee. Following this motion, delegates can either motion for a speakers list on the agenda OR 3 for and 3 against. Delegates will vote on this motion to set the agenda and if it fails, then the other topic will automatically be addressed.

Motion to set a speakers' list (designate speaking time): After debate has been opened, delegates will set a speakers' list. When setting a speakers' list, the chair selects all those wishing to speak and puts them on an ordered list. The chair will go down the list and call upon the delegates in order. If a speaker finishes before his allotted time has elapsed, the delegate may yield to the chair, another delegate, or questions. Yielding to the chair ends the speaker's time, while yielding to another delegate (the other delegate must approve the yield) gives the remaining time to another delegate, and yielding to questions allows other delegates to raise their placards and ask the speaker questions on the speech. *(A new speakers list will be necessary once the agenda has been set)*

Point of Order A tool to point out a discrepancy in parliamentary procedure or another delegate's actions. A Point of Order may interrupt a speaker. Ex. "Point of Order? The delegate is discussing resolution 3, but only 1 and 2 have been presented."

Point of Inquiry A tool to clarify a motion made or any other step of parliamentary procedure. A Point of Inquiry may not interrupt a speaker. Ex. "Point of Parliamentary Inquiry? Are we voting on Resolution 1.2 or 1.4?"

Point of Personal Privilege

A tool to express personal discomfort that interferes with his/her ability to participate in debate; the Chair will work to alleviate the situation. A Point of Personal Privilege may not interrupt a speaker. Ex. "Point of Personal Privilege? Can the Dais please speak up? We can't hear the Chair in the back."

Right of reply: When a delegate feels that he or his country has been personally offended, he can shout right of reply, submit a written response to the offending statement, and be allotted a certain amount of time to say that response. The Chair can choose to entertain these, at their own discretion.

Motion for a Moderated Caucus

A regulated, time-limited debate focusing on a specific aspect of the topic at hand, from addressing a certain crisis to discussion of a working paper. **To motion for such a caucus, the delegate must state the time allocated for the caucus, the speaking time per speaker, and the topic the delegate wishes to see discussed.** A simple majority is required to pass the motion, and the delegate who originally submits the passed motion may choose to speak first or last in the moderated caucus. After that, the Chair will call on other delegates who are raising their placard to speak. E.g. "Motion for a 9 minute moderated caucus with a 45 second speaking time to discuss the effect of climate change on immigrant communities."

Motion for an Unmoderated Caucus

A time-constrained but unregulated debate. During an Unmoderated Caucus, delegates are free to move about inside (or outside) the committee room and to discuss the topic of the unmoderated caucus. Unmoderated caucuses are often used to build coalitions for resolution-writing, merge working papers, or craft directives (in crisis committees). To motion for an unmoderated caucus, the delegate must state the desired allocated time of the unmoderated caucus. No topic is required for an unmoderated caucus. A simple majority is required for such a motion to pass. E.g. "Motion for a 10 minute unmoderated caucus."

Motion to present a working paper or amendment: At this point in debate, a group will present their working paper by reading the operative clauses and then answering both non-substantive (based on the grammar and structure of the paper) and substantive (based on the actual proposals in the paper) questions from the other delegates.

Motion to close debate and move into voting procedure: After all matters have been debated and working papers have been presented, this motion ends debate and moves into voting procedure on the working paper. We may often *divide the question*, which means that we vote on each individual clause instead of a whole working paper. Delegates may either vote for, against, or abstain (neutral, take no stance) on each vote.



Resolution Guide

The final results of discussion, writing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make **recommendations or suggestions for future action.**

Draft Resolutions/Working Papers

Working Papers are all resolutions that have not yet been voted on. Delegates write working papers alone or with other countries. There are three main parts to a working paper: the heading, the preamble and the operative section. The heading shows the committee and topic along with the resolution number. It also lists the working paper's sponsors and signatories (see below). **Each working paper is one long sentence with sections separated by commas and semicolons.** The subject of the sentence is the body making the statement (e.g. the General Assembly, Economic and Social Council, or Security Council). **The preamble and operative sections then describe the current situation and actions that the committee will take.**

Bringing a Resolution to the Floor for Debate

A draft resolution must always gain the support of a certain number of member states in the committee before the sponsors (the delegates who created the resolution) may submit it to the committee staff. Many conferences require signatures from 20 percent of the countries present in order to submit a draft resolution. A staff member will read the draft resolution to ensure that it is relevant and in proper format. Only when a staff member formally accepts the document and assigns it a number can it be referred to in formal debate.

Pre-ambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present

participle (called a pre-ambulatory phrase) and ends with a comma. Pre-ambulatory clauses can include:

- References to the *UN Charter*;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

Affirming	Deeply disturbed	Guided by	Noting with approval
Alarmed by	Deeply regretting	Having adopted	Observing
Approving	Desiring	Having considered	Reaffirming
Aware of	Emphasizing	Having considered further	Realizing
Bearing in mind	Expecting	Having devoted attention	Recalling
Believing	Expressing its appreciation	Having examined	Recognizing
Confident	Expressing its satisfaction	Having heard	Referring
Contemplating	Fulfilling	Having received	Seeking
Convinced	Fully alarmed	Having studied	Taking into account
Declaring	Fully aware	Keeping in mind	Taking into consideration
Deeply concerned	Fully believing	Noting with regret	Taking note
Deeply conscious	Further deploring	Noting with deep concern	Viewing with appreciation
Deeply convinced	Further recalling	Noting with satisfaction	Welcoming
		Noting further	

Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

Accepts	Declares accordingly	Further proclaims	Regrets
Affirms	Deplores	Further reminds	Reminds
Approves	Designates	Further recommends	Requests
Authorizes	Draws the attention	Further requests	Solemnly affirms
Calls	Emphasizes	Further resolves	Strongly condemns
Calls upon	Encourages	Has resolved	Supports
Condemns	Endorses	Notes	Takes note of

Confirms	Expresses its appreciation	Proclaims	Transmits
Congratulates	Expresses its hope	Reaffirms	Trusts
Considers	Further invites	Recommends	

Sponsors and Signatories

Sponsors of a draft resolution are the principal authors of the document and agree with its substance. Although it is possible to have only one sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Sponsors control a draft resolution and only the sponsors can approve immediate changes. **Signatories** are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated so that they can propose amendments. **A certain percentage of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.**

Amendments

Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments:

A **friendly amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee director or president, it will be automatically incorporated into the resolution.

An **unfriendly amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20 percent of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

Ultimately, resolutions passed by a committee represent a great deal of debate and compromise. They are the tangible results of hours if not days of Model UN debate. As a result, it is important to become familiar with the resolution process and practice drafting resolutions using the proper structure and wording.

Sample Draft Resolution

Draft Resolution 1.3

Committee: Security Council

Topic Area: Situation in North Korea

Sponsor: France, Nigeria

The Security Council,

Noting with deep concern the ongoing violence and consequent deterioration of the humanitarian aid situation and humanitarian access to populations in need, and reiterating its deep concern about the security of civilians and humanitarian aid workers, and calling upon both parties in Korea Peninsula to cease offensive actions immediately and to refrain from further violent attacks,

Recalling relevant resolutions that have been made, including Resolution 825(1993), Resolution 1540 (2004) and Resolution 1695 (2006) and Resolution 1874(2009), especially with the part that recalls Statement underlined the need for all Member States to resolve peacefully in accordance with the Charter any problems in that context threatening or disrupting the maintenance of regional and global stability,

1. *Stresses* its deep concern, condolence, and denunciation of the recent security event concerning the attacks of the Cheonan naval ship of the Republic of Korea (RoK) navy, and that the attack has brutally violated the United Nations Convention on the Law of the Sea, and the party in charge of the hustle movement shall be strictly condemned by the international society;

2. *Authorizes* neutral surveillance team to survey inspection report of several national governments on the Cheonan naval ship incident, as well as the obligation clarification and negotiation of the incident, which:

- a. be directly responsible to the Security Council (UNSC) by reports every 10 days to the council about the incident,
- b. includes representatives of the Special Political and Decolonization Committee of the General Assembly (SPECPOL) and other relevant committees of the UN,
- c. invites concerning NGOs as consultants and witnesses such as the Council for Security Cooperation in the Asia Pacific (CSCAP);


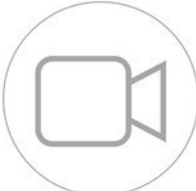
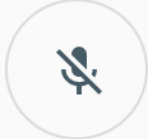


3. *Demands* the government of DPRK and RoK to comply with the resolution 1927 of the UNSC on solving the dispute and tension caused by the explosion incident in Pyongyang on 5th

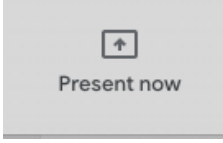


June 2010;

4. *Reiterates* the demand stressed in previous resolution 1874 to DPRK to return to the Six Party Talks immediately without preconditions;

5. *Decides* to remain actively seized of the matter.

Virtual Debate Procedure

	<p><u>Google Meet</u> Our virtual debate will take place over Google Meet. All participants must use their Google Accounts to join meets. Links for the opening ceremony, each committee, and closing ceremonies will be sent out in advance. Proper etiquette as per the Code of Conduct must be followed at all times.</p>
 <p>Camera On</p>	<p><u>Cameras</u> Cameras must stay on throughout the entire conference. This is to facilitate an interactive and collaborative debate experience for all. Make sure your camera is working prior to the conference. Ensure that your face can be seen through the screen, and all delegates must wear formal attire.</p>
	<p><u>Microphones</u> Microphones should be turned off unless it is your turn to speak. This is to avoid any echoes or interruptions. When it is your turn to speak, unmute and then mute again.</p>
	<p><u>Raise Hand</u> Press the “raise hand” feature if you would like to introduce a point or motion, to vote, or to indicate you would like to speak during a moderated caucus. Lower your hand once the voting period or session is over.</p>
	<p><u>Discord</u> Discord is the application we will use to allow delegates to communicate inside and outside of committee. Invitations to the Discord server will be sent out to all delegates once committee begins. Delegates must change their name to their position name by typing /nick into the chat. Each committee will have their own Discord channels. Delegates will use Discord to send private</p>

	<p>chats, communicate with each other on working papers, and send crisis notes to their crisis directors.</p>
	<p><u>Present Screen</u> You may be asked to present your screen when presenting your working paper or directive. Only present the necessary tab, and stop presenting when asked to do so. Your chair may present their screen to present crisis updates or other documents.</p>
	<p><u>Google Drive Folders: Directives & Working Papers</u> There will be 2 shared folders for each committee- one folder where delegates can create working papers/directives and another where passed directives/papers will be moved into.</p>
	<p><u>Google Docs: Directives & Working Papers</u> All directives and working papers must be created in the shared Google Drive folder that chairs will send to delegates. Working papers and directives must follow the format listed in the Delegate Guide. No delegate is permitted to create documents outside of the shared folder. All documents must be changed to “anyone with link may edit” sharing permission status.</p>

Staff & Committees

Animal Rights Convention.....Amber Xie, Imaan Jummani, Nawat Tipmanee
Board of Ethics.....Georgios Lagamjis, Tina Zhao, Munira Ahmed
College Board.....Stephanie Chan, Thomas Gaudio, Bradley Chung
Genetic Modification.....Olivia Berg, Christopher Leung, Mitchell Yang
NYC Council.....Emily Liu, Maria Defex, Shruti Vadada
INTERPOL.....Riya Mohan, Melina Apostolatos, Sibora Gosturani
Sports Summit.....Rma Polce, Asim Ebrahim, Dhruv Shivraj
UNHRC.....Megan Cheng, Kaitlin Abraham, Tenzin Menrinetsang, Sasha Stern
UNICEF.....Chloe Chang, Reena Gupta, Catherine Su

Secretariat

Secretary Generals: Stella Chu and Arpitha Vinod

Under Secretary-Generals of Conferences: Stephanie Chan and Emily Liu

Under Secretary-Generals of Committees: Chloe Chang and Justin Sim

Under Secretary-Generals of Logistics: Olivia Berg and Rma Polce

Finance Director: Amber Xie

Agenda Chairs: Kaitlin Abraham and Riya Mohan

Press Secretaries: Megan Cheng and Georgios Lagamjis

Advisors: Mrs. Graef and Mrs. Candalino

Thank you so much for your hard work!

