This guide includes the formal technical methods of the Modern Knowledge Model United Nations procedure. This booklet holds everything related to the UN Commission on the Model United Nations. Including the rules and methods of debating and dialogue, the voting of the terms, the official expressions and draft resolutions and speeches. Once you have read the booklet, you will be familiar with all the vocabulary and procedures of the United Nations to be ready and prepared for the third annual Modern Knowledge Model United Nations Conference that will take place on the 15th and 16th of February, 2019. This handbook is to be used to the participants in the MKMUN III Conference only.

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Head of Delegates: Deena Nader
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Dear Delegates,

On behalf of the MKMUN III team, we would love to welcome you to attend our third annual Model United Nations’ conference. It would be an immense pleasure to meet you all on February 15th and 16th, 2019.

Since its inception, MKMUN has grown immensely, and it is with full confidence that we say that our third year will be even better than the previous ones. From a small conference of 150 delegates, to over three times that number with over 400 participants in our second year, MKMUN’s growth stems from the wonderful people who trust in its abilities, and who come back every year for more. At MKMUN, we pride ourselves on our attention to the finest details, from the designs of our badges and stage, to our carefully selected councils and issues. Here at MKMUN, we truly deliver from the heart, and we hope that some of our passion passes on to you as well!

We have a magnificent team of highly dedicated individuals, working tirelessly to make this an exceptional conference, and you, dear reader, are part of that team as well. The future needs confident young leaders, such as yourselves, willing to challenge the status quo and stand up tall for their convictions. Having said that, it is our sincere hope that you will join us through this journey at MKMUN III in order to discover and give a voice to the leader which exists in all of you.

Best Wishes,

Baheya AlDawaishan
MKMUN III Secretary General

Shaikha Rahimi
MKMUN III Deputy Secretary General
**What is MUN?**

Model United Nations, also known as Model UN or MUN, is a simulation of a United Nations conference. Students operate as representatives for a certain country as delegates and debate in their respective councils about diverse global issues and topics. The delegates collaborate throughout the duration of the conference in order to construct comprehensive resolutions that can address and try their best to solve the issues in the council. The delegates will represent a country and debate with other delegates about the issue of their designated council based on their public opinion.

**What is a Delegate?**

Once a delegate signs up for a MKMUN conference, they are assigned a country in a specific council. A delegate operates as a country’s representative. He or she, along with other delegates, is responsible for finding suitable solutions for the issues addressed within their council. Delegates act as their assigned country, and work with the other delegates to find a resolution to their United Nations Council, while also debating the council’s topic. A delegate speaks on behalf of his or her country and exhibits its stance on each of the issues. The delegate’s role is to find a resolution that best fits their situation by writing resolutions, amendments, and debate. Delegates make up the majority of the council, along with two chairs, two runners, and two securities.

**What is a Chair?**

Chairs are members in charge of a specific MKMUN council. They hold absolute power in a council, and regulate actions and rules within the council. Any decisions made by the chairs are final. Chairs manage the council and everything within, the behavior of the delegates, the debates, keeping track of time, enforcing the rules and regulations of the conference onto the delegates, and making sure their respective council runs smoothly.

**What is a Security?**

A member of the security team is positioned near the councils, one inside the council, and one beside the door. It is the responsibility of a security to ensure that the conference runs smoothly and that there is no misbehavior occurring throughout the conference and in their assigned committee. If needed, the security will escort the delegate outside the conference for any given reason.
**What is a Runner?**

A runner is positioned in each council. A runner serves the delegate by providing necessities, like stationery or other needs that the delegates may require. In a council, a runner passes messages from one delegate to another delegate, or chairperson. If a delegate misbehaves or sends an inappropriate message, they will be given a warning, and clipped if the action is repeated.

**What is a Press?**

A press team consists of photographers and reporters that take videos and pictures throughout the conference. The press team is responsible for the photography and videography that goes on throughout the council, and by the closing ceremony, have a video created that captured all the moments throughout the conference.
**Rules**

- Use appropriate points of motions, in order to be recognized by the chair persons
- Delegates must raise their placards for recognition from the chairpersons, only then can you speak.
- Speak formally, diplomatically, and confidently.
- To communicate, you are required to use diplomatic notes.
- After recognition, always wait for the chairs to allow you to be seated.
- Work collaboratively with others.
- Use of electronic devices while council is in session is prohibited, unless stated otherwise by the chairpersons.
- Direct communication is prohibited.
- Laughing is out of order while the council is in session.
- Leaving the council without the chair’s permission is prohibited. You will be escorted out by the runner or security if need be.
- No public display of affection.
- The use of personal pronouns is prohibited.
- Eating and drinking (with the exception of water), and chewing gum is prohibited.
- Swearing and misbehaving is prohibited.
Dress Code

Modern Knowledge Schools Model United Nations conference is a formal setting that discusses global issues and conflicts around the world. The participants are expected to dress professionally and formally. All participants, directors, and delegates are required to follow the rules and abide by the dress code. Delegates who fail to follow these rules will be politely asked to leave the conference. They will only be allowed to return if they follow the dress code.

Male Dress Code:
I. Suits, ties, and trousers must be worn at all times.
II. T-Shirts & Jeans are not allowed.
III. Bright or neon colored clothing will not be tolerated.
IV. Sport shoes and sneakers are not allowed.
V. Dress shoes are mandatory.

Female Dress Code:
I. No sheer, sleeveless or off-shoulders clothing allowed.
II. Heels no longer than 7cm.
III. Sleeves must at least reach halfway through the upper arm.
IV. Blouses, skirts, and formal pants are allowed as long as rules are followed.
V. Dresses/Skirts must below the knee.
VI. No neon colors.

*Only delegates of Arabic councils are permitted to wear a thob or an abaya.
*Strict adherence to the above dress code is compulsory. Failure to comply to the dress code will result in a clip.
Points & Motions are used in the Model United Nations Conference for the delegates to communicate with their chairs and fellow delegates. There are five different points that each have a different purpose and form of use.

1. **Point of Personal Privilege:**
   
   **Description:**
   For the comfort, well-being, rights and privileges of the delegate. Used when a delegate feels the need to express discomfort in the council?

   **Example:**
   “Could you please switch off the AC?”

2. **Point of Information:**
   
   **Description:**
   For the delegate to ask the speaker or chairperson a question. Delegate must be standing while speaking to the chairperson or speaker.

   **Example:**
   “Could the delegate please explain their reason behind their resolution?”

3. **Point of Order:**
   
   **Description:**
   To indicate a problem to the chairperson, to speak about a conflict or problem.

   **Example:**
   “May the delegate please refrain from using personal pronouns?”

4. **Point of Parliamentary Inquiry:**
   
   **Description:**
   For the delegate to ask the chairperson a question about the parliamentary procedure.

   **Example:**
   “Could the chair please explain the fifth amendment?”
How to propose a motion: A delegate must raise their placard to speak in the same way they raise to speak for the points. Motions are to be made during a debate or during voting procedure.

1. **Motion to Extend the Debate**
   
   **Description:**
   Extends the time set for the current debate time, more opportunities for the delegates to discuss their topic, their speeches, resolutions, and amendments. This motion is proposed as soon as the allocated time ends for a debate, a delegate is allowed to ask the chairperson to end the debate. Motion must then agreed upon by a majority of the council in order for it to proceed.

2. **Motion to Move to Voting Procedure**
   
   **Description:**
   Motion raised by the delegate to ask the chairpersons permission to end debate time and proceed to voting for the resolution.

3. **Motion to Extend Time for/against**
   
   **Description:**
   Motion is used to extend the time for the for and against sides of the debate.

4. **Motion to Moderated/Unmoderated Caucus**
   
   **Description:**
   Moderated Caucus: Moves to a formal debate, which delegates remain seated and the chair calls on the delegates one at a time to speak for a short period of time, enabling a freer exchange of opinions within the council
   
   Unmoderated Caucus: Moves to an informal debate, where delegates can debate amongst themselves and parliamentary procedures do not apply.

5. **Motion to Explain Vote**
   
   **Description:**
   Motion is used if a delegate’s vote contradicts their initial position regarding the issue.

6. **Motion to Move to Previous Question**
   
   **Description:**
   Motion is raised to end current debate time on issue, and asking to commence voting procedure and is allowed to be proposed at any time during the debate. This motion needs to be agreed upon by another delegate, and will continue to proceed unless other delegates object on it.

7. **Motion to Reconsider a resolution**
   
   **Description:**
   Motion is used to reassess the resolution which has already been deliberated, it can only be considered once a drafter resolution has already been debated, and need a majority of the council to get passed.

8. **Motion to Withdraw a resolution**
   
   **Description:**
   Motion can proceed before the voting has been initiated. Will only be deliberated if all submitters and so-submitters agree on the withdrawal.
9. **Motion to Adjourn the debate**

*Description:*
Motion is used for temporary demolition of a resolution, this requires the delegate to write and present a short speech on why it should be adjourned. Also, two delegates that are in favor of the motion then two delegates against the motion.

10. **Objection to Main Motion**

*Description:*
Motion is used in specific circumstances and will not be used without argument. Once this motion has been considered, the delegate must explain their proposal in one minute. This motion need two thirds majority of the delegates to be passed.
**Parliamentary Procedure**

*What happens when the conference has been called into order?*

<table>
<thead>
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</tr>
</tbody>
</table>

1. **Role Call**
   a. After the opening ceremony, delegates will proceed to their councils. Then, they will be escorted by the runners of their chosen council. Once all delegates are seated, the chairs will start by role call, the chairpersons will call upon each delegate to rise and state present or not. Delegates are required to rise with their placard in hand, and state present, when their country is called upon. While the chairpersons are doing the role call, communication between delegates is strictly prohibited.

2. **Opening Speeches**
   a. Opening speeches begin once role call has ended. Each delegate is asked to rise to the podium and give a speech (maximum 1 minute). At fifty seconds, the chairs will knock once, and at fifty five seconds, they will knock twice. If delegates happen to surpass the 1 minute mark, they will get cut off. Opening speeches are given to allow the delegates to share their point of view and exhibit their country’s stance on to the issue chosen for the council, and how the effect their country.
   b. Opening speeches must be written and stated formally. For example, “Honorable Chairpersons, fellow delegates, and esteemed guests..” And continue to contribute their opinions and stance on the issue.
   c. Personal pronouns are prohibited in opening speeches and during the conference, delegates will be given a warning.
   d. Delegates should appear to be confident in their speech while tackling their issue from their nation’s point of view. Delegates are advised to practice their speech in order to boost their confidence. They should also be informative during their speech.

*Tips for opening speech:*
- Prepare before coming to the conference by researching about the issue.
- Make sure your opening speech is exactly a minute long.
- Make eye contact while reading, do not directly read from your sheet.
- Add a hook to grab the chairs and delegates’ attention.
- Practice a few times before presenting.
• Your opening speech is your first impression to the chairs and delegates, make sure to practice and do your research.

Sample Opening Speech

Honorable chairpersons and fellow delegates

Overtime, human weaponry has never ceased to modernize. Although it can be seen as progression for humankind, it has negatively impacted the environment in many ways and has caused a direct threat to the organisms. Dangerous chemical and nuclear weaponry induces great stress on ecosystems, by destroying trees and resources. Life on earth is also being transformed due to climate change. The earth’s temperature of 2016 was the highest ever recorded. Animals are struggling to adapt to the new subsequent conditions, bringing them a step closer to extinction. Brazil, being the home to 2633 threatened species due to climate change and to the great Amazon Rainforest, recognizes the importance of conserving for the environment and protecting the animals with immediate actions. The delegate of Brazil hopes for a fruitful and conservative debate in order to solve the issues at hand today.

Thank you

3. Lobbying and Merging

a. Once the delegates are done giving their opening speeches, lobbying and merging is in session. During lobbying and merging, the delegates are required to group up with the delegates that are in the same stance as them, or a country that they want to compose an ally. The delegates that group up to come up with a resolution that includes valid arguments that benefits their group and is beneficial to all members in the group. All groups should have a main submitter, that speaks on behalf of the group, and co-submitters who work with the main submitter to write the resolution. The speech of the main and co-submitters will be presented by the main submitter, in which he will present it to the council. The main submitter presents his/her operative clauses, and has two minutes to speak.

4. Debating

a. After lobbying and merging, delegates will have time to debate and present their resolution. Delegates are given an opportunity to speak for and against other’s resolution.

i. Presenting resolutions:
When the council is back in session, the main submitter will be called upon to the podium by the chairs to present their resolution. The main submitters will read the group’s operative clauses of the resolution, in which they must convince the delegates to vote for their resolution. The main submitter must accept points of information from the delegates. Then, the main submitter will be given two minutes to give a speech for the resolution.

ii. “For” and “Against” Speeches:
After the resolution is presented, delegates will have a chance to state whether they are “for” or “against” the speech, and will be given one minute to state their speech. Chairs will ask if there are any for or against speeches on the floor, the delegates will raise their placards and can only
approach the podium if they are recognized by the chairs of the council. During that one minute, delegates must take at least two points of information.

5. Amendments
   a. Amendments are made to discussed the resolutions that were recently discussed. If a delegate wishes to make an amendment, the delegate must write the amendment down on a paper, give it to the chairs through the runners, in order for the amendment to be granted. A debate is held, where delegates speak for and against a resolution and continue to vote. Then, the delegates vote on whether or not the amendment is implemented.

6. Voting
   a. In alphabetical order, country names will be called out in by the chairperson in order to move to voting procedure. The delegate will rise and state whether they are “for”; “against” or “abstain,” “For” is if the delegates support the resolution, “against” if they are in disagreement with the resolution, and “abstain” if it is a neutral vote. Delegates are refrained from using any other than the three words during that time. Once the votes are counted, the chairpersons will announce whether the resolution passes or fails. Same procedure will continue for the rest of the resolutions.
Resolutions

Resolutions are the proposed answers to the issues. Resolutions are focused on creating a solution for the issue and to negotiate with other countries for a beneficial solution. Delegates are required to write resolutions explain their stance and solutions to provide for other nations. Resolutions should be compromised and willing to make difficult decisions to merge with other countries.

Resolution Writing:

- While writing your resolution, make sure it is very detailed. Answer all possible questions while creating it.
- Find other delegates with similar goals, and contributions that all delegates would need for their nations.
- Be realistic with your objectives, make sure that action can be met.

Perambulatory Clauses:

- Perambulatory clauses are used to state the reason for why the topic is being addressed and why it is important.
- Each perambulatory clause must begin with the perambulatory phrases down listed below.

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

Operative Clauses:

- Operative Clauses are the main solutions to your topic.
- Each operative clause should include a reasonable and beneficial idea for the majority of nations to agree on.
- All Operative clauses should start with the operative phrases included down below.
<table>
<thead>
<tr>
<th>Accepts</th>
<th>Encourages</th>
<th>Further recommends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirms</td>
<td>Endorses</td>
<td>Further requests</td>
</tr>
<tr>
<td>Approves</td>
<td>expresses its appreciation</td>
<td>Further resolves</td>
</tr>
<tr>
<td>Authorizes</td>
<td>expresses hope</td>
<td>Has resolved</td>
</tr>
<tr>
<td>Calls</td>
<td>further invites</td>
<td>Notes</td>
</tr>
<tr>
<td>Calls upon</td>
<td>deplores</td>
<td>Proclaims</td>
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<tr>
<td>Condemns</td>
<td>designates</td>
<td>Reaffirms</td>
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<tr>
<td>Confirms</td>
<td>draws the attention</td>
<td>Recommends</td>
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<td>Congratulates</td>
<td>emphasizes</td>
<td>Regrets</td>
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<tr>
<td>Considers</td>
<td>encourages</td>
<td>Reminds</td>
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<tr>
<td>Declares accordingly</td>
<td>endorses</td>
<td>Requests</td>
</tr>
<tr>
<td>Deplores</td>
<td>expresses its appreciation</td>
<td>Solemnly affirms</td>
</tr>
<tr>
<td>Designates</td>
<td>expresses hope</td>
<td>Strongly condemns</td>
</tr>
<tr>
<td>Draws the attention</td>
<td>further invites</td>
<td>Supports</td>
</tr>
<tr>
<td>Emphasizes</td>
<td>further proclaims</td>
<td>Takes note of</td>
</tr>
<tr>
<td></td>
<td>further reminds</td>
<td>Transmits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trusts</td>
</tr>
</tbody>
</table>
Issue: The Provision of Free Universal Health Care

Council: World Health Organization
Main submitter: Denmark
Co-submitter: India, Austria, Mauritania, Brazil, Russia

Perambulatory Clauses:

1. *Fully alarmed* by the gargantuan number of 1.3 billion people living in extreme poverty without any healthcare whatsoever,

2. *Acknowledging* that The United Nations Sustainable Development Goals that all UN Member States have agreed to try to achieve Universal Health Coverage by 2030,

3. *Reaffirming* the importance of free universal healthcare and its effect on the betterment of societies and the shaping of future generation,

Operative Clauses:

1. *Further invites* the WHO to form a non-profit organization to provide free healthcare to the citizens in need

   a. The organization will be funded by the willing member nations of the world health organization.

      i. Those who join will have the advantage of the aid of the organization

   b. A specific percentage of a member’s revenue from their GDP may be donated towards the organization

2. *Calls upon* increasing healthcare facilities in developing countries

   • This allows the public to have greater access to medical treatment

   • Medical clinics (which are specialized) should be constructed

   i. Medical equipment can be donated by sponsors

3. *Encourages* the establishment of public-private partnerships

   • Public-private partnerships are relationships built between private sectors and the government

      i. This allows private sectors to assist in expanding opportunities for quality health care

      ii. This also lowers the financial burden of the government on the expenses of healthcare
• Private sectors should engage in various strategies and take initiative

  i. Promote employment opportunities for the locals

  ii. Encourages best corporate ethics

3. Requests the creation of flat taxes on income of 7%

a. This will give the government additional revenue

  i. it can use this to pay for the expenses of healthcare for its citizens

  ii. Therefore healthcare can be provided free of charge

5. Expresses its hope for non governmental organizations such as doctors without borders, or the red cross to provide basic care for citizens in developing nations.
Warning System

During the Modern Knowledge Model United Nation Conference, all rules must be followed. Warnings can lead to a result of violating Model United Nations procedure, violating the dress code, and behaving disrespectfully will result in a clip.

1. Verbal warning
2. Official warning
3. Final warning will result in a clip.

Receiving three warnings will result in a clip. An award will not be given if you have been clipped.

Once you have gotten three clips, you will be kicked out of the conference.

The participants are expected dress professionally and formally. If the rules are not followed, there will not be a verbal warning for the violation of the dress code. Participants will immediately receive an official warning.