

NLCSDMUN  
OFFICIAL DELEGATE HANDBOOK



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# 1. POSITION PAPERS

## 1.1 What is a Position Paper?

A position paper is a document consisting of information that outlines each delegation's policies and position on the topics being discussed in their respected committees. Delegates use the position papers to arrange their thoughts in order to be able to share their foreign policy with the rest of the committee.

## 1.2. The Position Paper Should Include:

- A clear statement of policy regarding each topic;
- The country's background on the topic.
- Political/Foreign policy
- Actions taken by government relating to the topic.
- Resolutions/Initiatives the country has approved, as well as their readiness to contribute towards a resolution.
- The country's interactions or possible collaborations with other states in regard to the topic (UN/EU actions that your country has supported or opposed to)
- Potential solutions to the issue, as well as what your delegation may wish to achieve in the committee's resolution.

## 1.3. Format of Position Papers

Position papers should not exceed two pages in length. The text font is to be set at Times New Roman at 12pt, 1.5 spacing, and 1-inch margins. It is important to note that delegates may use Position Papers as their opening speech; however, this is not obligatory. Due to possible time constraints, it is recommended that the Position Paper is adapted into a more concise speech.

## 1.4. Plagiarism

Plagiarism will not be tolerated in NLCSDMUN and will result in immediate disqualification from the conference. As defined in the Oxford Dictionary, plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This includes copying:

- Opinions
- Ideas
- Theories
- Pictures/Graphs
- Facts/Statistics

from books, articles, or the internet without citing your sources. For a guide on citations see 5.0.

## 1.5. Sample Position Paper

**Position Paper:** for the Republic of Estonia Topic: Economic Inclusion of Refugees  
**Conference:** FWMUN  
**Committee:** UNHCR

The Republic of Estonia recognizes the importance of integrating refugees into the economy as a crucial aspect of their overall integration into society. Estonia upholds the principles of human dignity, freedom, democracy, equality, and respect for human rights, including the rights of persons belonging to minorities. These values are enshrined in the Constitution of Estonia and are the foundation of our policies regarding refugees and their economic inclusion.

Estonia has witnessed fluctuating refugee flows in recent years, primarily resulting from conflicts and instabilities in the Middle East and Africa. The nation's approach to refugee integration is guided by both European Union directives and national legislation, which emphasize the importance of rapid integration into the labor market. Economic inclusion not only helps refugees to become self-reliant but also contributes to the national economy and social cohesion.

Given Estonia's advanced digital economy and the government's proactive stance on digital innovation, there are unique opportunities for refugees, particularly in

gaining digital skills that are highly sought after in the Estonian job market. However, challenges such as language barriers, recognition of qualifications, and cultural integration remain significant hurdles.

**Estonia's interest in promoting the economic inclusion of refugees aligns with its broader strategic goals, including:**

**Enhancing Workforce Diversity and Innovation:** By integrating refugees into the workforce, Estonia aims to leverage diverse perspectives that enhance creativity and innovation in its economy, especially in sectors like information technology and digital services.

**Fulfilling International Commitments:** Estonia is committed to fulfilling its obligations under international and European frameworks regarding human rights and refugee protection.

**Promoting Social Cohesion and Stability:** Effective integration of refugees into the economy is vital for promoting social cohesion and preventing the marginalization that can lead to societal tensions.

**Policy Recommendations**

**Language and Vocational Training:** Implement targeted language training programs that are integrated with vocational training specific to sectors where there is a high demand for labor.

**Recognition of Foreign Qualifications:** Enhance the mechanisms for the recognition of qualifications and skills obtained outside of Estonia to facilitate easier entry into the Estonian job market.

**Digital Inclusion Programs:** Leverage Estonia's digital advancements by creating programs that equip refugees with digital skills, thereby preparing them for the digital workforce.

**Public-Private Partnerships:** Foster partnerships between the government, private sector, and non-profit organizations to create more employment opportunities for refugees.

In conclusion, Estonia views the economic inclusion of refugees as a multifaceted opportunity that aligns with its national interests and values. By implementing the recommended policies, Estonia aims to build a more inclusive, diverse, and innovative society. We call upon all nations and stakeholders to collaborate on this critical issue to enhance global and regional stability and prosperity.

## 2. RULES OF PROCEDURE

### 2.1. Motions

| Motion (state)                 | Meaning   | Seconded | Chair decides           |
|--------------------------------|---|----------|-------------------------|
| Moderated/ Un-moderated caucus | If co-submitters haven't spoken this gives them the opportunity to do so.   | No       | Yes                     |
| Divide the house               | No abstention, delegates can only vote for and against. If results are too close there is a roll call vote.   | Yes      | Yes                     |
| Move to previous question      | Finishing time for and moving into time against. Finishing time against and voting on the resolution  | Yes      | 2/3 majority vote (Yes) |
| Extend debate time             |   | Yes      | Yes                     |
| To Reconsider                  | Review a motion with a view to possibly change the decision. May only be proposed by a member of the winning side in a vote.  |          | 2/3 vote                |
| Table a resolution             | When carried it temporarily disposes of a main motion. The mover must have the floor and be recognized. A matter that has been tabled may be brought up later by a motion to "take from the table" after all business on the agenda has been dealt with by a 2/3 majority. If opposition, speaker calls 2 delegates pro and 2 delegates con to take the floor for 30 seconds. | No       | 2/3 majority vote       |
| Objection to the consideration | A delegate objecting, as soon as the resolution has been read and before it is seconded, will be required to explain, in a speech not exceeding 1 minute, the reason for his objection. The submitter will then be accorded a right of reply of equal length, after which a vote will be taken.   | No       | 2/3 negative vote       |

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## 2.2. Points

### Points

- **Point of Order**
  - Used to tell the Chair that he/she has made an error in the running of the committee.
- **Point of Inquiry**
  - Used to ask the Chair a question about the rules of procedure.
- **Point of Personal Privilege**
  - Used to tell the Chair about a specific problem of the delegate (i.e. can't hear, room is too hot, etc.)
- **Point of Information**
  - Used to ask a question of a speaker during formal debate.

## 2.3. Diplomacy

**Moderated Caucus:** In a moderated caucus, the chair will call speakers one at a time after setting aside the speakers' list. Delegates can converse and discuss views more freely in this less formal format. For a little while, delegates can focus the discussion during a moderated caucus. Any delegate may propose a move to hold a moderated caucus, and such a motion must include the caucus's goal, speaking period, and time limit. A simple majority vote is required to enter a moderated caucus. A moderated caucus does not have yields.

The caucus proposer's delegate may speak first or last. A moderated caucus should generally not go longer than 15 minutes, with a 1-minute speaking period. However, the chair may choose to shorten the caucus' duration.

**Unmoderated Caucus:** An unmoderated caucus is when the rules are suspended to permit delegates to freely discuss. A motion needs to specify the caucus's topic

and time restriction, much like in a moderated caucus. For the caucus to pass, a simple majority is needed.

## **2.4. Opening Speech**

There should be a motion to open the list of speakers at the start of the committee meeting. Delegates might opt to be added to the list of speakers individually. The purpose of opening speeches is to present a course of action that has been done or can be pursued, as well as to candidly address the fundamentals of the subject at hand. In order for the delegates to collaborate and present the finest answers, the opening remarks often urge the delegates to take action.

Every delegate is given a set amount of time to speak during their opening remarks. delegates are not allowed to go over their allotted time. When a delegate's speaking time is almost up, the chair should politely ask them to conclude. In accordance with the rules of procedure, delegates may choose to give up any remaining time after their remarks to either the chair or other delegates' questions. When the allotted time has elapsed and a delegate moves to enter either a moderated or an unmoderated caucus, the General Speaker's List is adjourned. However, delegates have the authority to propose extending the General Speaker's List for a predetermined amount of time.

## **2.5. Right of Reply**

The right of reply will be accorded by the chair of the committee to any delegation who requests it either in writing or vocally during the session. The right to reply is often requested when one's national integrity is being disputed or has been insulted by another delegation, alongside any further clarification a delegation may wish to make.

## **2.6. Submitting resolutions**

Resolutions will be created during the committee sessions and therefore, will be submitted onto our NLCSMUN website: <https://www.nlcsdmun.com>. If there are any issues, message or email the NLCS website.



## 2.7. Formal Debate

1. During the formal debate, delegates speak in the order they are given by chairs or staff. At this time, delegates will be allowed to share their views on the issue at hand with the entire committee.
2. Delegates make speeches, answer any relevant questions, and introduce and debate resolutions and amendments.
3. To avoid slowing down the debate and creating time constraints, delegates should ensure that they are familiar with the rules of procedure as mentioned above.
4. Throughout the formal debate, delegates must use a system of yields if they finish speaking before their time runs out.

This includes:

**Yield to the chair:** The delegate does not wish to use their remaining time and the right to speak returns to the chair.

**Yield to another delegate:** The delegate wishes to share their remaining speaking time with another delegate.

**Yield to questions/point of information:** The delegate invites other delegations to ask questions or clarifications on their speech.

## 3. RESOLUTION

### 3.1 Introduction

Delegates spend time gathering writers and signatories for their resolutions during unmoderated caucuses. They also take their time in creating comprehensive resolutions that will be brought up for discussion, debate, and ultimately vote on.

## 3.2. Contents of Resolutions

- The heading contains the committee's name, the signatories, the authors, and the title.
- Signatories are delegates that would like to discuss the resolution. Signatories do not necessarily have to agree or disagree with the resolution.
- All resolutions should have signatories.
- For **big** committees (25 to 30 delegates), signatories must be a minimum of 7.
- For **small** committees (less than or equal to 25 delegates), signatories must be a minimum of 5.
- Authors/sponsors are the direct authors of the resolution. They must be the ones who have created the clauses and must also agree with all the contents of the resolutions.
- For **big** committees (25 to 30 delegates), authors must be a minimum of 3.
- For **small** committees (less than or equal to 25 delegates), authors must be a minimum of 2.
- The heading must lastly include a "*Title*" for the resolution paper.

## 3.3. Pre-ambulatory/Operative Clauses

An introduction to the issue and the suggested fixes in the resolution are given using perambulatory sentences. Perambulatory clauses also clarify any prior steps that were done to address the issue. The terms that are used to make perambulatory clauses are shown below along with some examples of them.

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# PREAMBULATORY CLAUSES

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

# OPERATIVE CLAUSES

|                   |                            |
|-------------------|----------------------------|
| Accepts           | Trusts                     |
| Affirms           | Congratulates              |
| Approves          | Considers                  |
| Authorize         | Declares accordingly       |
| Calls             | Deplores                   |
| Calls upon        | Designates                 |
| Condemns          | Draws attention            |
| Confirms          | Emphasizes                 |
| Notes             | Further resolves           |
| Proclaim          | Encourages                 |
| Reaffirms         | Endorses                   |
| Regrets           | Expresses its appreciation |
| Reminds           | Expresses its hope         |
| Requests          | Further invites            |
| Solemnly affirms  | Further proclaims          |
| Strongly condemns | Further reminds            |
| Supports          | Further recommends         |
| Takes note of     | Further requests           |
| Transmits         |                            |

### **3.4. Amendments**

Delegates may suggest amendments to the resolution in order to make it better. Moderators ask whether there are any proposed amendments following the reading aloud of a resolution. Usually, the moderators get amendments only in the form of notes.

The authors of the resolution have the option to classify the amendment as "friendly" or "unfriendly" once the Moderators have read it aloud. The amendment passes automatically, and the resolution is modified if it is considered "friendly." However, the committee will need to consider the suggested adjustments if the authors find the amendment to be "unfriendly." By "motioning to speak for and against the amendment," that is accomplished.

Three delegates are chosen by the moderators to speak in favour of the amendment and three more to speak against it. Following the speakers' presentations, the committee as a whole votes in favour of the amendment. Should it pass, the modifications take effect immediately. Failure means that the changes are not implemented. There are typically several amendments. The committee casts a single vote for the resolution after debating and voting on each one individually.

### **3.5. Passing/Failing Resolutions**

There will be a final vote to determine whether the resolution should pass or fail after all revisions have been made. When voting on whether to approve or reject resolutions, delegates should maintain objectivity because the goal is to approve strong resolutions that cover every facet of the topic under discussion. A two-thirds majority is required to pass or reject a resolution in order to reach a final conclusion.

The right to vote or abstain is reserved for "present" countries when it comes to resolutions and amendments. Nevertheless, in committee sessions, votes on motions are not allowed in "present" countries. However, nations that are "present and voting" are required to cast ballots on every motion as well as every amendment and resolution. A "present and voting" nation is not permitted to skip any votes during the committee meeting.

### 3.6. Sample Resolution

Committee: The General Assembly

Topic: Establishment of Permanent Peace on the Korean Peninsula

Authors: Republic of Korea, Japan, China

Signatories: Russian Federation, United States of America, Germany, United Kingdom, France, Singapore, Philippines

Title: Safeguarding the Korean Peninsula

THE GENERAL ASSEMBLY,

Recognizing the proliferation of nuclear weapons in the Korean Peninsula,

Noting that emergency aid needs to be combined with long-term developmental assistance in order to stabilize the Democratic People's Republic of Korea (DPRK),

Welcoming recent developments as a means to establish a permanent solution,

1. Encourages DPRK to rejoin the Six Party Talks, for the continuation of dialogue leading to:
  - a. Dismantling of its nuclear weapons
  - b. Continued building of community in international diplomacy;
2. Calls upon the United Nations member states and other non-governmental organizations (NGOs) to provide humanitarian assistance, food aid support and agricultural rehabilitation to alleviate humanitarian consequences of the economic crises in the DPRK;
3. Strongly recommends that the two Koreas continue to participate in an active cultural exchange through ways such as, but not limited to:
  - a. Reunions
  - b. Sporting Events
  - c. Development of tourism industries such as, but not limited to:
    - i. Ecotourism
    - ii. Cultural Tourism
  - d. Media
  - e. Education

## **4. CODE OF CONDUCT**

### **4.1 Leaving School Area**

Delegates ought to remain on campus during committee meetings, lunch breaks, and general breaks. Delegates are required to notify the NLCSMUN Department of Committees, the Secretary-General, and the Deputy Secretary-General in the event that they desire to leave campus. The delegate is required to carry their badge at all times. No delegate will be permitted entry onto campus without their NLCSMUN badge.

### **4.2 NLCS MUN Dress Code**

Please make sure to wear formal attire throughout the conference. As per the North London Collegiate School in Dubai's dress code, delegates should ensure that their attire is not too short or revealing. A delegate may be denied entry to NLCS campus if she/he is wearing inappropriate attire that does not abide by NLCS's code of conduct. Skirts must be knee length and shirts must not be seen through. Furthermore, please ensure that you are either in western formal attire such as a suit, or in formal Emirati-attire (Kandurah/Ghitra/Aabaya). In this case, please refrain from wearing jeans, shorts, and any clothing with explicit language on it.

### **4.3 Zoning**

Delegates/chairs will be given specific locations around the school regarding where to be for break times and lunch times. This will, for the most part, take place in the school atrium.

Additionally, areas of the school that are not being used for MUN are strictly inadmissible. All relevant areas of the school will be shown to delegates/chairs prior to the conference to minimise confusion.

Any breach of these rules could potentially lead to disqualification.

#### 4.4 Prohibited Items

Alcohol and illegal substances are strictly prohibited. Any student possessing such substances and is caught will be immediately excused from the conference and reported.



## Citations

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