



BALKH MODEL UNITED NATIONS 2019

Delegates Handbook

An initiative of:
Youth Empowered Society (YES)



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CODES OF CONDUCT

Codes of Conduct

BALKH MODEL UNITED NATIONS CONFERENCE 2019 STAFF RESERVES THE RIGHT TO ASK ANY PARTICIPANT TO LEAVE THE CONFERENCE FOR VIOLATION OF RULES, REGULATIONS OR REQUIREMENTS.

THE SECRETARIAT OF BMUN CONFERENCE 2019 WILL SCRUPULOUSLY ENFORCE THE FOLLOWING CODE OF CONDUCT:

ID BADGES

Delegates must wear their Conference Name Badges at all times: that is the only identification recognized by the BMUN organizing staff and other officials. Badges must be kept visible at all times.

SUBSTANCE ABUSE, DRINKING AND SMOKING

Any Delegate found in possession of alcohol or illegal substances will be summarily asked to leave the conference. Smoking is strictly prohibited.

DISCRIMINATION OF ANY KIND INCLUDING SEXUAL HARASSMENT

BMUN will not tolerate any instances of discrimination based on race, gender, sexual orientation, national origin, religion, age, or disability. If any delegate, staff or adviser believes they have encountered discrimination, which results in a hostile working environment or disparate treatment, they must immediately bring it to the attention of the President of the conference, or a senior member of the Secretariat.

The Senior Secretariat and the Executive Board of BMUN will investigate promptly and thoroughly. Based on the findings of the investigation, BMUN may take no action; or issue a verbal reprimand; or direct the offending individual to leave the conference; or take any other action that is deemed appropriate.

NO PRE-WRITTEN RESOLUTIONS WILL BE PERMITTED

Delegates are encouraged to engage in thorough preparation concerning the topic(s) being considered by their respective committees and prepare their own documents regarding areas of concern, plans of action or of debate. However, working papers and draft resolutions are to be negotiated and written in a collaborative fashion by delegates only during the conference itself. No pre-written draft resolutions are permitted.

AUTHORITY

Delegates must scrupulously follow guidelines, directives, instructions etc. given by any Advisor or Conference Staff member, both inside and outside the committee sessions. Adherence to the Conference Schedule is not liable to interpretation and it is each participant's individual responsibility to ensure the same.

LAPTOPS AND CELL PHONES POLICY

Delegates are NOT allowed to use cell phones during the conference. Use of Laptops will be allowed during the committees; however the use of Internet is not allowed at all times during the conference. Each committee's Executive Board will control the use of Internet by informing the Delegates about the specific timings when it is to be permitted.

The BMUN will not be responsible for any lost or stolen property.

COMMITTEE ROOMS

Delegates must respect the sanctity of meeting rooms. Furniture, fixtures should not be misused. Delegates found writing on tables or chairs shall be directed to leave the conference immediately. Delegates must not bring food inside the committee rooms.

DECORUM

Delegates must respect and maintain the decorum of the committee during formal as well as informal debate. Any kind of indiscipline or undiplomatic behavior shall not be tolerated, and the Executive Board or the Senior Secretariat's decision in response to the same will be final and binding.

DRESS CODE

As a general rule, Delegates must be appropriately dressed in Western Business attire or ethnic dresses of their respective committees/countries. This is to be ensured by the BMUN team Member escorting each Delegation.

GENERAL POWERS OF THE COMMITTEE STAFF

- The Executive Board will be responsible to the Secretariat and Advisors during the conference.
- The Chair will declare the opening and closing of each meeting and may propose the adoption of any procedural motion according to the Rules of Procedure.
- The Chair will direct the flow of formal debate, accord the right to speak, announce decisions, rule on all points and motions and enforce the observance of these rules.
- The Committee Staff is responsible to the Secretariat at all times.
- The Press Corps are free to publish any material that lies within the scope of this conference. It is advised to refrain from the publication of offensive and derogatory material, especially if targeted at a select group of persons.

DELEGATE DECORUM

An MUN is meant to be a simulation of the real United Nations. As such, the delegates are expected to act with utmost respect toward each other, as would any actual member of the diplomatic arena. Delegates are to note that during formal, as well as informal debate, they are to speak in third person, and the usage of personal pronouns such as Me, I, My, etc. is prohibited.

Another thing for a delegate to keep in mind is Diplomatic Courtesy. As a representative of a nation, any statement made formally or informally is taken as a statement of that nation itself, if taken on public record. At this point of time, no delegate can afford making any statement, which might be misinterpreted as offensive to another delegate or council member. Utmost respect is extended to the executive board, mutual respect extended to all the delegates and the International Press members, and appreciation for the Administration (Secretariat) of the Conference.

PREPARATION GUIDE

PREPARATION GUIDE

Position Papers

Model United Nations Preparation

Writing a position paper will help you organize your ideas so that you can share your country's position with the rest of the committee. If you conduct extensive research, a position paper should be easy to write.

How to Write a Position Paper

Writing a position paper might appear to be a daunting task, especially for new delegates. But with enough research, you will find that writing a position paper will be easy and useful.

Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

A good position paper will include:

- A brief introduction to your country and its history concerning the topic and committee;
- How the issue affects your country;
- Your country's policies with respect to the issue and your country's justification for these policies;
- Quotes from your country's leaders about the issue;
- Statistics to back up your country's position on the issue;
- Actions taken by your government with regard to the issue;
- Conventions and resolutions that your country has signed or ratified;
- UN actions that your country supported or opposed;
- What your country believes should be done to address the issue;
- What your country would like to accomplish in the committee's resolution; and
- How the positions of other countries affect your country's position.

Position Paper Tips

- **Keep it simple.** To communicate strongly and effectively, avoid flowery wording and stick to uncomplicated language and sentence structure.
- **Make it official.** Try to use the seal of your country or create an "official" letterhead for your position paper. The more realistic it looks, the more others will want to read it.
- **Get organized.** Give each separate idea or proposal its own paragraph. Make sure each paragraph starts with a topic sentence.
- **Cite your sources.** Use footnotes or endnotes to show where you found your facts and statistics. If you are unfamiliar with bibliographic form, look up the Modern Language Association (MLA) guidelines at your school's library.
- **Read and reread.** Leave time to edit your position paper. Ask yourself if the organization of the paper makes sense and double-check your spelling and grammar.
- **Speech! Speech!** Do you plan to make an opening statement at your conference? A good position paper makes a great introductory speech. During debate, a good position paper will also help you to stick to your country's policies.
- **Let the bullets fly.** Try not to let your proposals become lost in a sea of information. For speechmaking, create a bulleted list of your proposals along with your most important facts and statistics so that you will not lose time looking for them during debate.

Sample Position Paper

Country: South Africa

Committee: UN Human Rights Council

Agenda: Human Trafficking

Poised at the foot of Africa, with a stable, Democratic Government, leading the continent in industrial development and technology, glittering with modern cities and amenities, representing approximately 25% of the continent's GDP, South Africa inevitably attracts migrants from across the continent.

Along with the migrant population come the attendant exploiters to capitalize on their vulnerability, ready to satisfy the demands of the diverse and complex 'rainbow' society - which makes South Africa as one of the biggest sufferers of the menace called human trafficking.

Molo Songolo (a South African NGO) recognized by the UNESCO while reporting on Human Trafficking in South Africa states that criminal groups from Bulgaria and Thailand, Chinese triads and even the Russian mafia have been involved in Human Trafficking.

South Africa strongly condemns human trafficking and is party to various protocols and faithful to UN conventions like Palermo Protocol and the UN Convention against Transnational Organized Crime. South Africa is currently in the process of making all its national legislations in compliance with the same. Pertaining to the question of involvement of Government Officials in Human Trafficking, no reports of their involvement have surfaced as yet.

IOM's Southern African Counter-Trafficking Assistance Programme (SACTAP) is a key player in Southern Africa's efforts to tackle and respond to human trafficking. It is organised into four components:

- Victim assistance;
- Capacity building;
- Research and data collection;
- and awareness raising;

South Africa did not have laws that specifically prohibited trafficking in persons, though a variety of other criminal statutes, such as the Prevention of Organized Crime Act, were used to prosecute trafficking crimes. However, in December 2007, several sections of the Sexual Offenses Amendment Act came into force, including Chapter 7 Part 6, which contains broad

provisions against sex trafficking. The comment period on a draft comprehensive human trafficking bill closed in June 2007 and the South African Law Reform Commission (SALRC) staff finalized the text to be recommended to the Department of Justice in early 2008, which mainly criminalizes human trafficking as well as debt bondage. The bill also has guiding principles, which protect victims of trafficking.

The Republic of South Africa would appreciate the HRC to frame resolutions that:

- Urge member states to spread awareness about traffickers, consequences of trafficking in areas that are most prone to trafficking;
- Call upon member states to be engaged at bi-lateral and multi-lateral levels to facilitate information sharing on traffickers;
- Provide victims of trafficking access to support centres with counseling, health care, legal advice, shelter, and food services;
- Address the problem of human trafficking collectively, by all member states, through proper cooperation and rehabilitation of the victims of trafficking with the help of various NGOs.

View more sample position paper to help you write an effective position paper.

<http://www.unausa.org/global-classrooms-model-un/how-to-participate/model-un-preparation/position-papers/sample-position-paper>

RULES OF PROCEDURE

Introduction

For new and beginning delegates, who may lack experience in the practice of Model United Nations (MUN), it is very normal to find the rules of procedure confusing, and so merely reading them may not necessarily lead to understanding them. It may look like gibberish, or some foreign language, and no matter how many times they are read over, they still cannot be placed in context. If that is the case for you worry not, for MUN is like a sport: the best way to learn it is to practice it, and the rules quickly become second nature.

In the meanwhile, if you prefer gaining some foundations before attending the conference, this guide will elucidate key points of the BMUN rules. We will move through a general outline of debate in its entirety – that which you can expect to experience over the three days, not just in any committee-session – with specific reference to the rules of procedure (accessible here). It would thus be helpful if one reads this guide whilst simultaneously considering the list of rules themselves.

General Rules

RULE 1: LANGUAGE

American English will be the official and working language of the following committees United Nations Security Council (UNSC), United Nations High Commissioner for Refugees (UNHCR), Economic and Finance Committee (ECOFIN), United Nations Women, and the Press Committee.

Persian and Pashto will be the official and working language of the Parliament of Afghanistan.

RULE 2: DELEGATIONS AND CREDENTIALS

Each member will be represented by one delegate and one vote on each committee. The Secretariat, Committee Staff, Directors and Delegates are required to wear the Balkh MUN badge at all times during the conference.

RULE 3: GENERAL POWERS OF THE COMMITTEE STAFF

The Committee Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Director Will also direct discussions, accord the right to speak, pose questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Director may temporarily transfer her/his duties to another member of the Committee staff. Committee staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee staff will be at all times subject to these rules and responsible to the Secretary-General.

RULE 4: QUORUM

The Director may declare a Committee open and permit debate to proceed when at least one-quarter of the members of the Committee, as declared at the beginning of the first session by the Director, are present. The first roll call determines the quorum for the rest of the conference. A member of the Committee is a representative who is officially registered with the Conference. The presence of a simple majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

RULE 5: COURTESY

Delegates will show courtesy and respect to the Committee staff and to other delegates. The Director will immediately call to order any delegate who fails to comply with this rule. If called, the Secretary-General may decide to expel a delegate from the conference. This decision is not subject to appeal.

RULE 6: SESSIONS

Each session of the conference shall not be longer than 3 hours, which will be followed by a mandatory break for 10 minutes. The Conference shall have a minimum of 5 and a maximum of 10 such sessions.

Rules Governing Debate

RULE 7: SETTING AN AGENDA

A committee shall decide for the agenda in the following manner:

- a. The Chair will call for any points or motions on the floor, to which a delegate can rise to a motion to set the agenda to a particular topic area.
- b. The chair shall call for those who are against the motion. If there is any opposition then there shall be 1 speech for and 1 against the topic area both to a maximum of one and a half minute each.
- c. This shall be followed by an informal vote by a show of placards, a 51% or more majority is required for the motion to pass. If the motion fails then the second topic area automatically is set for discussion and if there is no second agenda, then the council moves into an Emergency Debate.

RULE 8: OPENING SPEECHES AND GENERAL SPEAKERS LIST

After the Agenda has been determined, delegates are invited to deliver their opening speeches by the Director. Opening speeches length are to the discretion of the Director.

The General Speakers List will then be established for the purpose of general debate. This General Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a draft resolution. Speakers may speak generally on the Topic Area being considered and may address any draft resolution currently on the floor. Debate automatically closes when the Speakers List is exhausted.

A motion to change the General Speaker's time can be introduced to change the time allowed for speeches during the formal debate. The motion needs a simple majority.

RULE 9: SPEECHES

No delegate may address a session without having previously obtained the permission of the Director. The Director may call a speaker to order if her/his remarks are not relevant to the subject under discussion, or are offensive to committee members or staff. The Director may limit the time allotted to each speaker. The minimum time limit will be ten seconds. When a delegate exceeds her/his allotted time, the Director may call the speaker to order without delay.

RULE 10: YIELDS

A delegate granted the right to speak on a substantive issue may yield in one of three ways at the conclusion of her/his speech: to another delegate, to questions, or to the Director. Only one yield is allowed. A delegate must declare any yield at the conclusion of her/his speech.

Yielding is in order only during General Speakers list debates. Yield to another delegate. Her/his remaining time will be offered to that delegate. If the delegate accepts the yield, the Director shall recognize the delegate for the remaining time.

Yield to questions. Questioners will be selected by the Director and limited to one question each. Follow-up questions will be allowed only at the discretion of the Director. The Director will have the right to call to order any delegate whose question is, in the opinion of the Director, rhetorical and leading and not designed to elicit information. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

Yield to the director. Such a yield should be made if the delegate does not wish her/his speech to be subject to questions. The moderator will then move to the next speaker.

RULE 11: RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may submit a Right of Reply in writing only to the committee staff. The Director will grant the Right of Reply at her/his discretion and a delegate granted a Right of Reply will not address the committee except at the request of the Director.

RULE 12: MODERATED CAUCUS

The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Director will temporarily depart from the Speakers List and call on delegates to speak at her/his discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate proposing the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed fifteen minutes, and a time limit for the individual speeches. Once raised, the motion will be voted on, with a simple majority of members required for passage. The Director may rule the motion out of order. No motions are in order during a moderated caucus. If no delegate wishes to speak during a moderated caucus, the caucus shall immediately end.

Example: Motion to open a moderated caucus to discuss _____ for the time duration _____ (max 15 minutes) and time per speaker _____ (maximum 1 minute)

RULE 13: UNMODERATED CAUCUS

This is when the committee feels the need to discuss or decide upon a particular issue in an informal way. It is basically provided in procedure for delegates to help them form working papers (rule 19) and draft resolutions (rule 20). A delegate can call for an unmoderated caucus in the following manner: Motion to open an unmoderated caucus for [Purpose] for the time duration _____ (max 15 minutes)' A motion for an unmoderated caucus requires a simple majority to pass and can be passed through an informal vote. This motion can be extended by another 5 minutes for preparing Resolutions/ Declarations and a maximum of 15 minutes are allowed for a working paper. It can be raised for following two reasons:

a. Lobbying;

b. Preparing a Working Paper, Resolution or Declaration.

RULE 14: EXTENSION OF PREVIOUS CAUCUS

This motion extends the previous caucus, and is, therefore, only in order after a moderated or unmoderated caucus. An extension cannot be longer nor equal than the previous caucus. Furthermore, in case of an extension of a moderated caucus, speakers' time cannot be changed. Extensions of extensions are out of order. The motion needs a simple majority in case any objection to the extension is raised by a member of the committee or at the discretion of the Director.

RULE 15: CLOSURE OF DEBATE

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. Delegates may move to close debate on the general topic, debate on the agenda, or debate on an amendment. The Director may rule such a motion dilatory. When closure of debate is moved, the Director may recognize up to two speakers against the motion. If there are no speakers against the motion it automatically passes. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If the Committee is in favor of closure, the Director will declare the closure of the debate, and move the committee to immediate voting procedure.

Rules Governing Points

RULE 16: POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs her/his ability to participate in the proceedings, she or he may rise to a Point of Personal Privilege to request that the discomfort be corrected. While a Point of Personal Privilege in extreme case may interrupt a speaker, delegates should use this power with the utmost discretion.

RULE 17: POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Director in accordance with these rules of procedure. The Director may rule out of order those points that are improper. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech is not following proper parliamentary procedure.

RULE 18: POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Director a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

RULE 19: DISRUPTIVENESS OF POINTS AND MOTIONS

Firstly, Points and Motions shall be addressed by the Director in the following order:

- (a) Point of Personal Privilege,
- (b) Point of Order,
- (c) Point of Parliamentary Inquiry,
- (d) Point of Information,
- (e) Motion to Appeal the Decision of the Chairs,
- (f) Motion to extend the previous Caucus,
- (g) Motion to Change the General Speaker's Time,
- (h) Motion to Suspend the Meeting,
- (i) Motion to Close the Debate,
- (j) Motion to Adjourn the Debate,
- (k) Motion to introduce an Amendment,
- (l) Motion for Unmoderated Caucus,
- (m) Motion for Moderated Caucus,
- (n) Motion for Division of the Question,
- (o) Motion for a Roll Call Vote,

Secondly, Motions should be considered according to length of the caucus and, thirdly, according to length of speakers time.

Rules for Papers

RULE 20: WORKING PAPERS

Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of draft resolutions and need not be written in draft resolution format. Working papers are not official documents, but do require the signature of the Director to be copied and distributed. Once distributed, delegates may begin to refer to that working paper by its designated number.

RULE 21: DRAFT RESOLUTIONS

The Director has the final decision to accept the approved working paper as a draft resolution. It shall be in the proper format of a resolution, containing a header, preambles and operative clauses.

In order to introduce a draft resolution for debating, a minimum of one and a maximum of three delegates is required as a sponsor of the draft resolution. The number of signatories is decided by the Director and submitted to the Under-Secretary-General of Committees for approval.

The delegation introducing a working paper or draft resolution is referred to as a sponsor. The sponsor is always the primary speaker in favor of the introduced draft resolution. A sponsor can also be referred to as main submitter.

Sponsorship of a draft resolution may be withdrawn at any time before the voting procedure has begun. Such request is to be submitted in written form to the Chairpersons. A Draft Resolution with no sponsor is automatically withdrawn.

A Draft Resolution that has been put up to a vote by the committee and passes may be referred to as a Resolution.

RULE 22: RESOLUTION

Resolutions are the final document a committee works towards. Draft resolutions that pass voting procedures are considered a Resolution. Draft resolutions need a simple majority to pass, unless otherwise specified.

RULE 23: AMENDMENTS

Amendments are an adjustment of the operative clauses of a draft resolution. This can be done by adding, deleting or revising. Amendments have to be handed in to the Director in written or electronic form. The Director may rule out an amendment at her/his discretion. Amendments to amendments are not in order.

Friendly Amendments are changes made to the draft resolution that are supported by sponsors of the original draft resolution. Friendly amendments are not voted upon.

Unfriendly Amendments are not approved by sponsors of the draft resolution. Unfriendly Amendments must be voted upon and passed with a simple majority.

Rules Governing Voting

RULE 24: PROCEDURAL VOTING

All voting is considered procedural with the exception of voting on draft resolutions. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more than half of the committee members to vote affirmatively. A motion that requires two-thirds to pass means exactly two-thirds or more of the committee members to vote affirmatively.

RULE 25: SUBSTANTIVE VOTING

The only substantive voting will be voting on draft resolutions. All other votes will be procedural votes. After debate has been closed on the general topic area, the committee will move into substantive voting procedures and the chambers are then sealed. At that point, only the following points and motions will be entertained: Motion for a Roll Call Vote, Point of Personal Privilege, Point of Parliamentary Inquiry and Point of Order. If there are no such motions, the committee will vote on all draft resolutions. For substantive voting, each member will have one vote. As per Rule 4, non-members may not vote on substantive matters.

Each vote may be a “*Yes*”, “*No*”, or “*Abstain*”. Members who abstain from voting are considered as not voting. All matters will be voted upon using placards by default, except if a motion for a roll call vote is accepted.

Once any resolution has been passed, the voting procedure is closed, as only one resolution may be passed in a topic area.

In the voting procedure of the United Nations Security Council, a resolution requires affirmative votes of two-third of the members to pass. A vote against by either the People’s Republic of China, French Republic, Russian Federation, United Kingdom of Great Britain and Northern Ireland or United States of America, automatically prevent the adoption of a Security Council draft resolution.

RULE 30: DIVISION OF THE QUESTION

After debate on any topic has been closed, a delegate may move that operative parts of a draft resolution be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question. If the motion receives the simple majority required to pass, the Director will take motions on how to divide the question and prioritize them from most severe to least severe.

RULE 31: ROLL CALL VOTING

After debate is closed on any draft resolution, any delegate may request a roll call vote. A simple majority is needed to pass. A motion for a roll call vote is in order only for substantive votes.

In the first sequence, delegates may vote “*Yes*”, “*No*”, “*Abstain*” or “*Pass*”. A delegate may request the right to explain her/his vote only when the delegate is voting against the policy of her/his country; such a vote is termed “*with Rights*”. The delegate may only explain an affirmative or negative vote, not an abstention from voting. A delegate who passes during the first sequence of the roll call must vote during the second sequence and may not vote “*Abstain*” or “*Pass*”. The same delegate may not request the right to explain her/his vote. The Director will then announce the outcome of the vote.

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