

MIDDLE SCHOOL DELEGATE HANDBOOK

Welcome to PANAMUN XXVI! Model United Nations is a great way to learn about the real world and how to solve global issues. We're so glad you want to help save the world! Use the information below to make sure you get the most out of this experience.

BEFORE THE CONFERENCE

The Position Paper

The Position Paper is a one-page essay that outlines your country's view on your issue. You will need to write one for each issue in your committee. Here are some steps:

1. Read your issue bulletins!
2. Take notes, making sure that you use the guiding questions to help you think about how your country relates to the issue.
3. Do more research about your country and how it relates to your issue. Look below to Research Tips to help you begin your research.
4. Start writing!



The MS Position Paper is broken down into four sections:

1. **Topic Background:** this should be a brief summary of the issue that shouldn't require any extra research. Aim for about 2 sentences.
How does your country want to fix it--if they even do? This is where you will need to show your research. Aim for 5 sentences.
2. **Past International Action:** How has the world already tried to fix the issue? Aim for 3-4 sentences.
3. **Country Policy:** discuss what your country thinks about the issue.
4. **Possible Solutions:** be creative! How can you solve the issue? Think outside the box! Aim for 3 sentences.
5. **Bibliography:** cite your sources!

Opening Speeches

The Opening Speech is a quick speech that you give at the beginning of the conference that outlines your country's view on your two issues. Try to have it last between 30-45 seconds. Follow three main points:



- **Hook:** After a simple greeting a hook can serve as a starting point to make sure the committee is engaged. Good examples of this are anecdotes, statistics related to the rest of the speech, or even a rhetorical question.
- **Point:** What does your country think?
- **Action:** How do you want to solve the issue?

Keep it short and sweet--get your information across so the committee knows where you stand.

Research Tips

- **Use your issue bulletin.** Use your chair's bibliography to guide your own!
- **Limit your search.** Type your search into Google. Click the Settings button, and then click "Advanced search." Narrow your search in the "site or domain" box by typing in .gov, .edu, or .org. You can also narrow it to un.org to get information straight from the source.
- **Start off broad and narrow down.** This way you can find new interesting ideas that haven't been explored and use them to steer debate in an interesting direction!
- **Ask your teachers.** Your MUN Director, librarians, and social studies teachers will probably be willing to help you. There is no shame in asking for help--researching is a skill you will need for the rest of your life!

Useful resources provided by Best Delegate:

The Country Profile



Get to know your country.

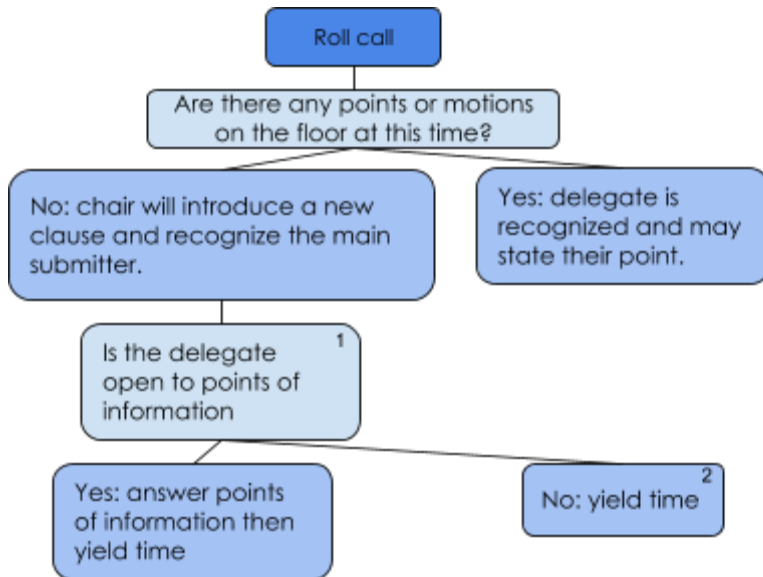
SPEAR Worksheet



Get your information straight from the source!

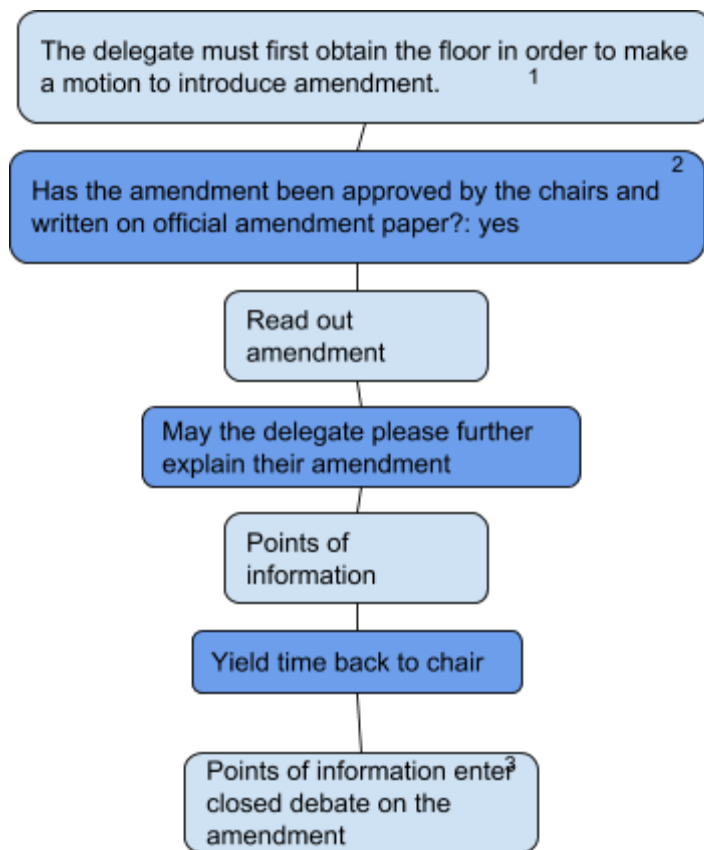
PROCEDURE

In order to discuss the issue in committee all delegates will use a specific type of language and abide by a specific order and rules of debate. This is called parliamentary procedure, and is what allows committees to remain engaging and effective!



Points of information¹: a point of information is a question that a delegate asks another about the current topic being discussed. (There is also a point of information to the chair in case you have a question about debate or procedure).

Yielding time²: after a delegate has used up their time they must yield it back to the chair in order to sit back down. AT the chair's discretion a delegate may also chose to yield their time to another delegate to further explain or discuss the point they were previously making.



Motion to introduce an amendment¹: an amendment is a change that is to be made to a resolution or a specific clause. You propose a motion to introduce one once you have obtained the floor.

Approved by chairs and written on official paper²: In order to propose an amendment a delegate can request special paper from the admins before obtaining the floor. This should then be sent as a note to the chairs and wait for their approval before introducing the amendment into the debate.

Closed debate³: closed debate does not follow the regular flow of debate; instead, the chairs will set a specific amount of time or number of speakers for each side (for or against) of what is being discussed, be it an amendment or a resolution.

Other points and motions

Point of personal privilege: this is a point you can use to ask for something regarding to your personal preference (room temperature, visibility of projector, etc.) This is the only point that can interrupt a speaker if you cannot hear them, you would ask for a point of personal privilege due to audibility, and the chairs would ask the delegate to speak up.

Point of order: if a delegate believes the chair has made a mistake in parliamentary procedure a point of order is used to point this out and thus correct the mistake in order to continue debate flow.

Point of parliamentary inquiry: a point of parliamentary inquiry is directed by a delegate to a chair, as a question about the committee or parliamentary procedure in general.

Motion to move to previous question: this motion asks to proceed to voting procedure on whichever item is being debated in that moment, be that a clause, amendment, or resolution as a whole. This motion requires a second from another delegate in the room, and if there is an objection it will be under the chairs' discretion to accept the motion or not.

Motion to move into time against/for: during closed debate time is allotted to both sides for and against, if a delegate wishes to move directly to the next position without completing the time for the previous one a motion to move into time for/against should be stated.

Motion to divide the house: A motion to divide the house will entail a roll call vote without any abstentions.

LOBBYING

Before you begin debating, you will enter a period called "lobbying." This is where you write your ideas for how to solve your issue. Work with other delegates who have similar viewpoints in order to create solutions in the form of **operative clauses**.

Operative Clauses

The Operative Clauses are the actual steps that you want to take to solve the issue at hand. PANAMUN works with the idea of unlimited funding, which means that you don't have to worry about how much resources/actions will cost. When creating operative clauses, you should aim to answer all questions about the plan: who, what, when where, who, and how. In addition, think about the order: what needs to be done first, second etc. and how long will each step take. The more descriptive and precise the clauses are, the better. Clauses can be broken down in order to better answer and explain the idea into sub-clauses and sub-sub-clauses. Each clause must start with an operative phrase, and there is a list of them below. Sub-clauses and sub-sub-clauses can start with any word. All clauses end with semicolons, except for the last operative clause which ends in a period.

How to write them

Clauses have to be realistic, and plausible in the real world. So no futuristic technologies, or stuff actual governments wouldn't use. The aim of the clauses is for you, the delegates to think creatively on how our current governments could solve these issues.

FORMAT OF CLAUSES

1. Contain an appropriate and underlined operative phrase
2. Numbered in sequence (1, 2, 3...)
3. Subclauses are lettered alphabetically [a, b, c...].
4. Sub-sub-clauses are in roman numerals, (i, ii, iii...) , and their first words are not capitalized



Example Clause

Example 1:

1. Calls upon nations who refuse to provide asylum for refugees to nevertheless contribute to the solution of the problem. Including but not limited to:
 - a) provide funding to:
 - i. improve overcrowded camps bordering nations
 - ii. contribute to the construction of any new camps
 - b) donation of food and medical supplies in refugee camps;

Example 2:

1. Urges nations to provide asylum for the refugees as well as ensure their protection and well-being in ways including but not limited to:
 - a) adequate housing
 - b) economic opportunities
 - c) civil protection;

OPERATIVE PHRASES

Accepts	Expresses its appreciation	Further resolves
Affirms	Expresses its hope	Has resolved
Approves	Emphasizes	Notes
Authorizes	Encourages	Reaffirms
Calls	Endorses	Recommends
Calls upon	Expresses its appreciation	Regrets
Confirms	Expresses its hope	Reminds
Congratulates	Further invites	Requests
Considers	Further proclaims	Solemnly affirms
Deplores	Further reminds	Strongly condemns
Designates	Further recommends	Supports
Draws the attention	Further requests	Takes note of
Emphasizes		Transmits
		Trusts

How do we introduce a clause?

Your chairs will call up the main submitter of each clause. If you are the main submitter, you will go up to the podium. The chair will ask you to read out the clause and then further explain it. Here, you can explain the purpose of the clause. Then, the chair will ask you if you want to answer points of information (questions). You can choose to answer all, some, or no questions. If you do agree to answer questions, other delegates will raise their placards and the chair will call on them. Respond to their questions. You can then choose to either yield your time to someone else or to the chair. If you yield to someone else, they will make a speech after you and can choose to answer questions.

As a Delegate write a clause during lobbying and when finished take it to chair for approval. If not approved make corrections suggested. **There are no limit to amount of clauses approved**

Chair: "Main submitter of Clause X, you have been recognized, please rise and approach the podium."

Chair: "Please read out clause"

Delegate: *Reads out Clause*

Chair: "Thank you delegate. Please further explain your clause."

Delegate: *Explains Clause*

Optional Points of Information

Optional yielding to another delegate

DEBATE

Resolutions

Your chairs will combine all the clauses your committee made into a resolution that will look like this. Here is a break down so that you understand what your chairs are writing. However, you do not need to make this yourselves.

Forum: World Health Organization
Question of: Measures to Eradicate Zika Virus

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Heading: Located on the top right corner of the document. The heading contains the

Forum (another word for committee),

Question of (another word for issue and its number which will be in your issue bulletin). This part of the resolution will already be in place, as you will go clause by clause (will be explained shortly).

#- Are the Operative Clauses

Awards policy

At the end of the conference, recognition awards will be given to those delegates that had a distinguished participation throughout the three day span of the session. There will be three titles awarded per committee, each recognizing a different aspect of a delegates work. In order to be eligible for an award delegates must turn in both position papers before the start of the first session as a final due date.

Research: The research award acknowledges the delegates use of knowledge surrounding both issues in committee to provide significant contribution to the debate. This delegate should display knowledge about their delegation's country policy as well as relations and conflicts with other nations in the committee surrounding the issues being discussed. The quality of the individuals research should be displayed throughout the debate sessions as well as being evident in their position papers.

Diplomacy: The diplomacy award will be granted to a delegate that made meaningful contribution in committee bringing out the best in others. The recipient of this award will not only demonstrate leadership in the debate but will contribute to the work of other delegates and encourage them to voice their position on the topic at hand. This delegate will display cooperative intentions and will look for a consensus within the committee to resolve the conflict being presented.

Best Delegate: The individual awarded with the title of best delegate should embody the qualities from both the diplomacy and research award, having a noticeable and positive contribution to debate throughout the course of the three conference days. The best delegate should inspire and motivate others to do their best.