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A

❖ Abstain

A delegate can decide to withhold his or her vote while representing a member state during a debate. An abstention signifies that the member state does not support a resolution, but does not oppose it enough to vote against it.

❖ Adjourn

A suspension of the debate until the committee goes back into session.

❖ Agenda

Agenda refers to the order in which topics will be discussed. It can also simply mean the topics that will be discussed, i.e. the conference agenda.

❖ Amendment

An amendment is a change to the proposed “draft” resolution. Amendments are submitted by member states and discussed during debate. Friendly amendments can immediately be incorporated into the resolution. Unfriendly amendments need to be voted on by the house.

Amendment to the second degree

This is an amendment to the proposed amendment and must be submitted before voting procedures on the first amendment are complete.

❖ Assembly

Assembly refers to all participants in the debate.

B

❖ Bloc

A bloc is a group of countries with a similar opinion on a topic or from the same geographic region.



C

❖ **Caucus**

An informal debate allowing delegates to discuss a topic freely.

❖ **Chair**

The moderator of the debate who enforces the rules of procedure, keeps time, and rules on points or motions. The chair presides over the debate.

❖ **Clause**

A clause is a defined section in a resolution. It is separated from other clauses by either a comma (perambulatory) or a semicolon (operative).

❖ **Commission**

A group officially charged by the UN with carrying out a particular function or addressing a particular issue.

❖ **Committee**

A group delegated by the UN to consider, investigate, discuss, take action on, and/or report on a set of defined matters.

D

❖ **Debate**

A discussion of predefined topics that is regulated by the chair in accordance with the official rules of procedure.

❖ **Delegate**

A member of a delegation.

❖ **Delegation**

A delegation is the entire group of students representing either a member state or an NGO, or acting as an observer, at a MUN conference.

❖ **Dividing the house**

Dividing the house results in a vote conducted by roll call. This occurs after a motion has been called, seconded, and approved by the chair. Delegates clearly state whether they vote in favour of or against. Abstentions are not in order.



F

❖ Floor

The floor refers to the platform for discussion. It can either mean the right to speak before the house or the subject matter being discussed. A delegate has the floor when he or she is allowed to speak. A subject is on the floor once it has been formally introduced into debate.

❖ Formal debate

Classic, structured MUN debate that is subject to strict procedural regulations. Formal debate flows directly through the Chair.

G

❖ General Assembly

The GA is the largest UN committee, in which all 193 member states are represented. It is divided into six sub-committees, which address a wide range of issues from disarmament to legal matters.

H

❖ House

House refers to all participants in the debate apart from the Chair.

L

❖ Lobbying

During lobbying, delegates promote their resolutions, merge their resolutions, and look for co-submitters who are prepared to sign their resolutions.



M

❖ Member state

A member state is a country that has officially joined the UN. Member states ratify the Charter of the UN and are accepted by the General Assembly and Security Council.

❖ Moderated caucus

A structured caucus, during which delegates remain seated and are called on by the Chair to speak, but are not subject to the same strict regulations of formal debate.

❖ Motion

A request made by a delegate that the committee as a whole for action. A motion is called in order to change the flow of debate or move the proceedings forward. In order to make a motion, a delegate must raise his or her placard and clearly call the desired motion. A motion requires a second.

Motion to divide the house

Call to divide the house. This motion is used if the results of a vote are unclear or tied. No abstentions are permitted.

Motion to extend debating time

Call to request longer discussion time than has been allocated by the Chair. This motion is used if the committee as a whole requires more time for debate, or if a delegate wishes to present further arguments.

Motion to follow up

Request that is used when a delegate wishes the speaker to elaborate on the answer he or she has given to a point of information posed by the same delegate.

Motion to move into...

The request to move into the next part of the debate in order to move proceedings forward; examples include the motion to move into moderated/unmoderated caucus, time in favour, time against, or voting procedures.

Motion to table the resolution

Request to end debate on a resolution without completing discussion or voting on the resolution.



O

❖ Observer

A state or organization that is not a member of the UN but participates in debates. Observers cannot vote on substantive matters.

❖ Operative clause

An operative clause is a clause that explains how the UN will address a problem and usually defines a specific action. Operative clauses form the second part of a resolution, and must begin with an action verb.

❖ Order

Whether or not something is 'in order' defines whether or not it is permitted by the rules. The Chair decides if something is 'in order' or if it is ruled 'out of order.'

Example: the motion to move into voting procedures is only in order if the other stages of debate have been completed. A delegate can be ruled out of order if he or she has acted inappropriately.

P

❖ Placard

The folded cardboard paper that delegates raise when they wish to be recognized.

❖ Point

A question or request raised by a delegate for information regarding the debate.

❖ Point of information

A question directed to the speaker who has the floor.

❖ Point of information to the Chair

A question directed to the Chair when something is unclear during the debate.

❖ Point of order

If the Chair or a delegate makes a procedural mistake during debate, this point can be used to draw attention to that mistake.



Delegate's Dictionary

❖ Point of parliamentary inquiry

A question directed to the Chair that is raised when a delegate is not sure of the debating procedure or does not know what to do next during the debate.

❖ Point of personal privilege

A question directed to the Chair regarding a delegate's personal comfort. This is the only point that may interrupt a speaker who has the floor, namely when there is an audibility problem.

❖ Policy statement

A policy statement is a brief statement outlining a country's stance on a particular issue. It is usually around half a page in length.

❖ Position paper

A position paper is a comprehensive summary of a country's involvement in a particular issue. It takes into account historical, political, and social aspects relating to the issue, and outlines what a nation has done in the past, what action it is taking currently, and how it plans to deal with an issue in the future. Position papers are usually one or two pages in length.

❖ Preambulatory clause

A preambulatory clause is a clause that describes previous actions taken on a topic or highlights the importance of addressing the topic in the resolution. Preambulatory clauses form the first part of a resolution, and must begin with either a participle or an adjective.

❖ Procedural

Pertaining to the way a committee is run; all points or motions that have something to do with the official procedure of the debate.

Q

❖ Quorum

The minimum number of delegates needed to be present in order for a committee to go into session.

R

❖ Resolution

A document addressing a specific issue that has been passed by an organ of the UN.



❖ **Right of reply**

The right to respond to a previous speaker's comment when a delegate feels insulted by that comment; request must be made in the form of a written note to the Chair.

❖ **Roll call**

A committee session begins with roll call, during which the Chair reads aloud the names of each member state represented. When a delegate's country's name is called, he or she must respond with "present" or the like.

❖ **Rules of procedure**

The rules and regulations that govern an MUN conference

S

❖ **Second**

A delegate's declaration of agreement with a proposed motion is called a second. Motions must be seconded before they can be brought to a vote or approved by the chair.

❖ **Signatories**

A member state that has signed a draft resolution in order to put it on the floor for discussion is called a signatory.

❖ **Speakers list**

The speakers list denotes the order in which delegates will speak and is administered by the Chair.

❖ **Sponsors**

Sponsors are the writers of a draft resolution.

❖ **Submitter**

The submitter of a resolution is the delegate who presents a draft resolution for debate and holds the opening speech explaining the resolution.

❖ **Substantive**

Pertaining to the topic at hand.



T

❖ Topic

An issue set for discussion in the agenda.

U

❖ Unmoderated caucus

Unmoderated caucus does not have a defined structure, and allows delegates to freely discuss the topic without the guidance of the Chair.

V

❖ Veto

Countries that can veto a resolution have the ability to prevent any draft resolution in the Security Council from passing by voting against it. Veto power is given to China, France, Russia, the UK, and the USA.

❖ Vote

A vote showcases whether a delegate is in favour of or against a draft resolution, an amendment, or a proposed motion or action.

❖ Voting procedure

The voting procedure indicates the period at the end of a section of the debate during which delegates cast a vote.

Y

❖ Yielding the floor

Following the end of a delegate's speaking time, he or she must yield the floor to the Chair. If the delegate has remaining speaking time, he or she can request to yield the floor to another delegation.