



IMZ | MODEL
UNITED
NATIONS

IMZMUN society handbook

info@imzmun.ch

Version 2021.05

Content

| | |
|---|----|
| Preamble: the history of IMZMUN | 3 |
| I Rules of Procedure of the IMZMUN society | 4 |
| II Clauses..... | 7 |
| III Example of a resolution | 8 |
| IV Preparing an opening speech | 10 |
| V Researching a Member State / writing a position paper | 11 |
| VI Expectations on IMZMUN society Delegates | 12 |
| Appendix I: the IMZMUN society debating framework | 13 |
| Appendix II: Summary of formal address | 14 |

Note: For Rules of Procedure, only the most recently published version is valid. Any previous versions are void. Please assure that you always possess the latest version

Acknowledgements: The Rules of Procedures are partially copied from, partially inspired from the The Rules of Procedure of ETH MUN. Other materials are either own productions, comes from the UN itself or are inspired from previous conferences, especially the BalMUN Delegate's Handbook 2010 and the SLN Handbook 2014. The author is happy to acknowledge any omitted sources on request in later versions.

Preamble: the history of IMZMUN

The MUN society at Institut Montana Zugerberg (IMZ) was founded 2009 as an extra-curricular activity and simulates the work of the United Nations (UN). The participating students learn about diplomacy and international relations in UN context. The MUN challenges the students' critical thinking, teamwork, and leadership abilities and involves research, public speaking, debating, and writing skills. It is a unique combination of a recreational social activity and an intellectual academic challenge.

The tradition of Montana students participating in political debates goes back to the 1940s and the Montana International Relations Club (or its back-then German name Klub für internationale Verständigung). In articles in the Alumni magazine Montana Blatt from the 1940s and 1950s one can read that the Montana International Relations Club intended to improve the tolerance and understanding between students from different cultural backgrounds in the spirit of the newly founded United Nations.

IMZ hosts its own annual MUN conference, the IMZMUN, where students from schools from across the world are invited to a three days debate in IMZ's 1920's Art Nouveau Aula.

Every year our IMZMUN society also attends renowned conferences across Europe, where the students have the opportunity to meet and debate with other students. Furthermore, these conferences serve to prepare our Chairs and Conference Director for the IMZMUN conferences.

Participating in the IMZMUN society can be counted towards the IB CAS Programme, but especially offers an invaluable experience for the students' personal development, their personal statements for future university applications and their CVs.

In the Spring Mock Debate the IMZMUN society holds its annual mock debate and presents itself to the school community. It gives the society the opportunity to show the rest of the school what the MUN is about, what they have learnt over the year(s) and at the same time encourages other students to join the IMZMUN society the following school year.

I Rules of Procedure of the IMZMUN society

General

1. The official language of the IMZMUN society is English.
2. (a) Each Member State will be represented by one or two Delegates with in total one vote. A Delegate is not to refer to himself/herself in first person, but in third person as he/she speaks on behalf of a Member State.
(b) A Delegate must not represent the Member State of his/her origin.
3. Delegates will show respect to the Chair and to other Delegates. The Chair will immediately call to order any Delegate who fails to comply with this rule. Correct terms of address are to be acknowledged and used. It is not possible to raise a motion to appeal to the Chair's decision; only points of order are allowed.

Debating framework

4. A detailed overview of the debating framework is to be found in Appendix I.

Motions

5. Accepted motions:
 - Point of personal privilege: to address personal discomfort. May only interrupt a speaker if related to auditability
 - Point of order / parliamentary procedure: to indicate improper parliamentary procedure
 - Point of parliamentary Inquiry: to ask the Chair about the parliamentary procedure.
 - Unmoderated caucusing: informal lobbying
 - Introduction of an amendment: add / change clauses to the debated draft resolution.
 - Split the house: a vote conducted by roll call
 - Motion to move to voting procedure on the amendment / the resolution as a whole.
 - Motion to move to previous question can be used to move to the next formal step of the agenda.
 - Motion to debate the resolution as a whole
 - Motion for a general remark during open debate to speak about the draft resolution as a whole or about a part of the draft resolution.
 - Motion to extend points of information is only in order if a Delegate has opened itself to any and all points of information and if time allows.

Speeches

6. No Delegate may address a session without previously having obtained the permission from the Chair.

7. When speaking on a substantial matter, a Delegate may yield in the following ways after having concluded a speech:
 - Yield to questions (open to points of information). Questioners will be selected by the Chair and each limited to one question. Follow-up questions (right to reply) will generally not be entertained.
 - Yield to another Delegate. There will be no points of information to a Delegate, to whom the floor has been yielded. Also, yields cannot be yielded
 - Yield to the Chair. Such a yield should be made if the Delegate does not wish his/her speech to be subject to questions.

Resolutions

8. A draft resolution must follow the UN standard template and include relevant committee, topic, submitting Member State and Operative Clauses. At least one Preambulatory Clause must be included.
9. Draft resolutions can have only one main-submitter but may have several co-submitters and signatories.
10. For a draft resolution to be introduced, it will need:
 - (a) To follow the required resolution format as presenting in Chapters II & III
 - (b) In total five co-submitters and/or signatories
 - (c) A minimum of five operative clauses
 - (d) A maximum of twelve operative clauses
11. The main-submitter of a draft resolution will start with presenting it and then explain why this resolution is needed

Amendments

12. Amendments to operative clauses may be introduced when the floor is open. The Member State introducing the amendment will automatically be put on the speakers list.
13. Amendments cannot be amended before they have been passed (no second-degree amendments).
14. Only one clause can be amended at a time
15. The following types of amendments are in order:
 - Adding a clause
 - Striking a clause
 - Amending a clause (adding / removing subclauses)
 - Replacing a clause (striking one and replacing it with another clause)

Voting

16. Procedural votes are any votes which are not on draft resolutions or amendments. Delegates may not abstain such votes. If no objections to procedural matters are risen, a procedural motion will automatically pass.
17. Substantial votes are on amendments or on draft resolutions. Member States must vote “in favour of”, “against” or “abstain from voting”
18. A majority of votes “in favour of” are require for a motion to pass. If the votes in favour and against are equally divided votes, the discussed motion fails. Splitting the house is only possible if there are **less than four** votes difference between passing and failing.

Miscellaneous

19. Laptops and tablets may be used for research at the discretions of the Chairs. For the use of mobile phones for research, permission must be obtained by the Chairs.
20. To be awarded the IMZMUN certificate, a delegate must*:
 - (a) actively participate throughout the school year.
 - (b) not miss more than three sessions during a school year (this includes any absence that is not related to a class conflict or a full day of verified illness).
 - (c) have attended at least 75% of all weekly sessions.
 - (d) actively participated at the IMZMUN mock debate.

*the same requirements apply for students counting IMZMUN for CAS: commitment and perserverance must be one of the required learner outcomes.

II Clauses

Preambulatory Clauses

➔ describe previous actions taken and reasons for the new resolution

Examples:

| | | |
|------------------------|--------------------------------|---------------------------|
| Acknowledging | Deploring | Observing |
| Affirming | Desiring | Pointing out |
| Alarmed by | Emphasizing | Reaffirming |
| Approving | Expecting | Realizing |
| Aware of | Expressing its satisfaction | Recalling |
| Bearing in mind | Fulfilling | Recognizing |
| Believing | Fully alarmed | Referring |
| Confident | Fully aware | Taking into consideration |
| Congratulating | Further recalling / etc | Viewing with appreciation |
| Contemplating | Guided by | Welcoming |
| Convinced | Keeping in mind | Regrets |
| Deeply convinced / etc | Noting with appreciation / etc | |

➔ Separated with comma (,)

Operative Clauses

➔ describe how the UN will address a problem

➔ must be written as one complete sentence

➔ are subject to amendments.

Examples (*only for the Security Council and hence NOT to be used at IMZMUN sessions):

| | | |
|----------------------|-----------------------|------------------------|
| Accepts | Demands* | Recommends |
| Affirms | Decides* | Reminds |
| Approves | Deplores | Requests* |
| Asks* | Designates | Resolves |
| Authorizes* | Emphasises | Sanctions* |
| Calls for | Encourages | Strongly affirms / etc |
| Calls upon | Endorses | Suggests |
| Condemns* | Further invites / etc | Supports |
| Confirms* | Hopes | Takes note of |
| Congratulates | Invites | Trusts |
| Declares accordingly | Proposes | Urges |

➔ Separated with semi-colon (;)

III Example of a resolution

QUESTION OF: Migration in a globalised world

MAIN SUBMITTER: Denmark

CO-SUBMITTERS: The Netherlands, Switzerland, Poland

SIGNATORIES: Hungary, Czechia, Germany, The United Kingdom of Great Britain and Northern Ireland

The General Assembly,

Recalling the Charter of the United Nations and the Universal Declaration of Human Rights adopted on 10 December 1948 by the General Assembly which has affirmed the principle that human beings shall enjoy fundamental rights and freedoms without discrimination,

Remembering that a refugee is defined as a person with “a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country ... ” according to the UN 1951 Refugee Convention,

Considering that granting asylum may place heavy burdens on certain countries, and that a satisfactory solution to the refugee crisis within the United Nations cannot be therefore achieved without international cooperation.

1. Calls for Member States to work together in recognizing and further working on the Refugee Crisis;

2. Encourages Member States to refrain from refusing refugees fleeing from persecution and other human rights violations, while also reminding them that deporting an individual to a country where they have no chance of a free trial is a direct breach of International Law;

3. Urges Member States to provide immediate educational opportunities such as but not limited to vocational training for refugees in order to:

- a) equip them for being a valuable and contributing member of the host country
- b) develop their skillset for possible future return to their own country;

4. Suggests that through a public-private partnership model, refugees gain specific employment and as such, release the financial burden of the host country;

5. Invites Member States welcoming asylum-seekers to providing in-depth awareness campaign regarding the host country laws and regulations and potential repercussions for their breach;

6. Further suggests that all immigrants must have probable cause (life or death situation) before being granted asylum and that any migrant that doesn't meet the requirements be declined asylum and will be return to their nation of origin;

7. Supports that any crime committed by an immigrant should be punished by deportation back to their country of origin, as they are not in their own country, they should respect towards the ones they are willing to take care and help them.

·cl b p q i s r g t q u g f Y n c p g b ·

IV Preparing an opening speech

Steps

Your opening speech should be presented in maximum **one** minute. It should focus on the key issues that are most important to your Member State regarding the topic discussed.

Begin with a Formal Greeting, for example: “Honourable Chair, Esteemed Delegates...” and end by thanking Chair and the Delegates. Remember to keep your Member State’s position in mind.

- ➔ Consider that a good public speaker:
- Makes eye contact with the audience
 - Knows his/her speech well
 - Shows positive body language – stand straight, appear confident
 - Speaks loud and clear
 - Uses his/her time wisely
 - Remembers that there are several speakers, hence makes sure that s/he get the audience’s attention by making a memorable speech.

Sample opening speech

This opening speech was held by the Delegate of Iran Hamad Alhtailah at the BalMUN 2017 conference and was written by Hamad Alhtailah and PJ Widen.

You find a video of the speech at: <https://www.youtube.com/watch?v=inWhl6dncXc>

In the name of Allah, the greatest, most merciful
Distinguished presidents and chairs, honourable delegates and guests,

We, the Islamic Republic of Iran are sanctioned by the European Union, the great Satan of the United States and by occupied Palestine for violating human rights.

Can anyone tell us: why are the sanctions on us, and not on other nations in the region?

This is a question that needs to be answered if we want to deal seriously with human rights, if we don’t want human rights to be another tool to defeat political opponents with.

Consider this: if any nation in our vicinity should be under sanctions for human right violations, is it us - or is it the nation bombing the hell out of the people Yemen? Saudi Arabia together with the great Satan have caused a humanitarian catastrophe.

The Islamic Republic of Iran, will use this conference to address the real human right’s abuse – which is using human rights as a political instrument and not for the sake of protecting humans.

Thank you!

V Researching a Member State / writing a position paper

It is essential that delegates come prepared to the IMZMUN sessions. The following pages advise delegates on how to research their countries. Delegates are strongly encouraged to prepare a position paper, outlining the standpoint of their Member State.

Consider

- What kind of Member State are you representing?
 - rich, poor, democracy, semi-democracy, dictatorship, etc. . .
 - continent, neighbours, resources, religion, wealth, sphere of influence, indigenous people
 - Relevant history & current events?

- And mainly: what is the Member State's stand point concerning the topic discussed?
 - why is this the stand point
 - has the Member State made any clear statements concerning the topic discussed previously (in the UN, by governmental officials, etc...)?

Sample position paper

COMMITTEE: Commission on Human Rights

TOPIC: Violence against Women

MEMBER STATE: Denmark

Denmark believes that in order to end violence against women, nations must look to empower women in all aspects of society. This includes promoting equal gender roles in government, civil society, education and business. However, Denmark also recognizes the need to combat human rights abuses against women as they occur, and no nation is immune to gender violence.

Denmark is confident that this Commission can bring about an end to violence against women without compromising the sovereignty of Nations. Education remains perhaps the most useful tool in protecting victims of gender-based violence. Governments, UN agencies, and nongovernmental organizations (NGOs) can plan a coordinated campaign that educates national populations on the various ways women are violently targeted.

Another way to stop gender violence would be to reproach Nations that consistently violate treaties such as the Convention on Political Rights of Women (1952), the Convention on the Elimination of All Forms of Discrimination against Women (1979), and the Declaration on the Elimination of Violence against Women (1993). Although this Committee cannot impose sanctions, it can pass resolutions verbally condemning states that commit human rights violations.

Adapted from William Hayward Wilson, Shea University
<https://www.scribd.com/doc/15970984/Sample-Position-Paper>

VI Expectations on IMZMUN society Delegates

Taking part of IMZMUN society is about commitment, perseverance, responsibility and fun. You are expected to attend the weekly sessions of the IMZMUN society, actively participate and take the sessions seriously. Any absences must be reported in advance to the Chair or the MUN Director.

The aim should be to participate in at least one conference each semester. If the demand for places exceeds the available spaces, a selection process will take place based on:

- MUN experience (efforts, attendance, attitude)
- Motivation (motivation letter may be required)
- School performance (efforts, behaviour)
- Grade level

Expectations of the Secretariat (Chair, Co-Chairs and Conference Manager)

- Together lead the in-school sessions of the IMZMUN society and the IMZMUN conference
- Assuring that sessions run smoothly and democratically.
- Work closely together with the MUN Director and address any needs or issues
- Take care of small administrative tasks or pass such tasks to other Delegates.
- Show dedication towards the IMZMUN
- For the Conference Manager: in addition, refer to the job description

Expectations of Delegates during conferences

- In advance of any conference that you will attend, you will be asked to get parental permission. You are required to get your guardian's signature on an issued permission form. Failure to return a signed permission form will result in the Delegate not being allowed to join to the conference.
- You are representing the IMZ and its MUN society and are expected to behave accordingly.
- Inappropriate behaviour will be sanctioned. Sanctions may include, but is not limited to, being sent back home in advance at own expense.
- Appropriate formal clothing is required at conferences. Jeans are not permitted. Skirts / dresses must go at least to the knees.
- Any sign up to conferences is definite. Cancellations are generally not possible and the full costs may incur.

In case of conferences abroad:

- It is at the responsibility of the individual Delegates to assure that they have the appropriate immigration documents for entering a country.
- Copies of passport, health insurance and any other relevant immigration document have to be submitted to the MUN Director at least seven days prior to departure. Failure to meet this demand may result in that the Delegate may not be allowed to join. The full costs of the trip may incur.

Appendix I: the IMZMUN society debating framework

1. The session is opened. Roll call
 2. The topic is introduced: caucusing in blocs for draft resolutions.
 - Draft resolutions must follow the UN format stated in the Rules and Procedure of the IMZMUN society.
 - Draft resolutions with a minimum of **five and maximum of twelve** operative clauses can be put forward to the Chair.
 - The draft resolutions must be sent to the Chair by email before the deadline set by the Chair: chairs@imzmun.ch
 - The Chair decides upon which resolution to be discussed first, based on the number of signatories and the overall quality. Objections to this are not in order. The main submitter presents the draft resolution and holds a speech in favour of it.
 3. The floor is open for motions (open debate):
 - general comments / rhetorical questions regarding the resolution or the introduction of clauses or amendments of existing clauses. Amendments must be sent by email to the Chair and the Chair must be informed by a note.
 - If at any time a signatory decides leaves the resolution, resulting in less than five co-submitters / signatories, a replacement must be found. Else the resolution fails
 4. If amendments are presented: closed debate (time set 2-5min + extensions per in favour and again).
 - i. Speeches in favour of amendment & POI
 - ii. Speeches against amendment & POI
 - iii. Substantial vote (abstentions are possible) on the amendment when time has elapsed or upon motion to move to voting procedure (motion to move to previous question). If objections upon motion, there will be a procedural vote (abstentions are not possible) whether to move to voting procedure will take place.
- ➔ Loop: return to 4
5. Motion to debate the resolution as a whole: entertained at the discretion of the Chairs.
 6. Closed debate on resolution as a whole
 - i. Speeches in favour of resolution as a whole & POI
 - ii. Speeches against of resolution as a whole & POI
 - iii. Vote on the resolution as a whole. Substantial vote (abstentions are possible)

Appendix II: Summary of formal address

- Honourable Chair, Esteemed Delegates
 - The Delegate of [MEMBER STATE] believes...

- Thank you Chair / Delegate
 - Can the Delegate of [MEMBER STATE] explain...
 - Does the Delegate of [MEMBER STATE] (not) agree that...
 - Is the Delegate (not) aware of...
 - The speaker stated in his speech that...
 - The Delegate of [MEMBER STATE] yields the floor to points of information / the Chair etc.
 - The Delegate of [MEMBER STATE] urges the house to give its support by voting for /against the resolution.

- Thank you Mr. / Madam Chair
 - The Delegate of [MEMBER STATE] wish to have the floor.
 - The Delegate of [MEMBER STATE] rise to a point of information / point of order.
 - The Delegate of [MEMBER STATE] wish to speak in favour / against the resolution.
 - The question of the Delegate of [MEMBER STATE] has already been addressed.