Delegate Handbook

Stanford Model United Nations Conference
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Delegate Research Guide

1. Compose a country profile
   • Look at economic standing, political system, health issues, social issues.
   • It sounds obvious, but be able to point out where your country is on a map.
   • Resources:
     • CIA World Factbook: https://www.cia.gov/library/publications/the-world-factbook/
     • IMUNA Country Profiles: http://imuna.org/resources/country-profiles/

Do some broad research on your country
   • Know the current issues your country faces -- look at a variety of news sources to see what issues your country is facing.
   • Also know the current issues your region faces (i.e. if your country is Saudi Arabia, you should be aware of the ISIS problem in Iraq). Check some regional news sources
   • Resources:
     • CNN International: http://edition.cnn.com
     • BBC: http://www.bbc.com
     • International NY Times: http://international.nytimes.com
     • Al Jazeera (good for Middle East news): http://america.aljazeera.com

2. Know your topic
   • Know the UN’s involvement with your topic
   • Start by doing a basic search -- “‘Enter topic here’ and the UN”
   • Look at previous resolutions addressing the topic
   • Resources:
     • Your background guide!
     • UN News Centre: http://www.un.org/news/
     • UN Documents Centre (for finding resolutions): http://www.un.org/en/documents/
     • UN BISNET: http://unbisnet.un.org/
Other Helpful Tips

• Your background guide should be the first source you look at. (After all, your chairs made it just for you!)

• Wikipedia — DO NOT CITE wikipedia in your position paper or while debating. However, Wikipedia is a great tool for getting a basic overview of a country or topic. For example, you could use it to compose a country profile for your own personal use. You should never use it as your sole source of information, but rather to gather ideas of what to research next.

• Have some way to organize your research. A binder, a notebook, a Word document -- it doesn’t matter, it just needs to work for you.

• Old background guides are very useful. Model UN is huge -- odds are, SMUNC isn’t the only conference to cover a specific topic. Do some digging and see if you can find any other background guides that address your topic. Since backgrounds guides are written for delegates like you, they are good places to look!
Position Paper Guidelines

Model United Nations presents a unique opportunity for delegates to hone their writing skills through the position papers they create. It is vital that students and employees in any field demonstrate strong research and writing ability. Thus, at SMUNC 2018, we place a high emphasis on thoughtfully crafted position papers.

By writing a cohesive paper that follows a logical format, we hope that delegates will develop a nuanced understanding of the committee topics, become familiarized with their delegation’s policies, and collect valuable resources that may be of use in committee.

What is a Position Paper?
A position paper is a succinct summary of your delegation’s policy with respect to the committee topic. In it, delegates should focus on outlining key facts that guide their delegation’s perspective, as well as sketching possible solutions to the issues at hand. The strongest position papers will not be a summary of the topic, but rather the delegation’s view on the matter, and how it might come to a resolution.

How do I format my position paper?
Position papers should roughly follow this format: (1) statement of the problem as the delegate’s country sees it; (2) past action of the delegate’s country on this issue; (3) potential solutions. Delegates should begin by establishing certain facts—as their delegation sees them—that are important to understanding the rest of the paper. Does their government believe that this group rebellious armed traitors? Or are they civilians fighting for their rights? This will help the delegates familiarize themselves with the rationale behind their countries policies and give them a solid factual background which they may reference later in committee.

Delegates should then focus on framing the topic. What are the issues that the committee should be most concerned about? Who are the actors (states, individuals, and organizations) that can most influence international outcomes? This portion of the paper should attempt to contextualize the information provided in the previous section.

Finally, strong position papers will offer concrete solutions to the issues raised in the background guide. These plans should attempt to answer the “questions to consider” contained within the background guide. Instead of simply answering these questions one by one, however, the delegates should attempt to integrate their responses into several cohesive arguments that flow from one to the next. In order to accomplish this, the delegates should be inspired to write creative, but realistic solutions to the complex issues that the committee will address.

How do I format my paper?
Position papers should be at minimum one page per topic. They should be double spaced with 1 inch margins aligned to the left hand side of the page. The upper left-hand corner should include the delegate’s position; their school/delegation; the committee name; and the topic they are addressing.
Position papers should be written in the third person unless the delegation being represented is an individual.

Do I need to cite my sources?
Yes! Wherever a substantive fact that is not stated in the background guide is used to support an argument, an appropriate citation must accompany it. Additionally, any references to specific materials and quotations should be cited as well. Delegates may choose their citation format, but they are advised to be consistent throughout the position paper. We suggest the following rule of thumb when a delegate is unsure whether or not to include a reference: when in doubt, cite!

What is plagiarism? Can get in trouble for it at SMUNC?
Plagiarism consists of using words or ideas that are not your own without attributing them to their original source. Essentially, plagiarism is the act of stealing the work of another. It is very important to note that a source may be plagiarized even if it is not copied verbatim. Paraphrasing work is not enough to avoid accusations of plagiarism because authors’ thoughts are just as valuable as their words.

SMUNC 2018 takes this issue very seriously, so any position paper that is found to be plagiarized in full or in part will receive a score of zero. SMUNC secretariat will follow up with the delegate and their advisors, and the delegate may be suspended from participating in SMUNC 2018.

Can I turn in my position paper late?
Late papers will negatively impact your overall committee score. However, since writing a position paper is a valuable educational experience and the SMUNC secretariat is aware that students have papers, exams and SAT tests before the conference, delegates may turn your position paper in late and still be eligible for a committee award. SMUNC would much rather you write a position paper late than none at all.

Do crisis committees still have to write a position paper?
Yes. If you have questions about how you should format your position paper, you should email your chair directly.
Example Position Paper

This is an example position paper that was submitted to SMUNC 2012 by a delegate in the European Union representing the Czech Republic

The Czech Republic is committed to maintaining free borders within the European Union and the Schengen Zone to preserve the symbolic and fiscal benefits to European citizens who can move within Europe’s labor markets.

When the Czech Republic entered the EU in 2004 and the Schengen zone in 2007, it did so at a great advantage to its labor markets. Czech citizens could move freely about European Union, especially to Germany with which they share a border, and could also make use of the human labor capital from new emigrants. Although in theory entry into the Schengen Zone was supposed to allow free labor movement, many countries - specifically Germany and Austria - placed restrictions on former-Soviet states and required workers to apply for work permits. (These restrictions were scheduled to be removed in 2011). In 2008 Prime Minister Petr Nečas, then the Labor and Social Affairs Minister, said that the Czech Republic would not adopt the blue card program - a program that would streamline the process in which highly skilled non-EU citizens could apply for residence in member countries - until EU countries lifted restrictions against Czech workers. (The Czech Republic implemented the Blue Card Program in January of 2011.) In 2009 a campaign was launched “for Schengen without any border checks” after the Czech ministry of the Interior found that “former border controls, which essentially incorporated little more than quick checks of travel documents, have been replaced in some countries by frequent and thorough checks carried out several kilometres behind the border.”

Those emigrating to the Czech Republic face many bureaucratic challenges as “people in the Czech Republic . . . prefer assimilation to the multicultural model,” according to Migration Policy Institute. A study by the Organisation for Economic Cooperation and Development found that immigration to the Czech Republic fell by 46% in 2009 (reflecting a wider European trend of falling immigration). Changes to the Aliens Act in 2010 and proposed Czech-language tests and requiring those seeking and renewing residency permits, has discouraged immigration of highly-skilled workers to the Czech Republic.

The Czech Republic believes that, while the free-movement of migrants can cause uneasy situations, the preservation of free borders must be a priority. The Czech Foreign Affairs Ministry sad in a statement, “We have we have to point out there are binding rules for all member states, such as the Schengen border code and Schengen acquis in its whole. We believe that, despite the acute situation [of France denying access to Tunisian migrants], no rash reactions should be taken . . . any chosen reaction shouldn’t trigger limiting factors to economic migration.” Extraordinary circumstances - while certainly causing alarm, especially domestically - should be carefully considered and consulted among the European Commission before being acted upon. Furthermore, the long term benefits of treaties such as the Schengen Zone, should not be compromised for transitory events. While Czech recognizes that most countries in the EU have to enforce an external border, unless a country has been deemed negligent in long-term enforcement of those borders, that other EU nations should be required to assist. However, a common immigration and border policy would not be against the interests of the Czech Republic and the European Union, if it continued to encourage free labor movement.
SMUNC 2018 Resolution Guidelines

The resolution-writing process is intended to not only allow delegates to gain an appreciation for how the United Nations operates, but also encourage them to synthesize the research they conducted and the plans they discussed into one organized document. This experience is often regarded as the pinnacle of the delegates’ work. Collaborating with others to produce and defend a cohesive resolution will lead the delegates to develop critical leadership, teamwork, and presentational skills.

What is a resolution?
A resolution is puts to action the work the delegates accomplished throughout committee. There are generally two kinds of resolutions. General Assembly resolutions are not binding, but they carry significant weight as they represent the consensus of the international community. Security Council resolutions, on the other hand, have the power to demand immediate, concrete action and have consequences for international law. In each instance, delegates must think carefully about what is best for both their delegation, and the rest of the globe.

With whom should I write a resolution?
Early on in committee, delegates should begin to identify potential allies with whom they may be able to work. These will likely be countries with policies similar to the delegate’s own on particular issues. Additionally, political and regional blocs often provide a strong basis for collaboration. The goal of this stage of the resolution process is to solidify a working group that can effectively produce a draft resolution.

What are sponsors and signatories?
A sponsor of a resolution is a delegation that participated heavily to the writing process. This delegation’s contributions are usually prominent within the document and they typically play a leadership role within the group. Once the draft resolution is completed, the sponsors are charged with the task of presenting it to the committee and defending it during a question and answer session. The number of sponsors per draft resolution is set by the chair.

Signatories are simply delegates that would like to see the resolution voted upon. Any committee member may become a signatory, but this does not indicate whether they favor or oppose the draft resolution. For a draft resolution to be approved for debate, its signatories and sponsors must represent 12.5% of the committee quorum.

What are clauses?
There are two types of clauses: perambulatory and operative. Pre-ambulatory clauses appear at the start of a resolution and focus primarily on the resolution’s goals, motives, and justifications. Operative clauses, on the other hand, are concrete actions or recommendations that the committee wants to take.

What are amendments?
Once a draft resolution is approved (but not yet voted upon), it is possible for the committee to approve both friendly and/or unfriendly amendments. This is done to alter the draft resolution,
effectively making it more or less likely to pass. All amendments must garner a certain number of signatories established by the dais that represents a particular percentage of the committee quorum in order to be considered.

Specifically, friendly amendments must have the approval of all of the draft resolution’s sponsors and, as a result, will pass automatically. Unfriendly amendments, however, are those that do not enjoy all of the sponsors’ support. The committee as a whole must then vote upon the amendment.

*How does voting work?*

Once draft resolutions have been written, presented, debated, and amended, a crucial stage of committee will arrive: voting. There are several ways to conduct a vote. The most common manner is to ask each delegation’s vote via roll call. Alternatively, the dais might decide to conduct a vote by show of placard. In some instances, a motion may be made to “divide the question.” In this scenario, each clause of the draft resolution (or a group of clauses) will be voted on individually.

The ways in which a vote may be cast vary as well. A delegation may vote “in favor” or “against” a resolution depending on its policy.

Additionally, a delegation may vote “in favor with rights” or “against with rights.” These options work just like the previous two with the exception that there is some reason that the delegation isn’t entirely in favor or against the draft resolution in question. For example, a delegation may approve of the intent behind a draft resolution but not favor the way its solutions are funded. In this case, it may vote “against with rights.” After all the votes are cast, each delegation voting “with rights” will have the opportunity to briefly explain their reasoning to the committee.

Furthermore, a delegation may cast an “abstention.” This means they neither favor nor oppose the draft resolution. Delegations often abstain from voting on a draft resolution when its contents touch upon contentious issues, or when its sponsors represent political enemies.

Finally, a delegation may “pass” if they wish to cast their vote once the rest of committee has voted.
Sample Pre-ambulatory Clauses

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

Recalling
Recognizing
Referring
Seeking
Taking into account
Taking into consideration
Taking note
Viewing with appreciation
Welcoming
Sample Operative Clauses

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

Committee: This is the committee you are in
Sponsors: These are the countries that helped you write your resolution
Signatories: These are the countries that want to see your resolution debated (doesn’t necessarily mean they support you!)
Topic: This is the topic your committee is debating

Reminding all delegates that these are your pre-ambulatory clauses,
Reaffirming that these clauses should state the current situation and reference relevant UN resolutions,
Noting that pre-ambulatory beginning phrases should be italicized and end with a comma,

1. Calls for operative clauses which state what your resolution is going to do;
2. Reaffirms that operative clauses cannot require countries to take specific action unless:
   a. you are in the Security Council,
   b. you are in a specialized body that allows such language;
3. Recommends that the opening operative phrases be underlined and that the clauses end with a semi-colon;
4. Decides to end all resolutions with a period.
The General Assembly,

Inspired by the great prospects opening up before mankind as a result of man’s entry into outer space,

Recognizing the common interest of all mankind in the progress of the exploration and use of outer space for peaceful purposes,

Believing that the exploration and use of outer space should be carried on for the betterment of mankind and for the benefit of States irrespective of their degree of economic or scientific development,

Desiring to contribute to broad international co-operation in the scientific as well as in the legal aspects of exploration and use of outer space for peaceful purposes,

Believing that such co-operation will contribute to the development of mutual understanding and to the strengthening of friendly relations between nations and peoples,

Recalling its resolution 110 (II) of 3 November 1947, which condemned propaganda designed or likely to provoke or encourage any threat to the peace, breach of the peace, or act of aggression, and considering that the aforementioned resolution is applicable to outer space,

Taking into consideration its resolutions 1721 (XVI) of 20 December 1961 and 1802 (XVII) of 14 December 1962, adopted unanimously by the States Members of the United Nations,

Solemnly declares that in the exploration and use of outer space States should be guided by the following principles:

1. The exploration and use of outer space shall be carried on for the benefit and in the interests of all mankind.

2. Outer space and celestial bodies are free for exploration and use by all States on a basis of equality and in accordance with international law.

3. Outer space and celestial bodies are not subject to national appropriation by claim of sovereignty, by means of use or occupation, or by any other means.

4. The activities of States in the exploration and use of outer space shall be carried on in accordance with international law, including the Charter of the United Nations, in the interest of maintaining international peace and security and promoting international co-operation and understanding.

5. States bear international responsibility for national activities in outer space, whether carried on by governmental agencies or by non-governmental entities, and for assuring that national activities are carried on in conformity with the principles set forth in the present Declaration. The activities of non-governmental entities in outer space shall require authorization and continuing supervision by the State concerned. When activities are carried on in outer space by an
international organization, responsibility for compliance with the principles set forth in this Declaration shall be borne by the international organization and by the States participating in it.

6. In the exploration and use of outer space, States shall be guided by the principle of cooperation and mutual assistance and shall conduct all their activities in outer space with due regard for the corresponding interests of other States. If a State has reason to believe that an outer space activity or experiment planned by it or its nationals would cause potentially harmful interference with activities of other States in the peaceful exploration and use of outer space, it shall undertake appropriate international consultations before proceeding with any such activity or experiment. A State which has reason to believe that an outer space activity or experiment planned by another State would cause potentially harmful interference with activities in the peaceful exploration and use of outer space may request consultation concerning the activity or experiment.

7. The State on whose registry an object launched into outer space is carried shall retain jurisdiction and control over such object, and any personnel thereon, while in outer space. Ownership of objects launched into outer space, and of their component parts, is not affected by their passage through outer space or by their return to the earth. Such objects or component parts found beyond the limits of the State of registry shall be returned to that State, which shall furnish identifying data upon request prior to return.

8. Each State which launches or procures the launching of an object into outer space, and each State from whose territory or facility an object is launched, is internationally liable for damage to a foreign State or to its natural or juridical persons by such object or its component parts on the earth, in air space, or in outer space.

9. States shall regard astronauts as envoys of mankind in outer space, and shall render to them all possible assistance in the event of accident, distress, or emergency landing on the territory of a foreign State or on the high seas. Astronauts who make such a landing shall be safely and promptly returned to the State of registry of their space vehicle.

1280th plenary meeting,
13 December 1963
Western Business Attire Guidelines

We ask that delegates dress in Western business attire throughout the duration of the conference. Delegates may wear a SMUNC t-shirt in lieu of a formal shirt on Sunday.

If delegates are in a crisis committee and wish to dress up in a historically accurate costume, they are allowed to wear one to two accessories over or along with their suit and/or equivalent Western business attire. If they chair deems that these accessories are impeding the debate, they may ask the delegate to remove them at any time. Please also make sure that these accessories are not offensive or uncomfortable to any delegate, regardless of historical accuracy.

The below standards have been adopted from the UNA-USA website:

- Delegates should aim to look professional.
- We recommend most delegates wear suits.
- A blouse, sweater, or button-down shirt of any kind is appropriate.
- Dresses and skirts are appropriate as long as they are adequate in length.
- If you identify as male, please wear a tie.
- No t-shirts.
- No jeans or shorts. Slacks and suit-pants are acceptable.
- No sneakers!
- Please remember that Stanford is a large campus, and walking is the only way to get from committee rooms to eating locations.
SMUNC 2018 Awards Policy

Model United Nations is a unique educational experience which provides students with valuable academic and life skills. Although SMUNC encourages all delegates to set and work towards their own personal goals for the conference, we believe that committee awards are an important part of the Model UN experience. Committee awards are a recognition by the chair of outstanding performances by delegates and serve as an important incentive for active and dynamic committee participation.

Delegate Awards

The awards SMUNC 2018 presents are listed below in descending order, followed by the number of each award distributed per committee:

- Best Delegate (1)
- Outstanding Delegate (1)
- Honorable Mention (2-3)
- Verbal Commendation (to the discretion of the dais)
- Research Award (1)

These awards may be subject to change depending on committee size.

Chair Rubric

SMUNC 2018 distinguishes itself by incorporating both quantitative and holistic characteristics in its awards policy. Chairs use the rubric provided to them as a helpful guide in the award assignment process. We strive to promote accountability while still providing chairs adequate flexibility to make the most appropriate award determinations. Each chair is welcome to adapt the rubric to suit their committee’s needs.

The rubric utilizes a point system established by the dais per the needs of their individual committees. We ask chairs to mark a score for each delegate’s performance at the end of each committee session. The criteria for delegates are divided between formal speeches and unmoderated caucuses and delegates are graded based on their substantive and stylistic performance.

Position Papers

Chairs will evaluate position papers in the context of the delegates’ overall performance in committee. To be eligible for an award, delegates must submit a position paper. Their papers will be considered in the final award evaluations.
Delegation Awards

In addition to individual awards, SMUNC 2018 participants will have the opportunity to bring home a delegation award for their respective school. They are:

- Best Large Delegation
- Outstanding Large Delegation
- Best Small Delegation
- Outstanding Small Delegation

A small delegation is a school with a number of delegates that falls below the median number of delegates per school, whereas a large delegation is a school whose total number of delegates falls above this median.

Methodology

Each individual award is assigned a specific point value. Verbal commendations are worth 1 point, honorable mentions two points, and so on. The number of awards won by each delegation is then multiplied by this point value, as well as a predetermined weight that corresponds to the awards. The two delegations with the largest scores will be awarded Best and Outstanding Delegation.