HAVE YOU STARTED WORKING ON SCVMUN?
NEW TO MUN?
ANY DOUBTS?

WE ARE HAPPY
TO HELP YOU
DEAR DELEGATES

HERE IS A COMPLETE GUIDE FOR
SCVMUN 2015
How to prepare for SCVMUN

1. Research about the topic and your country.
2. Write 3 position papers on three issues before attending SCVMUN.
3. Prepare an opening speech on all the three topics.
4. Prepare another speech on the importance of any one of the topics so that it can be discussed first in the committee.
5. Learn to write a draft resolution.
6. Learn to debate on a draft resolution.
7. Learn the procedures of MUN by heart.
8. Learn how and when to make Procedural and Special motions.
1. Researching about your Country

- Understand where your country lies on the globe, demographics, state of the economy and the trading partners (the allies). It is not necessary that you by heart all those information, but you need a general understanding
- Learn about your country's foreign policy.
- Know the stance of your country on the 3 issues at hand.

Your country's Ministry of Foreign Affairs website is a good source for the above information.

Researching on the Topic

Understand the topic and identify the major players involved.
Understand your country's position on the issue-
- Look at how your country's foreign policy specifically relates to the topic at hand.
- Learn about the past actions your country has taken on the topic and use the information to predict how the country will respond now to the topic.
- Find out the policies that exist in your country to address the issues at hand. Most probably it will be given in the official website of your country's Ministry of Foreign Affairs. But there is a chance that your country might not have an official policy to deal with the issues. If so, then find out its major political party’s motto and take a stance accordingly, or, take a look at the views of your allies and frame your country’s views.

2. How to write a Position Paper

Before attending the SCVMUN, it is compulsory that you prepare a position paper and submit it to the Chair when you are asked to. A position paper contains your country's viewpoints and its stance on a particular issue. Remember it should be written from your country’s perspective.

A position paper is divided into 3 paragraphs.
The opening paragraph introduces the topic in general and provides an insight into it.
In the second paragraph, you should explain how your country has been affected by this issue.
In the last paragraph, you should outline your country’s policies and explain as to why you have chosen it. It should also contain your country’s previous actions on this issue and why you are going to follow the same this time too. This is a paragraph in which you should explain your country’s particular interest on the issue being discussed and what you expect the committee (other countries) to do.
You must also write a concluding paragraph. State your country's position and what you expect the committee to do.
Link sample position paper.
3. How to prepare an opening speech

In the opening speech mention about the previous decisions that has been taken by your country on the issue.
Talk about your country's stance and why it chose to stick to it.
Include suggestions on solving the issue keeping in mind your country's interests.
Usually the speaking time for opening speech will be two and a half minutes.

At the end of the speech you must say;

“The delegate of <country's name> yield its time....

1. **Back to the Chair** - when you say this, it prevents other delegates from commenting on your speech, particularly if it is controversial and you don’t want your opposition to refute your points. or,
2. **To Questions or comments** - leading questions allow other delegates to ask questions about your contentions. or,
3. **To another country of your choice** - usually delegates yield their time to their allies so that they too can convince the committee to support their cause.

5. How to write a Resolution

Before learning to write a resolution, one must learn to write a working paper. It is the working paper that later becomes a resolution.
A working paper is an informal document, written in bulleted form that contains your solution to the problem by incorporating the interests of other countries. Working paper can be written by a single person or a group of delegates who share the same interests. Since it is an informal document, delegates shouldn’t worry about the format in which it is written. When the working paper is written, it is submitted to the Chair, and then it is digitally projected to the entire committee. Now one can identify other delegates or groups who share the same interests and views and join them in the building of a resolution. But remember that sometimes you have to make small sacrifices to your stance, or otherwise you will be left out, and your country gains nothing from it.
Once you have identified the bloc of nations that you belong to, it is time to write a resolution.

At the top of the resolution, you must write the names of sponsors and the signatories.
1. **Sponsors** are the countries who wrote the bulk of the resolution (maximum of 3) and
2. **Signatories** are the countries who wish the resolution to be discussed.
(Remember, to introduce a draft resolution the number of signatories and sponsors should constitute 20 percentage of the committee)
Always remember when a signatory signs a resolution, it doesn't always mean that he/she supports the resolution, rather because it can have enough supporters so that it can be discussed in the committee.

(Find out more information on how to write a resolution from the internet.)

Once a draft resolution is approved by the Chairperson, a sponsor can introduce it to the committee by coming up and reading their resolution clause by clause and explaining it. After reading the resolution, it is necessary that the sponsors yield their time to questions or comments from the committee. The time for question and answer session will be decided by the Chair.

Sponsors have an obligation to support the draft resolution they wrote and must vote in favor of his/her draft resolution.

6. How to debate against other Resolutions

1. State whether you are in favor or against the resolution.
2. Explain why you do or do not favor the resolution.
3. Pick operative clauses to support your argument.
4. Encourage the committee to vote in favor or against the resolution.

For example: “The Russian federation does not favor this resolution because it violates the sovereignty of nations. Look at clauses x, y, and z. [Explain what x, y, and z does] The resolution does not address all the major issues that were brought up in debate. We encourage the committee to vote against this resolution.”

Making Amendments

Delegation of the opposition faction or any other delegate can amend a draft resolution by adding or removing parts from it. Before introducing an amendment, it must have the approval of the Chair. Like draft resolutions amendments are written at the time of unmoderated caucus.

Once an amendment on a draft resolution is introduced, it can be deemed friendly or unfriendly by the sponsors of the draft resolution. Friendly amendments don’t require any discussion or voting, but an unfriendly amendment requires that a new secondary speaker’s list be set up so that delegates can discuss on the amendments and then the amendments are voted upon.
7. Rules

- Participants should always refer to themselves as delegates of a <country>.
- Boys should wear full sleeve light coloured shirt (not checked) with tie, tucked in pants.
- Girls should be in salwar suits.
- When making a motion or replying to comments, the delegates should always face the Chair. They are not expected to face other delegates (except during opening speeches).
- Do not use abusive words or insults.
- Courteous behavior towards moderators and others assisting in the program is expected.
- Do not use music or other audio recordings during debate or unmoderated caucuses.
- Attend all committee sessions.
- Remain “in character” by consistently advocating the interests and representing the policies of the country assigned.
- Show respect for the opinions and ideas of fellow delegates, even if these opinions and ideas conflict with a given delegate’s own country’s priorities.
- Do not use any other language other than English.
- Failure to abide by the Code of Conduct will result in a warning and possible suspension.

8. Procedural motions

Any suggestions or ideas put forward by the delegates are in the form of motions. When a motion is introduced, according to Robert’s rule of order it should be seconded, and only then can it be discussed and voted upon (see our video). But in SCVMUN, a motion does not require another delegate to second it. Motions are classified as Special motions and Procedural motions.

Let's discuss about the Procedural motions. (They are the motions that must be put forward by the delegates in order to ensure smooth running of the committee)

There are three main Procedural motions.

1. **Motion to set up the agenda** - any delegate can put forward this motion right after the roll call if he/she feels that a particular topic should be discussed in the committee first. The delegates will then be asked to explain as to why he or she sees the topic as important. It is then voted upon.

2. **Motion for a moderated caucus** - if the speaker’s list moves very slowly and you find yourself at the bottom of that list, you can raise your placard and wait until you are recognized by the Chair, and then ask for a moderated caucus. In addition to this,
you also have to tell how much time you are going to speak. The Chair will immediately grant you the right to speak, but remember this is not the time you are expected to deliver your opening speech. Instead, use it to criticize and evaluate the policies of the delegates who spoke before you. This motion doesn’t require any discussion or voting.

3. **Motion for an unmoderated caucus** - despite the similarity, moderated and unmoderated caucuses is very different. When you motion for an unmoderated caucus you should explain as to why you want it, and also set its duration (maximum of 15 minutes). This motion requires a simple majority vote and if passed, you are free to roam around in the hall and discuss with your fellow delegates the possibilities of a resolution or any other matter corresponding to the topic at hand. During an unmoderated caucus the Chair will not be present which means that it will be like a recess from MUN but you still have to use it productively, and discuss among others to bring up working papers and resolutions.

8. Special motions

Let's discuss about all the Special motions in SCVMUN.

**Point of Personal Privilege**: This can be used at times when one finds difficulty in hearing what other fellow delegates or the speaker is saying. Raise your placard and wait until you are recognized by the Chair and then state your point.

**Point of Order**: This again can be used at times when the Chair himself has violated a procedure. Raise your placard and wait until you are recognized by the Chair and then state your point.

**Point of Parliamentary Inquiry**: This can be used only when no one is speaking or addressing the Chair. Raising this point allows a delegate to ask a question about the procedure directly to the Chair.

**Postponement of Debate**: This calls for a postponement of any discussion of any resolution or amendment so that the committee can have a recess. This motion requires a two-thirds majority. This is not the same as an unmoderated caucus, as of here, delegates can take a total break. (Maximum of 15 minutes)

**Introduction of an Amendment or Resolution**: This motion is used to bring a resolution or amendment to the floor so that discussion can begin on it. If it is passed, the writers of the amendment or resolution are usually invited up to read it aloud, clause-by-clause, and answer any questions regarding it.

**Right of Reply**: If at any point in time during the committee session, you are personally insulted, you may request an opportunity to defend yourself using this motion.

**Division of The Question**: This can be used only when a resolution is about to be voted on or an amendment has been proposed, a delegate can motion to or split up the resolution (or amendment) into different sections (i.e. clause by clause) and each of these sections are to be voted on individually. This is helpful when one particular part of a resolution is controversial, and the majority approves the rest. If this is successful, dividing the question allows for the good parts to be kept and the bad parts to be omitted, without completely
rejecting the resolution. Two speakers are allowed to speak for and against this motion when it is introduced, and it requires a one-half majority to pass. Only the operative parts of a draft resolution are then voted on.

**Motion to close the debate:** This is only applicable during GSL. You can use this to skip the remaining speaker’s on the list and directly enter into voting on draft resolutions. It requires two-thirds majority.

**Motion for roll call vote:** This motion can only be used at times of substantial voting procedures. That is, only while voting for a draft resolution or for amendments can this motion be invoked. It requires the vote of 20% members to pass. In a roll call vote the Chairperson will call the committee members randomly. Delegates may vote yes or yes with rights, no, no with rights, abstain or pass. Delegates who voted ‘yes with rights’ or ‘no with rights’ has the right to explain his vote when the delegate is voting against the policy of his country (for the greater good of humanity). The delegates who voted pass must vote when they are called again, but this time they cannot request the right to explain his vote.