



**Waves of Change**

# **Delegate's Handbook**

Hello delegates! Welcome to the 8th Annual Session of the Latin America Model United Nations!

After some rough years for LAMUN, with the cancellation of LAMUN 2020 and the virtual manner that LAMUN 2021 had to be in, we are more than thrilled to invite Uruguayan delegates to The British Schools. Next year, we hope sanitary conditions will allow us to additionally host international participants, becoming a place where delegates can interact with different cultures and become friends with each other.

The Delegate's Handbook was made to prepare YOU for LAMUN 2022. In it, you will find all the necessary information to ensure a fantastic MUN experience. From points and motions to recommendations on how to do research, everything is explained. Furthermore, the Handbook includes codes of conduct, resolution format, dress code and more, so please take a look!

LAMUN 2022 will be a hybrid conference: while international participants will attend through Zoom, Uruguayan delegates will come to join us at The British Schools to debate. Please note that some aspects of the conference are different depending on which format you are participating in, so please check if the explanation includes an "in-person" or "virtual participants" distinction. If these distinctions are not specified, the explanations will apply for both formats.

The whole team thanks you for participating in this conference, hopes your LAMUN 2022 experience is memorable and expects to see you next year!

See you in April

**Agustín López**

Co-Secretary General of LAMUN 2022

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# Prior to the Conference

## Research

Research is an essential part of MUN, where delegates find out about the roles and responsibilities of the committee they are in, about the country they will be representing, and about the issue being discussed. It is of utmost importance that delegates come well prepared for LAMUN 2022 in order for them to have active participation in the debate, and correctly represent the country's position. While it might feel daunting at first, with a correct mindset and plan all of this research can be done with little to no problem. LAMUN recommends delegates follow these steps:

- **Read the Research Reports**
  - Your chairs have written comprehensive, concise, and informative Research Reports. They were made to act as a snapshot of the issue, and should **not be the sole source of information for delegates**. They also “set the mood” of the debate, and clearly state what is going to be discussed in the conference. Although they may provide delegates with a general idea of the issue, delegates should use it as a trigger for their own research. For instance, they may begin by using the mentioned treaties, UN resolutions and other relevant documents in the RR.
  - Research Reports have been uploaded on each committee's [website](#). To access them, click on the textbox with the issue title.
- **Investigate about your country**
  - Throughout the debate, you will act like a representative of your assigned country. This means that your arguments and decisions must align with the country's beliefs and policies. To ensure this, delegates should be able to complete a [Country Profile](#), a document including information regarding the historical, geographical, economical, and sociocultural background of the country, which will allow you to understand the viewpoint you will be representing.
  - A Country Profile gives delegates an overall view of the country. However, you must research in detail the country's actions and opinions regarding the specific issues to be debated, as well as its previous responses to similar situations. Official reports, reliable articles, press releases, and governmental websites are good sources of information for your research. You should also bear in mind the country's history and international relations while carrying out the investigation.
- **Investigate your issue**
  - As previously mentioned, a good introduction to the issue is reading the Research Reports written by your chairs as they contain essential information about each topic. However, delegates should complement this data with research of your own from reliable sources (UN, bbc, worldbook, etc). Although each issue has its many layers and complexities, some useful starting points could be:
    - The effect the issue has on your country
    - Its current repercussions and future implications
    - Other countries' responses to the issue
    - Its development through time and the latest events
    - Any laws, treaties or regulations that could play a role in the issue

# Opening Speeches/Policy Statements

All delegates **must** prepare an Opening Speech (Policy Statement) prior to the conference and state their position on the first day of the conference, after roll call. These speeches have a length of 1 minute, and due to time constraints, chairs will time speeches to keep track of them. The speech must contain the most crucial points of the country's stand on **one** of the issues. The following tips are recommended for delegates to include in their Opening Speech:

## Greeting

It is an important formality in which the delegate will greet the chairs and delegates in the room. Some popular greetings include:

- "Good morning honorable chairs and fellow delegates..."
- "Honorable chairs and fellow delegates, it is a pleasure..."

## Hook/Attention Grabber

The Opening Speech can be a very useful tool if used correctly, for it is the committee's first impression of you and your initial statement about the topic. For that reason, you should ensure as many people as possible are listening. For this, you should begin your speech with a hook. This may be in the form of a rhetorical question, a quote (which should be relevant to the issues), an interesting fact or statistics, etc.

## Information

Once the delegate has gotten their attention, they should state their country's stance and how they think that the issues will be solved. They can also include how the issue affects the international community and the plan of action (only key ideas).

## Call to Action

Invite other delegations to join you and the plan of action that the delegate proposed.

# Resolutions

The resolution is a document that includes the proposed courses of action to solve the issue that the committee will debate. Delegates are encouraged to write the resolution focusing on at least one of the issues that will be discussed in the committee or council they will take part in.

## Why should one write a resolution?

Writing a resolution allows the delegate to put his issue research to the test, and expand on it to think about possible solutions to the issue. All resolutions should be prepared prior to the conference, and, during lobbying time, delegates should try and convince the committee that theirs is the best solution to the problem at hand. They should also work with other delegations by merging and adding clauses. The delegate with the most signatories - that is, delegations in favor of their resolution - will be considered the main submitter of that issue's resolution. There will be only one main submitter per issue. The debate will later revolve around that resolution, and delegates should discuss and negotiate, submitting amendments and preparing speeches to elaborate a resolution that passes. Also, delegates should note that **all delegates that wish to be considered for an award must submit a resolution**. For more information on awards, please see the awards policy section. Must be submitted by the **21st of April**.

## Format

Delegates may copy this [resolution template](#) if they wish to do so. Below are detailed explanations of each section of a resolution:

### Document Format

The document should be written in Times New Roman, size 12, 1.15 spacing. Margins should be 1 inch throughout.

### Heading

At the top of the document, aligned to the left. It contains the forum or committee name, the issue being addressed, the main submitter of the resolution, and the co-submitters. It should only appear on the first page.

### Example:

**FORUM:** Economic and Social Council

**ISSUE:** The introduction of cryptocurrencies in the financial system

**SUBMITTED BY:** Russian Federation

**CO-SUBMITTED BY:** People's Republic of China, Democratic People's Republic of Korea

Then, the resolution follows by naming the forum, with either of the following phrases depending on what committee you find yourself in:

THE SECURITY COUNCIL,

THE GENERAL ASSEMBLY,

THE ECONOMIC AND SOCIAL COUNCIL,

THE HUMAN RIGHTS COUNCIL,

THE ENVIRONMENTAL COMMITTEE,

THE UNITED NATIONS CHILDREN'S FUND,

THE UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN,

## Preambulatory clauses

They introduce the issue that the committee will debate. These clauses include relevant information regarding the topic, which could be justifications as to why it is being discussed and references to previous international attempts to solve the problem. Preambulatory clauses **must** begin with the clause starters below, and no other phrases.

### PREAMBULATORY PHRASES

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Affirming	Expecting	Reaffirming
Alarmed by	Expressing its appreciation	Realizing
Approving	Fulfilling	Recalling
Bearing in mind	Fully aware	Recognizing
Believing	Further deploring	Referring
Confident	Further recalling	Seeking
Contemplating	Guided by	Taking into consideration
Convinced	Having adopted	Taking note
Declaring	Having considered	Viewing with appreciation
Deeply concerned	Having examined	Welcoming
Deeply conscious	Having received	
Deeply convinced	Keeping in mind	
Deeply disturbed	Noting with deep concern	
Deeply regretting	Noting with satisfaction	
Desiring	Noting further	
Emphasizing	Observing	

These clause starters must be in *italics*, and preambles end with a comma, as seen in the following example:

*Aware* of the fact that the ongoing COVID-19 pandemic has brought with it changes to criminal enterprises, such as the introduction of new markets, easier territorial control due to governmental saturation, and increased participation in cybercrime,

## Operative clauses

These are the solutions that will be employed to tackle the issue that the committee will debate. They are numbered and end with a semicolon, except for the last one that ends with a full stop. The starters must be underlined. Operative clauses can have sub-clauses if needed, that are numbered with alphabet letters. Sub-sub clauses also exist, and they are numbered with Roman numerals.

### OPERATIVE PHRASES

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Accepts	Emphasizes	Recommends
Affirms	Encourages	Regrets
Approves	Endorses	Reminds
Authorizes	Expresses its appreciation	Requests
Calls	Expresses its hope	Solemnly affirms
Calls upon	Further invites	Strongly condemns*
Condemns*	Further proclaims	Supports
Confirms	Further reminds	Takes note of
Congratulates	Further recommends	Transmits
Considers	Further requests	Trusts
Declares accordingly*	Further resolves	
Demands*	Has solved	
Deplores*	Notes	
Designates	Proclaims*	
Draws the attention	Reaffirms	

**Note:** Starters marked with an asterisk (\*) can only be used in Security Council resolutions

### Example:

1. Authorizes governmental and private agencies to further develop their artificial intelligence programs as long as it is:
  - a. Used for quality of life in the sectors of:
    - i. Healthcare
    - ii. Education
    - iii. Sustainability
    - iv. Economy
  - b. A matter of national security regarding:
    - i. defensive military usage
    - ii. surveillance;

# Position Papers

A delegate may choose to submit a 750-word maximum Position Paper stating the position of their nation regarding their issues (one per issue) to be eligible for the award of Best Position Paper. Committee Chairs will use the criteria below to determine the Best Position paper award.

Delegates must include three areas:

Situation	Stance	Solution
<p>Delegate addresses most or all of the following:</p> <ul style="list-style-type: none"> <li>● Explains and defines the issue and its most important terms</li> <li>● Addresses historical origin of the problem, particularly why the problem arose</li> <li>● Offers demographic info               <ul style="list-style-type: none"> <li>○ Where does the issue take place</li> <li>○ Who is impacted</li> <li>○ In what ways are they impacted</li> </ul> </li> <li>● Notes previous international/UN actions taken to try and solve the problem (if any)               <ul style="list-style-type: none"> <li>○ Most important resolutions and treaties on issue</li> <li>○ Past or current UN and NGO programs, projects, or events</li> </ul> </li> <li>● Evaluates past actions on why they succeeded or failed</li> </ul>	<p>Delegate addresses most or all of the following:</p> <ul style="list-style-type: none"> <li>● <b>Clearly states member-state's stance on issue</b></li> <li>● Supports their statement with evidence that comes directly from member-state sources:               <ul style="list-style-type: none"> <li>○ Member-state publications &amp; reports,</li> <li>○ Diplomatic statements &amp; interviews,</li> <li>○ UN voting record &amp; sponsored resolutions,</li> <li>○ Member-state sponsored programs, policies and projects,</li> <li>○ Ratified treaties &amp; agreements</li> </ul> </li> <li>● Outlines types of policies the delegate <b>would not</b> adopt on the issue</li> </ul>	<p>Delegate addresses most or all of the following:</p> <ul style="list-style-type: none"> <li>● <b>Clearly states what the member-state hopes to achieve in relation to the issue</b></li> <li>● Offers a specific proposal or proposals regarding how the issue can be resolved</li> <li>● Describes modifications to existing programs and/or policies               <ul style="list-style-type: none"> <li>○ Expansion</li> <li>○ Contraction</li> </ul> </li> <li>● References what organizations or programs will undertake the proposal(s)</li> <li>● Identifies or explains what other member-states or international groups the delegate prefers to work with on the issue</li> <li>● Demonstrates why the proposal will successfully address the issue</li> </ul>

The position paper should be sent by email to the chair prior to the conference, you can find their emails in the LAMUN webpage. It must be submitted by the **21st of April**. **In any case where it is determined that the position paper has been plagiarized, the delegate will be disqualified and, if necessary, face disciplinary action.**

## **Format**

The format of the Position Paper must adhere to the following specifications:

- Times New Roman, size 12
- Spacing: 1.5
- Paragraphs should be left aligned and not indented
- Titles should be centered
- Length: Maximum of two pages per issue

## **Header**

Headers should be in bold and located on the top-left corner of the document. Each page should have its own header. The header should include (in this order):

- Issue title
- Country
- Committee
- Delegate Name, Last Name, and School
- Delegate Email

## **Additional Help**

Below are some links that can further help improve the delegate's position paper:

- [A Formula for the Perfect Position Paper: Solution-Oriented Research - Best Delegate Model United Nations](#)
- [How to Write a Winning Position Paper with LIMUN's Best - Best Delegate Model United Nations](#)
- [Preparing Proficient Position Papers - Best Delegate Model United Nations](#)

When selecting Best Position Paper, Chairs will evaluate the delegate's ability to: cite or reference sources; communicate with full understanding of English grammar; experiment with sophisticated language and complex sentence structures; maintain a clear focus and objective; utilize engaging and pertinent details; analyze, reflect and add insight.

# During the Conference

## Opening Ceremony

The Opening Ceremony will take place on Friday, April 22. In-person delegates will watch it in The British Schools' Auditorium, while virtual delegates will spectate through Zoom. All delegates are expected to attend and arrive punctually.

## Roll Call

Once the committee begins and delegates are settled, chairs will begin roll call with the delegates present. The roll call will be registered and sent to the Secretariat after each session, so it is of extreme importance to be punctual. It will take place in alphabetical order by country name. Once your delegation is named, delegates must say either "present" or "present and voting." If a delegate says "present and voting," they may not abstain from voting.

## Lobbying

When lobbying for an issue, delegates are able to form blocs with countries that share their points of view on the matter, present resolutions, discuss them, and merge clauses.

Only one resolution passes per issue- the one that has a simple majority of co-submitters. Delegates can only co-submit **one resolution per issue**. To co-submit, they have to write their country's name in the header, in the co-submitters section. Only one main submitter of the resolution is allowed.

In virtual committees, this process is to be done through Zoom and Google Drive. In the case of in-person committees, delegates can use their electronic devices to share resolutions with each other and make modifications if necessary.

## Points and Motions

These are part of the THIMUN parliamentary procedure and should be used throughout the conference:

**Point of Order:** If a delegate or Student Officer is not following parliamentary procedure guidelines you may use this point to correct them, though they may not interrupt the debate.

**Point of Personal Privilege:** Refers to the wellbeing and comfort of the delegate. It may be used, for example, if the room is too cold, to go to the bathroom, or you cannot hear the speaker. Only a point of personal privilege due to audibility can interrupt the speaker, the rest must wait until the speaker is done.

**Point of Information (to the delegate and/or chairs):** If a delegate has a question to the speaker they can use a point of information to ask without interrupting. They **must** be in the form of a question.

**Point of Parliamentary Inquiry:** If the question is regarding procedure they may use this point to ask the chair their question without interrupting.

**Motion to Introduce an Amendment:** If the delegate wants to introduce an amendment they can use this motion once it has been approved by the chair and they may not interrupt the debate

**Request for a Follow Up:** If the delegate has asked a point of information and wants to ask a second one, they may use this motion when the delegate finishes answering. It is up to the chair's discretion to accept this motion.

**Motion to extend points of information:** Once all points of information have been answered, if a delegate wants another round of points they may use this point without interrupting the speaker.

**Motion to Move to Previous Question:** This motion can be presented to move to the next stage of the debate, for example skipping time in favor and moving to time against. This motion needs a second and no objections. If a delegate wishes to object they must state a reason for doing so.

## Approval Panel

Delegates must obtain a simple majority of the House as co-submitters in order for their draft resolution to be brought to the Approval Panel in digital form, provided that the resolution enjoys the Chair's approval. If the latter is not reached, the Student Officers must split the house between the two most co-submitted resolutions or any other prudent means of resolving the issue.

The Approval Panel will be open during the morning break and will be held in a designated Zoom call for virtual delegates, and a room for local students. All resolutions to be debated in all committees ought to have previous approval of the Approval Panel. The Panel will not change the content of the resolutions, only grammatical mistakes, format and structure. It is also important to note that no resolution with more than 20 clauses will be approved. If there are serious mistakes, the resolution will be sent back to the committee to be handled by the chairs.

## Debate

When debate time begins, the Student Officers begin roll call and then announce the resolution that will be debated. The committee will be discussing that resolution and the Student Officers will guide the debate accordingly.

In the Security Council, the resolution is debated clause by clause. In other committees, the resolution is debated as a whole.

## Voting Procedure

In virtual committees, voting will take place through Zoom by the "raise hand" function. In-person committees will vote by raising placards. During this time, the Admin staff will secure the doors and suspend note passing. In the Security/Historical Security Council, a two thirds majority is required (9 votes in favour). In all other committees, a majority of those present and voting (not abstaining) is required.

**Observer delegations are not allowed to vote.**

## Resolution Selection and Amendments

Approved resolutions will be available online on the Forums. Amendments will be emailed to the chairs during the session. Phones have to remain in silent mode at all times during sessions.

## Award Policy

LAMUN has decided to introduce awards to the conference as a way of recognizing those delegates who embody the values we wish to transmit: perseverance, collaboration, outstanding pre-conference preparation, and diligence. That is why we have the following awards:

- **Most Improved Award**
  - The Most Improved Award recognizes those who have shown a deep commitment towards improving their performance in the conference. It is expected that delegates that win this

award have high levels of participation and show understanding of the flow of the debate by the end of the session.

- **Research Award**
  - Delegates that win the Research Award must have shown high levels of understanding of both issues in their committee, and presented the council with innovative and well-reasoned ideas in the adequate format.
- **Best Position Paper Award**
  - Similar to the Research Award, delegates that win this award must have a strong grasp of the issues to be debated, and have written well-researched, concise, and insightful position papers.
- **Best Delegate Award**
  - The Best Delegate Award is given to delegates that have shown consistent and outstanding performance in all aspects of Model UN: research, collaboration, communication, and leadership. A Best Delegate must have used their rigorous research to come up with ingenious ideas as to how to solve the issue at hand, and deliver them to the committee enthusiastically and effectively. They should have actively participated in all issues and taken their role as a delegate seriously.

To be considered for all awards except for the Position Paper award, delegates **must submit a resolution for at least one of the issues**. This resolution must consist of at least 3 preambulatory and 3 operative clauses, and **must be sent to the committee email by Thursday, April 21**. On the other hand, delegates that wish to be considered for the Position Paper award **must submit a Position Paper for at least one of the issues by April 21 as well**. Awards will be handed out during the closing ceremony. Delegates cannot win more than one award.

## Certificates

The certificates will be emailed after the conference to the MUN directors who will distribute them accordingly. In-person delegates will receive them physically via their MUN Directors.

## Special Rules for the Historical Security Council

In the Historical Committee, delegates will have the opportunity to revisit past sittings of the United Nations in which they will discuss and possibly reshape, reinvent or fundamentally alter history. The intent of this committee is not to act out previous sessions with decisions that have already been determined in retrospect, but to foster debate in which the conditions of the debate are recreated with possibly a different outcome. Due to the historical nature of this committee delegates will not be able to use resources, examples and information that was created after the committee's date (Ex: future resolutions, declarations, etc.).

# Code of Conduct

It is assumed by virtue of the fact that participants are here for a serious programme that they are mature enough to respect others and to provide a framework within which all MUN participants can operate. Thus, for the period of the conference, they must be regarded as diplomats and ambassadors for the country they are representing, as well as representatives of their individual schools. This demands a high standard of personal conduct and behaviour from all delegates during the conference sessions.

Failure to follow these simple guidelines may result in participants being expelled from the conference and schools not being invited to future sessions.

## Dress Code

Being a serious simulation, LAMUN expects personal appearance to be appropriate for a professional setting. Participants (**this includes MUN-Directors**) should not wear clothing, jewelry, or accessories that are distracting, inappropriate, or which may call attention to themselves – either individually or as a group. It is also strongly encouraged that students **avoid wearing their respective school uniforms**.

Inappropriate dressing includes, but is not limited to:

- Team accessories such as scarves, hats, non-LAMUN badges/buttons/pins
- Denim clothes
- National costume or military attire

Men should be dressed in a formal suit, shirt, tie, or similar alternative i.e. blazer or jacket with formal trousers. Women should be dressed equally formally in suits, smart separates (whether trousers or skirts) or dresses. Low necklines and/or short skirts are not considered appropriate. The dress code also applies to MUN Directors.

LAMUN reserves the right not to allow inappropriately dressed participants into the forums.

## Notes & Communication

Communication between delegates will be allowed and performed virtually in Zoom committees and via Admins in in-person committees. Inappropriate notes will be submitted to the chair and be dealt with accordingly. If delegates continue to pass inappropriate notes they will be reported to DSGs, SG, or MUN Directors.. There will be no messenger service between forums. It is strongly encouraged for delegates participating from the same place to refrain from communicating with each other through unofficial mediums.

## Lunch

Delegates will have a break to have lunch and are expected back in the committee punctually. This time may be found in the itinerary and will be announced by the Student Officers.

## Student Officers

It is mandatory that all Student Officers attend all workshops via Zoom. During the conference, they are expected to participate in the briefings and debriefings. Briefings will take place every day 15 minutes before the start of the day, while debriefings will begin as soon as delegates are dismissed from their respective forums, and will last for approximately 30 minutes. Student Officers should be well informed about every aspect of their issues. They are encouraged to be up to date on the topic, and do more research in the days to come. It is mandatory for all Student Officers as well as any other LAMUN participant to adhere to the dress code.

## **Plagiarism and Academic Dishonesty**

Every document or any other work under your name, including speeches, policy papers, resolutions, and chair reports should be original. Any work that has been copied or taken from another person, web sources or previous UN resolutions will be considered as plagiarized.

Plagiarism is a serious offense at LAMUN. If a delegate/chair is caught plagiarizing, the respective director and school will be notified.

