# Rules of Procedure

Rules of procedure will vary from conference to conference, and previous Model United Nations experience may not guarantee that a delegate will be familiar with the procedures of EdmontonWHO. Conversely, delegates who have never participated in a MUN conference can still find themselves highly successful in this simulation. We strongly encourage all delegates to participate in the delegate training session to best equip themselves to be successful in committee.

## Types of Committee Sessions

Over the course of EdmontonWHO, delegates will participate in two types of committee sessions:

1. **Regional blocs**, consisting of delegates which share geographic proximity and, often, common interests, and
2. **Plenary session**, consisting of all delegates attending the conference.

Debate will begin in the regional blocs, where delegates will aim to pass resolutions which suit the interests of their region. Following the regional blocs, all delegates will be invited to the plenary session, where delegates will work with their regions and others to cooperate and consolidate the work they have done in the regional blocs.

The following overview of committee session will be applicable to both regional blocs and plenary session.

## Roll Call

Roll Call will occur at the beginning of each regional bloc and plenary session. When a delegate’s country is called, they will have the opportunity to answer as “**Present**” or “**Present and Voting**”. A delegate who declares themselves “Present and Voting” will forfeit their ability to abstain from substantive motions (ie. voting on resolutions or amendments). Declaring oneself as “Present and Voting” typically signals that the delegate’s country has a strong national policy on the topic at hand. Usually, these countries are larger nations which aim to take clear stances rather than remain neutral for the sake of cooperation.

After attendance has been taken, quorum for the adoption of resolutions will be announced by the dais. This number is a simple majority for EdmontonWHO.

Any delegates arriving after roll call should send a note to the dais declaring their country and “Present” or “Present and Voting”. The dais will announce any changes to quorum, if applicable.

## Speakers’ Lists

The **Secondary Speakers’ List** is a mode of formal debate for setting the agenda and facilitating general discussion on a specified topic, respectively. The Speakers’ List will be opened at the beginning of the committee session. Once the Speakers’ Lists are opened, the dais will ask for all nations interested in being added to the List at that time. Any nations which wish to be added to the list at a later time may request to do so by sending a note to the dais.

Delegates will debate by progressing through the Speakers’ List. The time limit for speeches in the Speakers’ List will automatically be set at one minute with yield to chair, although the dais will entertain motions to change the speaking time if appropriate. If the council is not in the process of caucusing and there are no points or motions on the table, debate will return automatically to the Secondary Speakers’ List.

At other Model United Nations conferences, you may have encountered the **Primary Speakers’ List,** which gives delegates the opportunity to set the order of agenda when committee topics are discrete and require isolated discussion. Because the topics addressed in EdmontonWHO 2020 are highly interconnected, we have decided this year to discard the Primary Speakers’ List in favour of more general discussion in hopes of fostering more holistic solutions.

## Informal Debate

Formal debate occurs through the Secondary Speakers’ List, and during this time, procedural motions will be entertained. Some of these motions will allow delegates the opportunity to enter informal debate. Informal debate and discussion occur through **moderated** and **unmoderated caucuses.**

Moderated caucuses have specified lengths, topics, and speaking times. No formal speakers’ list is drawn up. Instead, debate will take the form of roundtable discussion, where the dais will ask for all those wishing to speak at the end of a speech, and select the following speaker accordingly. This format allows for more back and forth discussion between delegates and often allows for more efficient clarification of issues compared to structured formal debate.

Unmoderated caucuses allow delegates to temporarily recess the committee meeting and move around freely. Drafting of working papers usually occurs during unmoderated caucuses, and the freedom of the format allows delegates to communicate with their blocs and with other blocs to cooperate and negotiate details of working papers.

## Working Papers and Draft Resolutions

Several forms of written materials will be produced over the course of the conference, beginning with **working papers**. Working papers are the initial draft of what may eventually become a resolution. Further information on how to produce a successful working paper is included in Appendix B.

In order for the contents of a working paper to be introduced to the committee, the dais must approve it as a **draft resolution.** For a working paper to become a draft resolution, it must contain a *minimum* of five preambulatory and five operative clauses, although longer and more comprehensive draft resolutions will be favoured over multiple, less detailed draft resolutions. It is at the discretion of the dais whether to approve a draft resolution, based on the completeness of its contents and evidence that delegates have worked to incorporate the concerns of many nations.

Approval of a draft resolution also requires between three to five **sponsors** and one fifth of the committee as **signatories** to justify bringing it before the committee. Sponsors are delegates who have contributed to the writing of the draft resolution and must endorse it, ie. vote in favour of it. Signatories are delegates who believe the draft resolution deserves to be presented to and debated by the committee. It is important for delegates to note that *signing* a draft resolution does not constitute *endorsing* it. The number of sponsors and signatories required or allowed on a draft resolution may be changed at the chair’s discretion.

Once a draft resolution has been approved, the dais will entertain motions to present it. If passed, sponsors will be given the floor to introduce the draft resolution. Following the introduction of the draft resolution, the dais will look favourably upon motions for a question and answer period for the sponsors of the presented draft resolution. Question and answer periods will be of specified length and speaking time (ie. answering time). Questions must be kept concise during Q&A period. Moderated caucuses on the topic of the draft resolution will also be encouraged.

Changes to approved draft resolutions will occur through **friendly** and **unfriendly amendments**. An amendment is a document that modifies, deletes, adds, or revises one or more parts of a draft resolution. Only amendments to operative clauses will be accepted by the dais, and should be written in the same style as outlined in resolution writing. Amendments should have between one and three sponsors, at least one of which must not also be the sponsor of the draft resolution being amended.

Friendly amendments are amendments accepted by all sponsors of the draft resolution. These do not need to be voted upon, and simply require dais approval to incorporate any changes and to authorise the introduction of the modified draft resolution.

Unfriendly amendments are amendments which at least one of the sponsors of the draft resolution does not approve, and must be presented to and voted on by the committee. The number of signatories required will be half those required for a draft resolution, or specified by the dais. Unfriendly amendments require dais approval before they can be introduced.

## Voting

To begin voting, a **motion to close the Secondary Speakers’ List** must be passed. The dais will choose whether to entertain such a motion based on the amount of discussion generated and the quality of written content produced during the session. All draft resolutions and proposed amendments on the floor will then be voted upon by the committee. Amendments will be voted on before draft resolutions, starting with the most destructive.

At EdmontonWHO, voting by placard will be the only acceptable voting procedure. The dais will ask for delegates to raise their placards for “In Favour”, “Against”, or “Abstaining”. Delegates who have declared themselves as “Present and Voting” may not abstain from substantive votes.

Following voting, delegates may choose to continue debate on the topic by reopening the Secondary Speakers’ List or move on to the next topic by tabling debate.

## Further Notes

It is United Nations convention to refer to oneself as the delegation, rather than in the first person. You, as a delegate, are speaking on behalf of your nation, rather than for yourself. For example, a policy statement should be given as “The delegation of Switzerland stands firm on this position,” rather than, “I stand firm on this position.”

**Passing notes** is an essential mode of communication during committee session. Notes can be passed to other delegates or the dais, and some examples of when they can be used include:

* clarifying the contents of a delegate’s recent speech
* inquiring about a delegate’s position on a specific aspect of the topic
* communicating with other delegates regarding a working paper
* informing the dais of a late arrival
* asking the dais to be added to speakers’ list

The dais will recognize points or motions, including motions to suspend the meeting for informal debate and motions to set the agenda. The committee will move between formal debate (following the speakers list) and informal debate (by caucusing).

# Qualities of a Successful Delegate

Characteristics that successful delegates at EdmontonWHO often present include **knowledge, creativity,** and **communication skills.**

It is without a doubt that a delegate must be knowledgeable about the topic at hand as well as their country’s stance on specific aspects of the topic in order to be successful. Thorough research before the conference will equip the delegate to engage in constructive debate and produce well-written resolutions. Knowledge of current WHO policy is essential, in order to successfully build upon existing frameworks, rather than rehashing old policies.

Arguably more important is the delegate’s representation of their country. It is critical to note that as a delegate, the policies and views you express are your country’s and not your own, and the objectives you seek to achieve are also based on your country’s priorities. The dais will look favourably upon delegates who have an accurate, nuanced understanding of their nation’s position and who actively seek to represent it as faithfully as possible.

An important part of any Model United Nations simulation is problem-solving and addressing real life issues. As evident in the actual United Nations, coming up with solutions to these issues that all countries can agree upon is an incredibly challenging task. Creativity will be well-rewarded in this conference: delegates who can think outside the box and attempt to create novel strategies are often very successful.

Communication skillsinclude preparing and delivering speeches as well as negotiating with other delegates in the process of writing resolutions. Communication is fundamental for the successful delegate, because it is important for his or her ideas to be verbalised clearly and concisely, whether to the large group or to an individual. Speeches should address the matter at hand and be focused.

Delegates must also be adept at negotiation, so they may attain the goals set out in their country’s policy. To negotiate is to practice diplomacy, and EdmontonWHO aims to emphasise the balance between the ideal and the practical. Compromise with fellow delegates is essential to develop a comprehensive strategy to combat the issues at hand.

# Research Tips and Resources to Consider

Delegates may wish to prepare speeches or write down notes on their country’s policies concerning the topic they will be debating on. This will allow you to be prepared to share your policies with your regional committees and be informed on how the issue is manifested your region. EdmontonWHO does not require delegates to write position papers beforehand; however, we very strongly encourage you to do research on your country’s position on relevant issues, as well as consider possible resolutions for specific problems at the local and the global scale. This will facilitate your debate with other countries in attempt to reach final resolutions.

The following are a few possible things to think about:

* How relevant/important the issue is to your country
* Current and past policies on the issue
* The local beliefs and arguments surrounding how the issue should be treated
* Major actions taken regarding the issue by the country at the local and the global level
* How the issue is treated compared to other countries
* Previous international cooperation efforts on the issue
* Statistics and official statements that reinforce your country’s position

The [NHSMUN Country Profiles](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\imuna.org) are an excellent starting for basic information on your nation. The [World Health Organisation](https://www.who.int/publications/en/) itself frequently releases publications on statistics, important events, and new findings. It may be helpful to consult any resources specified in the theme guide. Based on the NHSMUN Delegate Preparation Guide, the following resources may be helpful for researching your country and topic.

The United Nations Chronicle (UN Magazine) covers the current events of the UN including excerpts from the speeches of the member states. The Chronicle is published quarterly.

Newspapers provide some of the best sources of current information on international affairs. [The New York Times](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\nytimes.com) is an especially good source for up-to-date information about United Nations happenings. Other newspapers that are helpful include the [Washington Post](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\washingtonpost.com) and the [Times of London](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\thetimes.co.uk).

News Magazines, including [Time](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\time.com), [Newsweek](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\newsweek.com), and [US News and World Report](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\usnews.com), are another good source of current international news. One of the most thorough and useful magazines is [The Economist](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\economist.com), a British news weekly. In addition, the [World Press Review](file:///C:\Users\Carol\AppData\Roaming\Microsoft\Word\worldpress.org) contains articles from news media from around the world. News magazines generally differ from newspapers in their objectivity; magazines are typically much more tolerant of overtly biased or argumentative columns outside of the Opinion section, while newspapers’ biases are typically subtler, but uniform across articles.

Professional Journals also provide a wide variety of information on specific topics. These resources are particularly helpful for topics of the World Health Organisation which have an extensive public health or medical background.

# APPENDIX A. Glossary of Common Points and Motions

Except when otherwise specified, procedural motions require a simple majority to pass.

|  |  |  |
| --- | --- | --- |
| Point/motion | purpose | example |
| Point of Personal Privilege | Used when a delegate’s ability to participate in debate is hindered. May interrupt a speech if audibility is a problem. | After being acknowledged by the dais, asking for a change in lighting, room temperature, for the speaker to speak louder, etc. |
| Point of Parliamentary Inquiry | Used when a delegate requires clarification on certain aspects of the Rules of Procedure. | After being acknowledged by the dais, asking how to change the speaking time, how to be added to the Speakers’ List, etc. |
| Point of Order | Used when a delegate believes there is an error in procedure on the part of the dais or another delegate. | After being acknowledged by the dais, asking about an unannounced quorum change, a skipped speaker on the Speakers’ List, etc. |
| Motion to open a Speakers’ List | To open a Primary or Secondary Speakers’ List at the beginning of a session or topic, or following a substantive vote. | “Motion to open the Secondary Speakers’ List.” |
| Motion to set the agenda | To set the order of topics for debate. | “Motion to set the agenda to Topic 1, followed by Topic 2.” |
| Motion for moderated caucus | To enter moderated caucus of specified length, topic, and speaking time. | “Motion to enter a ten-minute moderated caucus on the topic of ABC, with a one-minute speaking time.” |
| Motion for unmoderated caucus | To enter unmoderated caucus of specified length. | “Motion to enter a five-minute unmoderated caucus.” |
| Motion to introduce a draft resolution | To allow sponsors to introduce an approved draft resolution. | “Motion to introduce Draft Resolution 2.1.” |
| Motion to introduce an unfriendly amendment | To allow sponsors to introduce an approved unfriendly amendment. | “Motion to introduce Amendment 2.1.1.” |

|  |  |  |
| --- | --- | --- |
| Motion to enter Q&A period | To allow delegates to ask sponsors questions regarding a draft resolution or unfriendly amendment. | “Motion for a five-minute question and answer period with a thirty-second speaking time.” |
| Motion to close the Speakers’ List | To end debate on the present topic and enter voting period. This vote will require 2/3 of the council to pass. | “Motion to close the Secondary Speakers’ List and enter voting period.” |
| Motion to table the topic | To end debate on the present topic and proceed to the next item on the agenda. This vote will require 2/3 of the council to pass. | “Motion to table Topic 1.” |
| Motion to recess/adjourn | To end debate at the end of the committee session (recess), or at the end of the conference (adjourn).  This vote will require 2/3 of the council to pass. | “Motion to recess until after lunch.” |

# APPENDIX B. Resolution Writing

## Header

A resolution is one long sentence with a highly specific style, beginning with a header. The top of the document should include the committee, the topic of the resolution, the sponsors of the resolution, and the signatories of the resolution. Sponsors and signatories should be listed in alphabetical order. The dais, when approving the draft resolution or unfriendly amendment, will also assign resolutions a number in the order they were received.

## Preambulatory Clauses

The substantive content of the resolution should begin by addressing the committee (ie. “The World Health Organisation,”), followed by the perambulatory clauses. The **preamble** of a draft resolution outlines the reasons, intent, and frame of mind with which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with an italicised participle or adjectival phrase and ends with a comma. Contents of preambulatory 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 non-governmental organizations in dealing with the issue; and
* General statements on the topic, its significance and its impact, etc.

Examples of preambulatory phrases (ie. “first words”) include:

|  |  |
| --- | --- |
| Affirming | Alarmed by |
| Approving | Aware of |
| Bearing in mind | Believing |
| Confident | Considering also |
| Contemplating | Convinced |
| Declaring | Deeply concerned |
| Deeply conscious | Deeply convinced |
| Deeply disturbed | Deeply regretting |
| Desiring | Emphasizing |
| Expecting | Expressing its satisfaction |
| Expressing its wish | Fulfilling |
| Fully alarmed | Fully aware |
| Fully believing | Further deploring |
| Further recalling | Gravely concerned |
| Guided by | Having adopted |
| Having considered | Having considered further |
| Having devoted attention | Having examined |
| Having heard | Having received |
| Having studied | Keeping in mind |
| Noting further | Noting with approval |
| Noting with deep concern | Noting with regret |
| Noting with satisfaction | Noting with zest |
| Observing | Reaffirming |
| Recalling | Recognizing |
| Referring | Reiterating |
| Seeking | Taking into account |
| Taking into consideration | Taking note |

## Operative Clauses

Operative clauses offer solutions to issues addressed in the preambulatory section and formally provide the predicate of the resolution sentence. These numbered clauses are action oriented and should include an underlined, numbered present tense verb followed by a proposed solution and a semicolon. Operative clauses should follow these principles:

* Clauses should be specific, focused, and practical;
* Each clause should support the others and continue to build your solution;
* Subclauses may be used to further clarify the specifics of a proposed action.

Examples of operative phrases include the following:

|  |  |
| --- | --- |
| Accepts | Affirms |
| Appeals | Approves |
| Authorizes | Calls |
| Calls upon | Commends |
| Condemns | Confirms |
| Congratulates | Considers |
| Decides | Declares accordingly |
| Demands(\*) | Deplores |
| Designates | Draws the attention |
| Emphasizes | Encourages |
| Endorses | Expresses its appreciation |
| Expresses its hope | Further endorses |
| Further invites | Further proclaims |
| Further recommends | Further reminds |
| Further requests | Further resolves |
| Has resolved | Notes |
| Offers | Proclaims |
| Reaffirms | Recommends |
| Reminds | Renews |
| Requests | Solemnly affirms |
| Strongly condemns | Supports |
| Takes note of | Transmits |
| Trusts | Urges |

## Sample Resolution

Resolution 1.1

Committee: World Health Organisation  
Topic: WHO Framework Convention on Tobacco Control  
Sponsors: Antigua and Barbuda, Austria, Guyana, Madagascar, Sweden  
Signatories: Algeria, Angola, Cambodia, Republic of Korea, Republic of the Congo, Slovakia, Spain,  
Uganda, Vietnam, Yemen, Zambia

The World Health Organisation,

*Recalling* its resolutions WHA49.17 and WHA52.18 calling for the development of a WHO framework convention on tobacco control in accordance with Article 19 of the Constitution of WHO,

*Determined* to protect present and future generations from tobacco consumption and exposure to tobacco smoke,

*Noting* with profound concern the escalation in smoking and other forms of tobacco use worldwide,

*Acknowledging with appreciation* the report of the Chair of the Intergovernmental Negotiating Body on the outcome of the work of the Intergovernmental Negotiating Body,

*Convinced* that this convention is a groundbreaking step in advancing national, regional and international action and global cooperation to protect human health against the devastating impact of tobacco consumption and exposure to tobacco smoke, and mindful that special consideration should be given to the particular situation of developing countries and countries with economies in transition,

*Emphasizing* the need for expeditious entry into force and effective implementation of the convention,

1. Urges all States and regional economic integration organizations, pending entry into force of the Convention, to take all appropriate measures to curb tobacco consumption and exposure to tobacco smoke;
2. Urges all Member States, regional economic integration organizations, observers and other interested parties to support the preparatory activities referred to in this resolution and effectively encourage prompt entry into force and implementation of the Convention;
3. Calls upon the United Nations and invites other relevant international organizations to continue to provide support for strengthening national and international tobacco control programs;
4. Decides to establish, in accordance with Rule 42 of the Rules of Procedure of the Health Assembly, an open-ended intergovernmental working group that shall be open to all States and regional economic integration organizations referred to in Article 34 of the Convention, to consider and prepare proposals on those issues identified in the Convention for consideration and adoption, as appropriate, by the first session of the Conference of the Parties; such issues should include:
   1. rules of procedure for the Conference of the Parties (Article 23.3), including criteria for participation of observers at sessions of the Conference of the Parties (Article 23.6);
   2. options for the designation of a permanent secretariat and arrangements for its functioning (Article 24.1);
   3. financial rules for the Conference of the Parties and its subsidiary bodies, and financial provisions governing the functioning of the secretariat (Article 23.4);
   4. a draft budget for the first financial period (Article 23.4);
   5. a review of existing and potential sources and mechanisms of assistance to Parties in meeting their obligations under the Convention (Article 26.5);
5. Resolves that decisions that had been taken by the Intergovernmental Negotiating Body on the WHO framework convention on tobacco control concerning the participation of nongovernmental organizations shall apply to the activities of the Open-ended Intergovernmental Working Group.