

BMUN

BERLIN MODEL UNITED NATIONS

2023

BMUN 2023

Delegate Handbook

February 10-11

Committees

GA 2: Economic and Financial Committee

Promoting sustainable cities and settlements in an age of urbanization

chairs: Stella Traufetter / Frederik Spors

GA 3: Social, Cultural and Humanitarian Committee (SOCHUM)

Establishing a fair partnership among MEDCs and LEDCs to promote sustainable development and curb economic exploitation

chairs: Lasse Ingwers/ Richard Kleber/ Leonard Damm

Economic and Social Council (ECOSOC)

Combatting the current energy crisis using sustainable technologies

chairs: Elina Berger/ Lizzy Kuchenbecker

Security Council

Safeguarding peace and security in the region of Taiwan

chairs: Nadia Felix Padilla/ Ben Waldera

Delegate Information

AMBASSADORS

Each delegation must have an ambassador. Ambassadors are responsible for their country and the actions of their delegates during the conference, and may be called upon in disputes between their delegates and other delegations. At BMUN, ambassadors do give ambassadors' speeches at the opening ceremony.

DRESS CODE

During BMUN the following dress code is required:

- Suits, ties and formal shoes (male delegates)
- Blazers and skirts or suit trousers (female delegates)
- Skirts are not to be shorter than one palm width above the knee
 - Shirts should have appropriate prints and necklines

Inappropriate attire includes, but is not limited to:

- Team accessories such as scarves and hats
- Sports shoes and denim clothing
- National costume or military attire
 - Bowties

The dress code should be closely observed both by the Secretary-General and the Student Officers. Failure to comply with the dress code will result in a suitable punishment and must be corrected. Continuous failure to comply will result in a serious conversation with the Secretary-General and, ultimately, an MUN Director from the school of the delegate in question.

CELL PHONES

All cell phones must be turned off during sessions.

Emergency Telephone numbers:

School Office: (030) 306 130 13

EATING AND DRINKING

During session eating is not allowed. Eating should be done in the breaks between resolutions as well as in the lunch break. Drinking water, tea and coffee is allowed during session.

FORMAL LANGUAGE

All working dialogue at the BMUN conference will be conducted in English. Use of other languages during breaks is highly discouraged. During debate, all Delegates and Student Officers must speak in third person singular (i.e. "The Delegate believes that... Does the Delegate agree?") or first person plural when speaking on the behalf of a Delegation (i.e. We believe that ...).

LUNCH

There will be a lunch break on both days. Lunch will be provided.

PREPARATION

Delegates are expected to have prepared at minimum several Operative Clauses which can be used during lobbying time. They also need an understanding of their countries and all of the topics that are being discussed. Delegates are also welcome to prepare draft resolutions.

RULES OF CONDUCT

BMUN is a formal conference. This is expressed in our expectation that all participants adhere to the dress code. The BMUN administration dissuades the use of rude or offensive speech and behavior. Consumption of alcoholic beverages at any time during the conference, as well as any form of narcotic drugs, is strictly prohibited. Any damage caused to the property of BMUN or Liebfrauen Gymnasium will be charged to the participating school immediately. BMUN is not responsible for any loss or damage of personal belongings. Smoking is not allowed anywhere on school grounds. Please use areas outside the school grounds only.

RULES AND PROCEDURES

These rules and procedures apply to all forums

Order of Debate: 1. Roll Call 2. The main submitter reads out the Operative Clauses of the resolution 3. The main submitter delivers his or her speech 4. The presiding Student Officer sets Debating Time 5. Time in favor 6. Time against 7. Open debate (optional) 8. Voting Procedure

Motions: *Motions may only be raised when there is not a speaker on the floor. Points must be addressed before motions. When procedural votes are held, abstentions are not in order.*

Motion to move into time against: Moves the debate into time against where Delegates who wish to speak against the resolution or amendment under consideration may give a speech. Amendments may be proposed in time against. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer.*

Motion to move into open debate: Moves the debate into open debate where Delegates may give a speech either in favour of or against the resolution or amendment under consideration. Amendments may be proposed in open debate. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer. This motion can only be proposed when the debate is in time against.*

Motion to move into voting procedures: Ends debate on the resolution or amendment and initiates voting procedures. *The motion must be seconded at least twice and may be overruled by an objection from a Delegate or the Student Officer.*
The Student Officer must inform Delegates what amendment or resolution is being voted upon every time and state whether abstentions are allowed. Abstentions are only allowed when voting upon a resolution.

Motion to extend debate time: Allocates more time for debate in the current time period (in favor, against, or open). *The motion must be seconded at least twice and may be overruled by an objection from the Student Officer.*

Motion to make an amendment: An amendment is used to either change or strike a clause in the resolution and is debated and voted upon. For more information, see the amendments section. *The motion will be allowed at the discretion of the Student Officer and can only be proposed when the debate is either in time against or open debate.*

Motion to make a friendly amendment: A friendly amendment fixes an error in grammar, spelling or similar in the resolution. A friendly amendment may not change any content of the resolution. *If the Student Officer concludes that the correction does not change the content of the resolution, the Student Officer will ask the main submitter if they agree to the changes – if the main submitter agrees, the correction will be made.*

Motion for a follow-up question: Can be used by Delegates to ask the speaker to clarify or elaborate on an issue related to the point of information initially asked. *Delegates may only ask one follow-up question. Follow-ups are not in order if there is already another Delegate waiting to pose his or her question. Please keep in mind the number of questions the Delegate has opened him or herself up to.*

Motion to explain the vote: Allows for a Delegate to call for an explanation of the vote by another nation if it has caused confusion. *This motion can only be entertained by the Student Officer if it is directed towards a Delegate that has taken the floor during the debate on the topic that was voted upon.*

Motion to suspend the meeting: Delegates may use this motion to suspend formal debate for a set amount of time. *The motion can be overruled by an objection from a Delegate or the Student Officer.*

Motion to table the resolution: Delegates may use this motion to suspend the debate on the draft resolution – another draft resolution will be debated in its place. *A vote is to be held on the motion, and the Student Officer may only entertain it if the vote results in a two-thirds majority in favor of the motion. This motion should be used sparingly.*

Motion to declare this an important question: Increases the majority needed to pass a resolution to two-thirds. *Only issues involving international peace and security and budgetary questions can be made an important question. A vote is to be held on the motion, and the Student Officer may only entertain it if a simple majority passes the motion.*

Motion to adjourn the meeting: This unconditionally ends debate on the issue currently being debated (for example, if the forum is entirely unable to find a solution on the issue, or Delegates have a problem with the issue being discussed). *A vote is to be held on the motion, and the Student Officer may only entertain the motion if the vote results in a two-thirds majority in favor of the motion. This motion should be used sparingly.*

Motion to divide the house: Delegates may raise this motion when the result of the vote on the resolution is very narrow and there are a large number of abstentions. The house votes on the resolution again, but with no abstentions being allowed. *The motion will be entertained at the discretion of the Student Officer, and voting will take place by roll-call.*

Motion to appeal the decision of the Chair: This may be raised if the forum has severe concerns about the decisions made by the Student Officer. ***This motion is NOT to be used frivolously.*** *The deputy Student Officer will be presiding chair during the clarification of this issue. If the forum is unable to find a solution, the Secretary-General is to be called to the forum and will have the final decision on the issue. Even if the situation is resolved by the forum, the Secretary-General is to be informed about such an incident.*

Points: *Points must be addressed before motions. Points are always entertained at the discretion of the Student Officer.*

Point of information: Once a speaker has finished their speech, Delegates may raise this point to ask the current speaker on the floor a question. *This may only be entertained by the Student Officer if the speaker has finished their speech and opened themselves to points of information.*

Point of order: Delegates may use this to point out a procedural error made by the Student Officer. The Student Officer must consult the rules of procedure and decide upon an appropriate course of action. A point of order may also be used to alert the Student Officer to plagiarism in the current speaker's speech. The Student Officer may dismiss points of order which are incorrect. If the issue cannot be resolved, the Secretary-General is to be called in order to resolve the matter.

Point of parliamentary inquiry: Delegates may use this point to ask the Student Officer about the rules of procedure. *This may only be raised when there is not a speaker on the floor.*

Point of personal privilege: Delegates may use this point to express personal discomfort which affects their participation (such as the need to use the restroom). *A point of personal privilege due to the inability to hear the speaker is the only time that this point may be raised when there is a speaker on the floor.*

Point of information to the Student Officer: Delegates may use this point to ask a question to the Student Officer that is relevant but does not fall under any of the above points. *This may only be raised when there is not a speaker on the floor.*

Request for a right of reply: Delegates may use this if they have been addressed or offended directly by a recent speaker. This gives Delegates a chance to defend themselves without posing a question. If the Delegate has been seriously insulted, an official apology may be requested.

Lobbying: Lobbying is a form of informal caucus and offers Delegates the opportunity to merge, improve and co-sign their draft resolutions before sending them to the Approval Panel for corrections. During informal caucus Delegates do not have to obey formal debating rules.

During lobbying time, it is the responsibility of Student Officers to aid the Delegates in any way necessary. The Student Officers must encourage all Delegates to be productive during lobbying time.

It is the responsibility of the Student Officer to read resolutions and correct any obvious mistakes before they are sent to the Approval Panel.

Lobbying is compulsory in all committees and councils excluding the Ad hoc committees. However, it is highly encouraged that the ad-hoc committees have around 30 minutes of lobbying when starting on a new topic.

Resolutions:

Each Delegate must prepare a draft resolution (or at least some operative clauses) on at least one of the issues on the agenda in their respective forum prior to the conference. Resolutions must make suggestions for improvement of the issue at hand and must be in accordance with the country's opinion. During lobbying time, draft resolutions must be improved, co-signed and checked by a Student Officer before being sent to the Approval Panel. Student Officers will receive a resolution formatting guide (which will also be used by the approval panel) and should use it to help the Delegates in their committees avoid formatting mistakes.

Before a draft resolution can be approved, it must be co-signed or co-submitted by a minimum of 25% of the committee. By co-submitting a resolution, a Delegate does not agree to speak in favor of it, but merely expresses his or her wish to debate the resolution. The Student Officer is entitled to call upon any of the co-submitters to speak if they have not done so previously during debate.

Voting Procedures on Resolutions: During Voting Procedures, note passing, points and motions are suspended. Transferring voting rights to another Delegate is under no circumstances in order. Each member nation is entitled one vote. A Delegate may vote in favor, against or abstain from voting. Only votes for and against count towards reaching a majority. Every resolution needs a simple majority to pass. In the event of a tie the resolution will fail as it is not considered a simple majority. Motions to declare the issue under debate an important question will not be entertained after voting procedures have begun; however, motions to divide the house can be entertained.

Amendements: An amendment changes an operative clause in a resolution.

Amendments cannot be proposed during time in favor; a motion to make an amendment may only be proposed during time against or open debate. An amendment may only change one operative clause at a time; to change multiple operative clauses, multiple amendments must be proposed, one at a time.

For a motion to make an amendment to be entertained by the Student Officer, Delegates must send the proposed amendment in writing to the Student Officer in advance, clearly stating the Delegate's country and marking it as an amendment. The non-presiding Student Officer will decide upon the correctness of the amendment. If an amendment has errors, the Student Officer team may decide not to entertain it.

If the amendment is entertained, debate on the resolution as a whole is temporarily suspended. The non-presiding Student Officer must make the amendment available to all Delegates via a projector or blackboard. The Delegate submitting the amendment will then give a speech.

The presiding Student Officer must inform Delegates of the differences in voting procedures on amendments before votes on amendments are held. Abstentions are not in order when voting on amendments.

An amendment to the amendment (also called an amendment to the second degree) can be allowed by the Student Officer, but further amendments to the amendment (amendments to further degrees) are not in order. If an amendment to the second-degree passes, the whole amendment passes; if it fails, debate on the original amendment continues. As votes on amendments are procedural votes, abstentions are not in order; NGOs, UNOs and IGOs are allowed to vote.

A Short guideline to the structure of a resolution and its clauses

The Head

The head appears at the top of every resolution; it does not contribute to the content of the document, but it addresses the Committee. The head must contain the conference name, committee name, title of the resolution, list of sponsors, and list of signatories.

Example of the Head

FORUM: ECOSOC

QUESTION OF: Promoting local sustainability and providing benefits to small scale farmers

MAIN-SUBMITTER: El Salvador

CO-SUBMITTERS: Japan, Albania, Bosnia, Turkmenistan, Colombia, Sudan, Nigeria, Sweden, Burkina Faso, Bolivia, Kuwait, Brazil, Republic Of Korea, Mexico, Netherlands, Libya, Cuba.

The Preamble

The preamble follows the head and forms the first part of the resolution. The preamble contains the preambulatory clauses, which may include some background on the topic, recall previous resolutions on the topic and state the focus of the current resolution. Each perambulatory clause begins with a verb in the present continuous tense (ending in “ing” or “ed”) and ends with a comma. All preambulatory clauses must be written in italics and not be numbered. Moreover, all acronyms must be fully written out before appearing in the abbreviated form.

In the perambulatory clauses it is appropriate to: –

Recall any passed UN resolutions on the issue;

– Mention any other organizations involved in the situation; –

State recent facts about the issue;

– Use statistics where applicable;

Commonly Used Preambulatory Clauses

Affirming, Alarmed by, Aware of, Believing, Bearing in mind, Convinced, Declaring, Deeply concerned, Deeply regretting, Emphasizing, Expressing its appreciation, Fully aware, Fully believing, Having considered further, Having examined, Keeping in mind, Noting with deep concern, Observing, Realizing, Recalling, Recognizing, Taking into account, Taking into consideration, Welcoming.

Example of a Preambulatory Clause

Further convinced that science and technology plays a necessary role in achieving environmental protection and human development in order to get access to knowledge to develop strategies for sustainable development,

The Operative Clauses

While the preamble gives a general overview of the background of the resolution, without giving concrete actions and solutions, the operative clauses outline recommendations and concrete actions to work out the issue. Operative clauses should be numbered and begin with a verb in the present tense (**bold and underlined**). Strong operative clauses not only explain what can be done, but may have possible sub-clauses on how it could be achieved.

Remember that:

- Sub-clauses are lettered: a), b), c);
- Sub-sub-clauses are numbered: i), ii), iii);
- All Operative clauses must end in semi-colons (;);
- No Clause-Opening words should be repeated in the resolution (use a similar word to it, or add “Further” or “Strongly” before it);
- All acronyms must be fully written out before appearing in the abbreviated form.

Commonly Used Operative Clauses

Affirms, Approves, Authorizes, Calls for, Confirms, Considers, Declares accordingly, Deplores, Draws the attention, Encourages, Expresses its appreciation, Expresses its hope, Further invites, Have resolved, Proclaims, Reaffirms, Recommends, Regrets, Reminds, Requests, Solemnly affirms, Strongly condemns, Supports, Trusts, Takes note of, Urges.

Example of an Operative Clause

1. Recommends Member States to provide clear land rights to the poorest communities, in order to, among the others:

- a) restore or maintain environmental resources,**
- b) prevent land grabs by private entities, which would, among the others:**
 - i) deprive the smallholders of their land,**
 - ii) create an unstable environment,**
- c) create innovative agricultural programs aiming to provide environmental services;**

Sample Resolution

FORUM: The Economic and Social Council
QUESTION OF: Preventing the pollution of oceans and marine water bodies
MAIN SUBMITTER: Canada
CO-SUBMITTERS: The United States of America, Brazil, Argentine Republic, French Republic, Sweden, Federation of Malaysia, State which committee this
Federal Republic of Nigeria, India, Singapore resolution comes from

THE ECONOMIC AND SOCIAL COUNCIL,

Alarmed by the fact that land-based sources, such as agricultural run-off, discharge nutrients, pesticides, and untreated sewage including plastics, account for approximately 80 percent of marine pollution globally,

Recognizing that many countries have already implemented plans to reduce the pollution of oceans and bodies of water,

Noting with deep concern that excessive nutrients from sewage outfalls and agriculture run-off have contributed to a number of low oxygen (hypoxic) areas known as dead zones, most marine life cannot survive, resulting in the collapse of some ecosystems,

Pointing out that now there are close to 500 dead zones covering more than 245,000 km² worldwide, equivalent to the surface of the United Kingdom,

Deeply disturbed that the United Nations Environment Program found that every square mile of ocean contained 46,000 pieces of floating plastic in 2006,

1. Affirms that factories, construction sites, chemical waste facilities, and other large buildings that create large amounts of pollution should make sure their waste is being disposed and recycled properly;
2. Promotes proper disposal of toxic chemicals and materials before they reach our oceans and lakes;
3. Emphasizes the need for eco-friendly chemicals to replace other chemicals in consumer products;
4. Recommends companies which develop products and goods to focus development on eco-friendly and recyclable materials;

5. Further recommends implementing governmental guidelines or laws for the disposal of untreated waste into water bodies, which will result in punishment if not followed;

6. Calls for the creation of a Water Body Restoration Program (WBRP) which will work towards, but is not limited to:

- a) cleaning existing trash from oceans,
- b) adopting nationally protected areas of ocean and continue the expansion of protected areas;

7. Encourages Member States to implement laws that decrease companies' use of agricultural pesticides and excessive nutrients in order to limit discharge and avoid hypoxic dead zones;

8. Supports putting an end to overfishing, and rebuilding fishing stocks in order to benefit ecosystems and fisheries through a variety of measures, such as, but not limited to:

- a) fighting illegal and unregulated fishing,
- b) ending subsidies that contribute to overfishing,
- c) implementing fishing quotas to make sure no stocks are subject to overfishing,
- d) using science-based management methods to rebuild stocks to their maximum yield in the shortest time possible;

9. Urges developed countries to form cheap alternatives to dumping in the oceans of developing countries, such as, but not limited to:

- a) recycling,
- b) power creation,
- c) resale;

10. Further encourages governments to approach the problem of plastic waste in the oceans through means such as, but not limited to:

- a) subsidizing businesses which utilize the plastic waste from the oceans for their numerals. benefit,
- b) establishing more recycling centers;

11. Suggests nations to advise supermarkets to begin a recycling return program, which will return money to citizens if recyclable materials are returned to the supermarket;

12. Requests nations to collaborate with the United Nations Development Programme (UNPD) to initiate programs teaching local communities dependent on the sea about conservation and sustainable use of their areas.

We are happy
to have you at

BMUN 2022

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