

# Delegate Preparation Handbook

## Wichita Area Model United Nations (WA-MUN)

\*All of the materials in this book are available online at [www.wichita.edu/wamun](http://www.wichita.edu/wamun)  
Additional links to topic guides and research sites are also posted on the  
webpage.

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This conference provides delegates with an opportunity to practice parliamentary procedure. It is not our intention, however, to be so strict about procedure that it gets in the way of a good educational simulation. Delegates will spend part of their time in formal session, making speeches on the topics and on the substance of their resolutions. They will also spend time in informal session, seeking like-minded delegates with whom to write resolutions. Our goal is to help delegates craft solutions to major global problems in the form of Resolutions. This means that delegates will be working cooperatively with other delegations. Hopefully, delegates will be able to develop a consensus within the committee because history has shown that consensus solutions are the most effective in obtaining cooperation between countries. If students get off topic or make motions that are disruptive to the proceedings, the Chair will rule them dilatory.

## Session Overview:

1. Roll Call
2. Motion to move a topic to the floor (second required; debatable; simple majority)
3. Option to establish a Speakers' list OR to motion for suspension of the meeting for a caucus
  - Raise hand/name placard to be acknowledged
  - Move to open a Speakers' List (second required; debatable; simple majority) Motion to limit speaker's time to \_\_\_ minutes (second required; debatable)
- OR
  - Motion to caucus for [up to 15 minutes] (must be seconded; simple majority)
4. Delegates take turns making formal speeches according to the Speakers list
5. Students caucus in informal session to write resolutions (15 minute maximum request at a time)
6. Approved draft resolutions circulated to all committee members (must have support / signatures of 25% of the delegations).
7. Delegates take turns making formal speeches on the content of the resolutions.
8. Students Caucus to combine resolutions / Chair approves select resolutions for a vote.
9. Motion to Close Debate and move into voting procedure (Second required; debatable; simple majority)
10. Vote taken on each resolution approved by the Chair (maximum of 4).
11. Motion to move to the next topic area. (Repeat steps 3-10)

## Roll Call

The session begins with a roll call of all of the countries in the Plenary Session. Delegates should respond that they are Present when they are called.

## Call for Points or Motions

Following Roll Call, the Chair will call for any Points or Motions from the floor. This is an invitation for delegates to raise their placards in order to make a motion. Motions that would be appropriate at this time might include: moving a topic to the floor for discussion, or establishing a speaker's list with a speaker's time. When a motion requires a Second, the Chair will ask if there is a Second and delegates can raise their placards in order to Second the motion. Multiple motions can be on the floor at once. Once all of the motions have been moved, the Chair will call for debate and a vote on each motion in the order that it was made. (ex: a motion for a 1 minute speaking time and a motion for a 2 minute speaking time can both be made and then voted on by the body.) If a motion is Debatable, the Chair will call for one speaker to speak in favor of the motion, and one speaker to speak opposed to the motion. These speakers will be called upon in turn to briefly state why the body should or should not support the motion on the floor. Following debate, a vote will be taken on the motion.

When voting on Procedural motions (such as establishing a speakers list, limiting speaker's time,

suspending the meeting, or closing debate), delegates can only vote yes or no. When delegates vote on Substantive matters (such as accepting or rejecting resolutions before the body when in voting procedure), they may vote yes, no, or abstain.

If there are no motions on the floor, the Chair will ask for any Speakers. At this point, any delegate who is recognized by the Chair can make a speech to the committee. If a Speaker's List has been established, names will be placed on it and called upon in order to speak.

We hope that each delegate will take an active role in the committee deliberations while in formal session. We want to make sure that everyone desiring to do so has a chance to address the committee. If delegates choose not to establish a speaker's list (or to close it), we will give preference to those who have not yet had an opportunity to speak over those desiring to speak for a second time. Our goal is to assure that every delegate has an equal opportunity to address the committee. During the first part of the session, delegates will likely speak on the importance of addressing the topic and their proposed solutions to the problem.

### Yielding to Questions

It can be helpful in facilitating dialogue among countries for delegates to choose to 'yield to questions' after they have finished making a formal speech. At this time, the Chair will ask if there are any questions for the delegate who has made the speech, and will then recognize raised placards one at a time. At any point the delegate answering questions may choose to stop and be seated by 'yielding their time to the Chair' (they do not have to answer questions if they don't want to). Delegates cannot continue a dialogue back and forth, questions must be raised by being recognized by the Chair. The Chair has discretion to end questioning at any time if the committee has not set a time limit for speaking.

### Motion for Suspension of the Meeting

Once a topic area is open for discussion, it is appropriate to motion to suspend the meeting for a caucus. During a caucus session, delegates should seek out other countries with similar viewpoints on a specific issue. Delegates should work to draft resolutions that will address the problem at hand and have sufficient support from other delegations to pass. This may require working out compromises with those who have different views. This can be very challenging and requires good listening skills to understand the concerns of other delegates.

### Drafting Resolutions

Delegates should craft resolutions in committee. Please do not bring pre-written resolutions to the conference. Delegates are encouraged to incorporate as many of their ideas as possible into a single resolution rather than pursuing multiple resolutions that might contain conflicting provisions or may not gain majority support.

Draft resolutions need to have the signatures of 25% (or more) of the delegations in the session. Delegates becoming 'signatories' to the resolution indicate that they would like the resolution to come before the committee for debate (whether they support or oppose it). Once a resolution has significant support, the Chair will review it and then circulate copies to all delegates. Any amendments that delegates would like to incorporate into a resolution should be made during caucus session before a vote is taken (i.e., 'friendly amendments').

### Formal Session

Delegates take turns making formal speeches according to the Speakers list, or by raising their placards to be recognized by the Chair. As resolutions are drafted, speeches will speak more to the substance of the resolutions and seek to convince delegates to support the different resolutions.

### Closing Debate

If a delegate believes there has been enough debate on a topic and is ready to bring the resolutions

that are on the floor to a vote, s/he can move to Close Debate. This motion requires 2/3's support from the body. If the motion passes, then the committee moves directly into voting procedure. If it fails, delegates continue their work on their resolutions.

## Voting

Voting is done by Roll Call, with countries being called alphabetically by the English spelling of country names. Delegates can vote in favor of a motion, against the motion or abstain. A country voting to abstain is indicating that it neither favors nor opposes the motion. Abstentions are not included in determining whether the proposal passes or not (i.e., if a resolution gets 10 in favor, 8 opposed and 20 abstentions, it still passes). A country may choose to Pass once. When the roll call is done, any delegations that have passed will be called upon to cast their vote.

The only motion to be made in voting procedure is a Point of Information.

## Courtesy

At all times delegates should remember that they are simulating a diplomatic process and diplomats are always courteous to each other even when they disagree. Delegates should address each other as "The honorable delegate from ....." When criticizing another country, delegates should avoid directly mentioning that country's name. Committee chairs have been instructed to enforce proper courtesy and a speaker's right to continue speaking may be revoked at any point by the chair if considers the speaker's words to be a breach of courtesy. Also, as in any public forum, courtesy also requires that a speaker be heard. It is a breach of courtesy to talk or otherwise distract the audience while a speaker is speaking and the chairs will move quickly to resolve any such problems. If a delegate persists in disrupting his/her committee, the chairs may remove that delegate from the committee

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## Rules Short Form

<b>Point or Motion</b>	<b>Second required</b>	<b>Debatable</b>	<b>Vote required</b>	<b>Description</b>
Point of Information	No	No	No	This point is made if a delegate has a question regarding rules or other concerns, or needs clarification from the Chair.
Suspend the meeting for ___ minutes to caucus (up to 15 mins).	Yes	Yes	Simple Majority	This motion is made when delegates want to break from formal session in order to begin writing resolutions, or to seek support from other delegates for their draft resolutions.
Close debate	Yes	Yes	2/3's Majority	This motion is made when students have completed their work on their resolutions and are ready to put them to a formal vote. Only two resolutions will be approved by the Chair for a formal vote.
Move topic to the floor	Yes	Yes	Simple Majority	This motion is made in order to begin discussion on one of the two topic areas. Delegates get to decide which topic they want to address first.

Establish a Speaker's list	Yes	Yes	Simple Majority	This motion is made if delegates want to establish a list of speakers. Delegates will be invited put their names on the list so they can address the body when it is their turn. If there is no list, delegates will be called on as they raise their placards.
Move to Close Speaker's list	Yes	Yes	Simple Majority	This motion is made if delegates would prefer to be called on as they raise their placards instead of following the order on an established Speaker's List.
Limit Speaker's Time	Yes	Yes	Simple majority	This motion allows delegates to limit how long each speaker is allowed to speak. (Usual limits are between 1 – 3 minutes). This motion can be made multiple times if a different time limit is desired.

- \* All motions are debatable and require a second before they can be voted on by the body. When a motion is Debatable, it means that the Chair will take one speaker in favor of the motion and one speaker against the motion. Each speaker will briefly state why the motion should be supported by the body or rejected by the body.
- \* A simple majority is considered 50% + 1. If a vote is tied, the motion fails.

## Position Papers

\* Submission of position papers by delegates is optional, but strongly encouraged. Writing position papers serves enhance the quality of preparation of the delegates and to focus their thoughts on the topic areas. The WA-MUN gives position paper awards. (Position papers must be submitted in advance of the conference).

DELEGATIONS CAN CONDUCT RESEARCH COLLABORATIVELY,  
AND WRITE A TEAM POSITION PAPER FOR AN AWARD.

A position paper is a *two-page statement* of a country's policy *on both topic areas* on the committee's agenda. A position paper should include:

1. A one-sentence introduction with history of your country's involvement and/or interest in the topic.  
**Ex:** Norway has actively participated in UN peacekeeping for several decades including operations in\_\_ and \_ with \_#\_of troops)
2. Discussion of your country's current policies on the topic.  
**Ex:** Norway takes an active interest in achieving peace in the Middle East and has been fundamental in the signing of the Oslo Accords. Norway is in a unique position as a mediator because it has a clear understanding of Palestinian demands and a working relationship with the PLO, but the Norwegian people also have considerable interest in and support for Israel as a nation.
3. Policy proposals - list potential solutions to the problems posed in the topic area that your country might be willing to support.  
**(Ex:** Norway is willing to cooperate with other members of the international community that are interested in providing a peacekeeping force for Jerusalem in accordance with Security Council resolution 255. In addition, we would support

further resolutions ensuring Israeli compliance with the Peace Accords).

### Formatting Guidelines:

1. Cover page: Student name, school, country represented, and advisor name
2. Position paper: Country name at the top of the page; Subheadings for the two topic areas.
3. Two pages (not including cover page), double-spaced, Times or Times New Roman font.

Papers to be considered for a position paper award should be submitted by January 10.

E-Mail a Word or PDF email attachment to: [modelun@wichita.edu](mailto:modelun@wichita.edu)

Delegates *should bring copies of their position papers to the conference* so they can refer to them as they make speeches and draft resolutions.

### Tips on How to Write a Position Paper

- \* Avoid use of “flowery” language. Try to state what you want to say as succinctly and clearly as possible. Diplomats can be round-about and vague, but position papers should not be.
- \* Writing in the present tense is better than past perfect. Ex: “Finland supports the UN’s efforts to \_\_\_\_\_” NOT “Finland has supported the UN\_\_\_\_\_” (the exception is when you are actually referring to specific events in the past. “Finland has supported historical peacekeeping efforts by contributing over 2,000 troops throughout the Cold War”).
- \* Avoid too much use of first person pronouns (I, We). Refer to your position by country name. “Germany believes...”, “Germany supports...”
- \* Avoid superlatives: greatest, best, most, very, extremely. These tend to sound like exaggerations.
- \* Frequently used terms: international community, global community, member states, mechanisms, guidelines, implementation, conventions, treaties, resolutions, conferences, multilateral, bilateral, national.
- \* Verbs:

affirms	endeavors	recognizes	allocates
acknowledges	encourages	believes	hopes
recommends	urges	considers	addresses
emphasizes	advocates		

### Key questions and structure:

1. State why the problem is important. Who should care about it? Why is it on the UN’s agenda?
2. What work has been done already to address this issue? What UN agencies deal with it? You can frame these in terms of an assessment - the agencies are “effective”, “successful”, “overburdened” etc. What conventions, conferences, meetings, etc have been held? What documents have come out of these meetings? Resolutions, treaties, conventions? Frame these in terms of our countries support (or rejection) of these efforts.
3. Link your country to the work that has been done. Have they contributed funds? Sponsored/attended conferences? Signed treaties? Have they taken notable steps domestically to address this issue?
4. Propose some specific steps to resolve the problem. These may not be directly linked to

your country's position, but should not be contradictory to your interests. Focus can be on multilateral steps, or on regional organizations, or on pursuing domestic/national legislation that will address the problem.

## SAMPLE:

Country: France  
Committee: Plenary Committee  
Delegation: High School

France believes the work of the Plenary Committee is [adjective] for addressing [issue(s)].

### I. Topic I

This is a serious problem that affects the world [how specifically?].

France has supported the work that has been done in the past through [\_\_\_\_\_ agencies, organizations, international conferences (dates) ]. France has ratified the \_\_\_\_\_ [treaty, convention]. France has taken steps domestically to address this issue by [ passing specific domestic legislation].

France recommends that the following steps be taken to resolve/address this problem: First \_\_\_\_\_. Second, \_\_\_\_\_. Finally, \_\_\_\_\_. [three proposals for action are plenty].

### II. Topic II

[Same as above.]

## Writing Resolutions

The final results of research, caucusing and negotiation are resolutions—written suggestions for addressing a specific problem or issue. Resolutions, which are drafted by delegates and voted on by the committee, normally require a simple majority to pass (except in the Security Council). Only Security Council resolutions can compel nations to take action. All other UN bodies use resolutions to make recommendations or suggestions for future action.

Students are encouraged to practice writing resolutions as part of their conference preparations, but should not bring pre-written resolutions to the conference. Part of the learning experience is working to a draft document as part of a group with varied interests on the topic.

### Draft Resolutions

Draft resolutions are all resolutions that have not yet been voted on. Delegates write draft resolutions with other countries. *There are three main parts to a draft resolution: the heading, the preamble and the operative section.* The heading shows the committee and topic. It also lists the draft resolution's signatories (see below). Each draft resolution is one long sentence with sections separated by commas and semicolons. The subject of the sentence is the body making the statement (e.g., Plenary Committee). The preamble and operative sections then describe the current situation and actions that the committee will take.

A draft resolution must gain the support of half of the member states in the committee before it can be approved by the Chair. The Chair will read the draft resolution to ensure that it is relevant and in proper format. Once approved the Chair will circulate copies to all members of the committee for further consideration and potential amendments.



## Tips for Resolution Writing

- \* Preambulatory clauses are historic justifications for action. Use them to cite past resolutions, precedents and statements about the purpose of action.
- \* Operative clauses are policies that the resolution is designed to create. Use them to explain what the committee will do to address the issue.
- \* Try to cite facts whenever possible.
- \* Create a detailed resolution. For example, if your resolution calls for a new program, think about how it will be funded and what body will manage it.
- \* Be realistic. Do not create objectives for your resolution that cannot be met. Make sure your body can take the action suggested. For example, the General Assembly can't sanction another country – only the Security Council can do so.
- \* Solicit the views of many states. Your committee will be more likely to approve the resolutions if many delegates contribute ideas.
- \* Be sure to follow the format for resolutions provided by the conference organizers.

## Preambular Clauses

The preamble of a resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambular phrase) and ends with a comma. Preambular clauses can include:

- \* References to the UN Charter;
- \* Citations of past UN resolutions or treaties on the topic under discussion;
- \* Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- \* Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- \* General statements on the topic, its significance and its impact.

## Sample Preambulatory Phrases

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

Recalling  
Recognizing  
Referring

Seeking  
Taking into account  
Taking into consideration

Taking note  
Viewing with appreciation  
Welcoming

## Operative Clauses

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

## Sample Operative Phrases

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  
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

## Signatories

Signatories are countries that may or may not agree with the substance of the draft resolution but still wish to see it debated before the body so that they can propose amendments.

## SAMPLE RESOLUTION

\*Please note: the sample resolution presented below is shown for formatting purposes only. It is intentionally simplistic, and is not meant to represent the content of an actual draft resolution.

COMMITTEE: Plenary

TOPIC: Use of force in international relations

SIGNATORIES: *[all of the countries that would like to see this resolution debated before the committee]*

RECOGNIZING that the use of force in international relations cannot be condoned,  
*[commas after each preambulatory phrase]*

AFFIRMING the principals of the UN Charter in regards to the non-usage of force in international relations,

SEEKING solutions to international problems without the use of force,

DEEPLY CONCERNED that some nations still consider the use of force acceptable,

1. REQUESTS all nations to refrain from the use of force in international relations;  
*[semi-colons after each operative phrase]*
2. SUPPORTS the use of the various United Nations bodies for the settlement of international disputes;
3. CONGRATULATES all nations which choose to resolve their disputes in a peaceful fashion.

## Tips for Public Speaking

Writing and delivering speeches is an important aspect of the MUN simulation. Speeches help delegates convey the positions of their Member States, help build consensus and start formulating resolutions. Usually, the committee sets the speaking time, as the delegates make a motion to set the duration and if the motion has been seconded, the body then votes upon the suggestion.

Although speechmaking is very important to the MUN simulation, many delegates biggest fear is public speaking. It is essential that delegates come to the conference well prepared: meaning that they have completed prior research, know their country's position, and even have objectives for a resolution.

Delegates should observe 'decorum' (i.e., be polite) when speaking. The opening of a speech should begin with : "Thank you- Honorable-Chair, Fellow delegates..."

An opening speech should include:

- Brief introduction of your country's history of the topic
- Past actions taken by the U.N., Member States, NGOs, etc.. to combat the problem
- The current situation of the topic
- Your country's overall position on the topic/reason for position
- Possible ideas or goals for a resolution
- Whether there is room for negotiation on your position

As there are no set guidelines for how delegates should execute their speeches, delegates should decide how they feel most comfortable delivering their speeches. Some delegates utilize their position papers as their opening speeches, others just write out some key points, and many just speak without any aides. Since public speaking is a skill it is important to practice, practice, practice.

Remember the audience should always be considered when making a speech. Be aware of the audience and their diversity. The beginning of the speech must captivate the audience and motivate them to want to hear more. It must pertain to audiences' interests.

Mr. Anthony Hogan, Model U.N. International, suggests the system of six "C's" to improve your ability:

1. Confidence:  
Confidence is portrayed by being as knowledgeable as possible on your subject and conveying this knowledge through the power of your voice and eyes. As a Model U.N. delegate, you are the authority and representative of your respective country. Research well and speak as if you know you are undoubtedly right. As the speaker, you must have confidence in yourself; otherwise the audience will have little confidence in you.
2. Clear:  
A speaker can do many things before-hand to assist them in speaking clearly. Write an outline of the topics that are going to be said, and follow it when speaking. Always speak slowly. This

will allow the audience to hear everything that is said. Know your terminology well beforehand to avoid fumbling with words. Try to enunciate words properly.

3. **Concise:**  
A good public speaker presents his/her points in a clean and clear-cut fashion. Unnecessary words and information should not be used to fill in the speech. The speech should be brief and to the point--say what you have to say. Do not ramble on about the topic in order to appear knowledgeable.
4. **Constructive:**  
An effective public speech needs to be constructed properly. Start with a solid foundation that brings together all of your ideas, present your points, and then connect them by reviewing what was said. There should be an introduction, a body, and a conclusion. It is a known fact that three is a magic number. Say it once, say it and review it, then say it again. This method will help the audience to remember what was said.
5. **"Con Passion":**  
It is always important to speak from the heart--with passion--hence the Spanish term "con passion". Always maintain eye contact with the audience. In doing so the audience will feel connected to you and your speech. This is what you want. You want to grab and to hold the audience's attention.
5. **Critique:**  
It is better to critique than to criticize. Critiquing is constructive and allows for people to grow and improve. Criticizing brings peoples' motivation and confidence down. A critique should be accepted positively, since it is a tool that is used to strengthen one's public speaking.

Some additional tips for effective public speaking:

1. **ELIMINATE UNNECESSARY SPEECH FILLERS** from your communication. Fillers are words and phrases such as "umm," "well," "it is sort-a like," "it's kind-a like." These take away from the message you want to convey. Some of the words and phrases to eliminate include: "you know," "I think," "I'm sorry," "just," "but," "should," "like," "um," and, "a," etc.
2. **USE THE POWERFUL PAUSE.** Do not be afraid to have a moment of silence between sentences. A pause, after a thought and prefacing a response to a question holds the attention of the listener.
3. **BREATHE** from the diaphragm. Breathe deeply and often.
4. **PACE YOURSELF.** Do not talk too fast or too slow.
5. **PHYSICALLY POSITION YOURSELF POWERFULLY.** Be aware of your posture when you speak. Slouching, tilting your head and crossing your arms or legs diminishes the message. Stand up straight, shoulders down, feet firmly planted and knees unlocked.
6. **PROJECT YOUR PRESENCE.** Your voice is the herald that carries your message. Speak from your diaphragm not your throat. Keep the sound in the low- to- medium range. This projects authority. Speak loudly enough to be easily heard. Focus on speaking with enthusiasm, and energy and create color with your voice.
7. **GESTURES.** Do not be a statue. Consider occasionally exaggerating a gesture. Speaking from a platform is different than holding a one on one conversation. Use your whole body when you speak.

8. **CONNECT WITH YOUR AUDIENCE.** Use a lot of eye contact. Speak directly to individual members of the audience. Do not take your eyes off your audience or focus on a point over their heads.
9. **COMMUNICATE CONFIDENCE.** Make a conscious effort to project yourself confidently. This is as important as the message.

## Consensus Building in Committee

Consensus building involves finding the middle ground when difficult issues are being debated, and then bringing in more members to support that compromise position so that a resolution has a maximum level of support from member states.

During the Cold War, the UN was very divided and it was difficult for resolutions to pass with more than 60-70% support of the members. Following the end of the Cold War, the UN has increasingly tried to work toward consensus, where many resolutions are adopted unanimously by all voting members. Even without the divisions of the Cold War, this is still difficult to achieve. Delegates must engage in extensive dialogue with each other regarding the specific interests of their countries and their preferences regarding the language in the draft resolutions under discussion.

It takes a particularly skilled diplomat to identify a solution that is agreeable to a core set of delegates and then bring others into that group. It often involves a degree of compromise. Delegates should not only seek to clearly articulate their own preferences, they should also listen carefully to other delegates to see where their interests overlap, and where there might be room for compromise.

## Code of Conduct and Dress Code

Delegates are expected to conduct themselves, at all times, in a manner befitting international diplomats. This means that every courtesy, both in speaking and behavior, is to be extended to all representatives, faculty, guests, committee chairs and conference staff. WA-MUN reserves the right to expel any delegate not acting in a courteous and professional fashion.

Delegates should turn off all cell phones and electronic devices not required for committee work throughout the conference sessions.

The appearance of WA-MUN participants provides the first impressions of their delegation to other representatives. Attention to proper appearance sets an expectation for professionalism and competence. In order to demonstrate respect to fellow representatives, Secretariat members and distinguished guests of the Conference, WA-MUN requires conservative professional business attire for all representatives and Secretariat during all formal sessions.

Professional business attire is a business jacket or suit, dress slacks or skirt, dress shirt and dress shoes. Conservative accessories such as ties, scarves, and formal jewelry are traditional in business settings. Sweaters or leggings are too casual for professional business attire. Clothing that reveals undergarments in any way is not appropriate. WA-MUN will not consider any manner of dress appropriate that includes T-shirts, jeans, shorts, hats, athletic shoes or any form of commercial advertising.

Participants shall not wear the traditional or religious garb of any State or organization. The only exception to this is required traditional or religious garb of a student's personal religion or culture. Additionally, participants should not affect the mannerisms, linguistic characteristics or any other perceived traits of a State or culture that they are representing. These affectations are inappropriate and may be seen as offensive by other students or by natives of that State or culture. Small lapel pins representing the delegation's flag or other national symbols are appropriate.

Please be aware that representatives who are not appropriately attired or who do not follow these rules may not be recognized during formal debate in any WA-MUN simulation. Further, WA-MUN reserves the right to refuse admittance to the Conference to any representative who is inappropriately attired or who violates the above provisions. Decisions about appropriate attire and professional behavior are at the discretion of the WA-MUN Secretariat.

*A note about the WA-MUN Dress Code policy.* The world of international diplomacy is both conservative and slow to change; while what is acceptable as professional attire in business settings is slowly shifting, the appropriate attire for visiting an embassy or engaging in international diplomacy remains conventional. Our goal at WA-MUN is to encourage students to engage with and experience professional business attire in an educational environment, while also acknowledging that this can be difficult for some of our participants. Representatives should feel free to express themselves within the boundaries of the dress code and should demonstrate an intent to conform with the dress code.