FIRST THINGS FIRST
WHAT EVERY MODEL UN DELEGATE AND CLUB SHOULD KNOW

The successful Model United Nations delegate is an informed delegate. This principle also applies to prime ministers, generals, ambassadors, even everyday citizens—the newspapers we read, the texts we study, and the stories we hear allow us to build logical arguments and make competent decisions. With this in mind, the MUN delegate must seek to hone his or her knowledge on a variety of levels.

Of course, the library is the MUN delegate’s primary source of books and reference materials. Most high school and public libraries offer an ample collection of almanacs, electronic news databases, periodicals, and other such materials. However, these books rarely address, in depth, the issues and actions of the United Nations and its various organs. These topics are beyond the scope of the average resource; therefore, it is necessary to acquire books which explore these issues.

The last section of this guide provides a list of resources, title by title, that accomplish this task. Nevertheless, any Model UN club, or delegate for that matter, should be familiar with the following addresses and the publications they provide:

UN PUBLIC INQUIRIES UNIT

The United Nations Public Inquiries Unit is a department of the UN Department of Public Information. They provide MUN clubs with an “information package,” covering three main categories of materials: general background information, how to obtain further educational resources, and additional publications of interest. The PIU can be contacted at:

Public Inquiries Unit
Room GA-57
United Nations
New York, NY 10017
The United Nations also maintains a Publications Unit, which publishes an annual catalog. While many of the publications are too esoteric for general purposes, the catalog does include an excellent collection of educational aids and reference materials. The catalog can be requested from:

United Nations
Publications
2 United Nations Plaza
Room DC2-853, Dept. C001
New York, NY 10017
Tel: (800) 253-9646
Fax: (212) 963-3489
http://www.un.org/Pubs/sales.htm

The United Nations Association of the United States of America is the oldest of such organizations in the country. In celebration of the UN’s 50th Anniversary, the UNA-USA published a Recommended List of Teaching Materials, a comprehensive list of resources. In addition, the UNA-USA publishes a wealth of information on the UN, including fact sheets and teaching guides. The UNA-USA can be contacted at:

UNA-USA
801 Second Avenue
New York, NY 10017
Tel: (212) 907-1340
http://www.unausa.org
DELEGATE PREPARATION  
FOR THE NOVICE OR EXPERIENCED DELEGATE

Believe it or not, but the average Model UN delegate cannot recite any General Assembly resolution ever passed (nor does he or she probably want to). He or she is a high school student, like you and me, who has shown a keen interest in debating global affairs. As emphasized before, the MUN delegate is an informed delegate. For most, this requires careful preparation.

In A Guide to Delegate Preparation, editor James Muldoon organizes delegate preparation into three categories: The United Nations System, Country Policy, and the Committee agenda (14). Such a format is both accurate and concise; this guide will adopt this approach.

In past conference handbooks, the editors included comprehensive research “questionnaires” as a starting point for delegate research. The editor of this guide understands the merits of such an approach, namely its thoroughness, but believes a simpler approach is both less cumbersome and, ultimately, more successful. Each category will be broadly outlined, the intent of each will be explained, and practical objectives will be proposed. During your research, use these objectives to keep you on task and from digesting too much information or skimming over too little. Time is a resource; don’t waste it.

THE UNITED NATIONS SYSTEM: WHAT TO KNOW

You, the delegate, will be participating in Model United Nations: an emulation, not a replica, of the actual United Nations. Each has its discerning qualities, and each can be considered independently, but the successful Model UN delegate utilizes knowledge of both systems to achieve his or her goals. To do this, the delegate must have a thorough understanding of the United Nations system, broken down into the following categories:

I. Principal Documents
The three principal documents of the United Nations are the Charter of the United Nations, the Statute of the International Court of Justice, and the Universal Declaration of Human Rights. In combination, the three define the scope of the United Nations. This is not easy; rather, the process was, is, and will be difficult and controversial.

These documents, above all, define and limit the United Nations. This is a critical concept. Often, these limitations are either under-emphasized or grossly exaggerated. The United Nations is neither omnipotent nor frail. Delegates need to recognize the balance of power where it does exist and must feel confident acting within this balance.

Read each document. You will come across articles that grab your attention; articles that raise concrete, even daring arguments; and articles that invite vague interpretations and conclusions. Take note of all three. A favorite tactic of delegates is to quote an article directly from the Charter or Declaration to bolster their argument. If used properly, the
tactic works. You should feel comfortable introducing an Article into debate, defending it if necessary.

II. History
October 24 is United Nations day. In 1945, that date was the culmination of years of planning, negotiation, and preparation which transformed the vision of Franklin D. Roosevelt and his contemporaries into the United Nations as we know it. Almost every printed article on the UN recalls these events, from the Atlantic Charter to the San Francisco Conference.

Like the Charter of the United Nations, the history of the organization defines the organization and, more importantly, places it in a global context. As the Preamble of the Charter states, the UN exists to “save succeeding generations from the scourge of war, which twice in our lifetime has brought untold sorrow to mankind.” Unfortunately, your knowledge of UN history cannot end there, for two reasons. First, the quote ignores the intricacies involved in the history, which deserve equal attention. Second, the global context of the UN is constantly changing. For the past 50 years, delegates have argued over the role and relevancy of the UN and will do so for the next 50 years.

Become familiar with the origin of the UN; also note where, when, and why it occurred. If you can answer these questions for 1945, then you will be more adept at applying the same process to 1995 or any year in question. You should feel comfortable explaining how the UN is relevant in today’s world, not in spite of its challenges, but due to these challenges.

III. Principal Organs of the UN
The six main organs of the UN are the General Assembly, Security Council, International Court of Justice, Economic and Social Council, Secretariat, and Trusteeship Council. Most Model UN conferences simulate either the GA, ICJ, SC, ECOSOC, or any of the various sub-committees and organs. In preparation for a conference, most of your time and energy should be spent learning about your committee. Nevertheless, a working knowledge of the entire system is equally valuable.

The past two categories helped to define and limit the United Nations as a whole. Now, take the process one step further to the committees. The GA should not expend time debating ECOSOC issues or Security Council matters. The same holds true at the Model UN level.

Understanding each of these organ’s vital functions and areas of interest should suffice. You should feel comfortable defending why your resolution should be debated in GA and not ECOSOC or vice-versa. If you know where each organ and committee stands, you will focus on the topic at hand with greater ease.
One of the easiest mistakes any delegate can make is to ignore his or her country’s policy. Remember, you are representing, defending, and advancing the interests of your country, so every speech and amendment should reflect that. Country policy is easy to ignore and difficult to synthesize, because it is just that—a synthesis, or blend, of facts and ideas about your country. If the challenge is approached in a logical and orderly fashion, then any delegate can create a realistic and effective policy. The following three elements define any country policy:

I. Political Concerns
First and foremost, you are a delegate of your country’s government, representing your country’s interests. Any almanac can tell you what type of government your country maintains. Use this as a means, not an end, to your research on your country’s political concerns.

A country’s manner of government offers a clear indication of how it would like to get things done—forcefully or peacefully, with or without the support of the majority. Likewise, you should follow a similar approach. If your type of government is not self-explanatory, such as parliamentary democracy (what? I thought democracy was democracy!), consider investing some research time into learning about your type of government.

Past or present examples of government decisions and actions offer the best source of country policy, simply because they are country policy in action. Some policies are more difficult to create than others, but by knowing what your country is and what your country has done, you should have a comfortable framework by which to operate.

II. Economic Concerns
Your country’s influence is in part measured by its economic impact, and practically each country has a specific niche nobody else can fill. Economics, however, is not purely the act of buying and selling; it is the way in which a country applies its resources to satisfy its wants. Economic priorities indicate political priorities, so both must be equally considered.

As a delegate, you should approach economic concerns by two avenues. The first is by the numbers. While the numbers do not say everything, they do say a great deal, especially when they help to transform something intangible (like claiming to have poor people) into the concrete (like 60% of your people live below acceptable poverty standards). Keep track of the numbers which say something about your country. By no means bog yourself down by the facts, but keep in mind that there is no stronger argument than solid evidence.

The second approach to economic concerns are your country’s economic policies. As mentioned before, keep in mind the role you fulfill on a global scale. Your trading
partners are valuable allies, since there already exists a mutual interest. Once again, examples provide the best answers to such questions.

III. Social and Cultural Concerns
Finally, your country policy must represent your nation’s social and cultural flavor. Already, these elements have manifested in your country’s choice of government and economic practices. However, the most compelling arguments have a personal or human side to them. In trying to capture the likes, dislikes, needs and wants of your citizens, you will accomplish this goal.

Once again, cite specifics. Know when your people have been subject to injustice or freed from it, and know what impact the situation had. When you give speeches on the various resolutions, speak for your people, not for your offices and departments and think-tanks. This information appears in daily newspapers, journals, and textbooks. Let the stories speak for themselves.

**COMMITTEE AGENDA:**
**WHAT TO KNOW**

At a Model UN conference, you will represent your country in a specific committee, be it the General Assembly or the Legal and Political committee. Regardless, you will be responsible for writing resolutions, position papers, or case briefings. Before you do this, though, keep the following in mind.

First, recognize the scope and jurisdiction of your committee. You should feel comfortable knowing when to act, why to act, and how to execute these actions.

Second, understand past actions taken by your committee, especially when they concern your chosen agenda topic. By understanding how your committee approached a topic in the past and how successful it was, you should feel comfortable proposing the most rational solutions. Remember, build, not ignore, on what has already been done.

Third, understand what your committee is presently doing. Otherwise, your resolutions may seem redundant. Also, understanding these current issues helps you defend why a certain topic should or should not receive the committee’s attention.

In fact, these three elements should be included in any resolution. Poorly written resolutions do not take into consideration why the committee should take action, what actions have been taken in the past, and what degree of success has already been achieved. In real life, committees are in this process of a fluid, dynamic evolution, where new ideas are brought up after old ones have been rejected. Your actions in committee gain credibility if credibility is due; otherwise, they are just another proposal to another topic. You should feel comfortable gathering and applying examples from the past and integrating them into your speeches.
RESOLUTION WRITING
ELEMENTARY GUIDELINES

If you are not familiar with Model UN, the resolution is the document which a committee debates. The resolution begins by bringing to light a certain problem or issue, explaining why action must be taken. The resolution then sets forth these actions, where, when, and how they should be accomplished. The resolution is not inflexible; rather, it can and even should be amended throughout debate adding or striking clauses, inserting examples, and removing objectionable points.

Any good writing, resolutions included, must possess both content and form. While a resolution’s success or failure will not hinge on improper punctuation, a properly written resolution demands attention. Delegates will appreciate it; so will you.

Follow the proceeding guidelines when writing resolutions. Use the following sample resolution as a model. A list of preambulatory and operative phrases is also included. Use these phrases for variety, but avoid melodrama.

HEADING
1) The heading should contain the following:

   Committee:
   Subject:
   Proposed by:

BODY
1) After the heading, one of the following lines should be used:

   The General Assembly,
   For the General Assembly and its subcommittees

   The Economic and Social Council,
   For the Economic and Social Council and its subcommittees

   For Specialized Agencies, address the specific Agency (i.e. Security Council)

2) Number all lines in the body of the resolution

The resolution begins with a series of preambulatory clauses which explain the reasons for introducing the resolution. Each clause begins with a preambulatory phrase.

3) Underline each preambulatory phrase
4) Conclude each preambulatory clause with a comma

Following the preambulatory phrases are the operative clauses. These are the recommended course of action. Each operative clause begins with an operative phrase.
5) Number each operative clause  
6) Underline each operative phrase  
7) Conclude each operative clause with a semicolon  
8) Conclude the entire resolution with a period.

**PREAMBULATORY PHRASES**

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<thead>
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<th>Affirming</th>
<th>Deeply disturbed</th>
<th>Guided by</th>
<th>Noting with satisfaction</th>
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<td>Deeply regretting</td>
<td>Having adopted</td>
<td>Noting with deep concern</td>
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<td>Desiring</td>
<td>Having considered</td>
<td>Observing</td>
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<td>Emphasizing</td>
<td>Having considered further</td>
<td>Realizing</td>
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<td>Expecting</td>
<td>Having devoted attention</td>
<td>Reaffirming</td>
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<tr>
<td>Bearing in mind</td>
<td>Expressing its appreciation</td>
<td>Having examined</td>
<td>Recalling</td>
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<tr>
<td>Cognizant of</td>
<td>Expressing its satisfaction</td>
<td>Having heard</td>
<td>Recognizing</td>
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<td>Fulfilling</td>
<td>Having received</td>
<td>Referring</td>
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<td>Fully aware</td>
<td>Having studied</td>
<td>Seeking</td>
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<tr>
<td>Convinced</td>
<td>Fully alarmed</td>
<td>Keeping in mind</td>
<td>Taking into account</td>
</tr>
<tr>
<td>Declaring</td>
<td>Fully believing</td>
<td>Noting further</td>
<td>Taking note</td>
</tr>
<tr>
<td>Deeply concerned</td>
<td>Further deploring</td>
<td>Noting with approval</td>
<td>Viewing with appreciation</td>
</tr>
<tr>
<td>Deeply conscious</td>
<td>Further recalling</td>
<td>Noting with regret</td>
<td>Welcoming</td>
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**OPERATIVE PHRASES**

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<th>Regrets</th>
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<td>Draws attention</td>
<td>Further recommends</td>
<td>Resolves</td>
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<td>Designates</td>
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<td>Solemnly affirms</td>
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<td>Calls for</td>
<td>Emphasizes</td>
<td>Further resolves</td>
<td>Strongly condemns</td>
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<td>Calls upon</td>
<td>Encourages</td>
<td>Notes</td>
<td>Supports</td>
</tr>
<tr>
<td>Condemns</td>
<td>Endorses</td>
<td>Proclams</td>
<td>Takes note of</td>
</tr>
<tr>
<td>Congratulates</td>
<td>Expresses its appreciation</td>
<td>Reaffirms</td>
<td>Trusts</td>
</tr>
<tr>
<td>Confirms</td>
<td>Expresses its hope</td>
<td>Recommends</td>
<td>Urges</td>
</tr>
<tr>
<td>Considers</td>
<td>Further invites</td>
<td>Reminds</td>
<td></td>
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</tbody>
</table>
SAMPLE RESOLUTION

Committee: Decolonization
Subject: South Africa
Proposed by: Sudan

The General Assembly,

1. Recalling its resolution 22/184 k of 24 January 1979
2. and 34/93 of 12 December 1979, as well as Economic
3. and Social Council resolution 1980/50 of 23 July 1980,
4. Reaffirming once again the special responsibility of
5. the United Nations and the international community
6. towards the oppressed people of South Africa and their
7. national liberation movement,
8. Noting the great advance of the movement against
9. apartheid and for national liberation and the rise in
10. political consciousness of the oppressed people of South
11. Africa,
12. Condemning the violence and repression by the
13. apartheid regime against all opponents of apartheid,
14. Recognizing the need for increased humanitarian and
15. educational assistance to the oppressed people of South
16. Africa, as well as direct assistance to the liberation
17. movements in their legitimate struggle,
18. 1. Appeals to all States to provide humanitarian,
19. educational, financial, and other necessary assistance to
20. the oppressed people of South Africa and their national
21. liberation movement;
22. 2. Urges the United Nations Development Program
23. and other agencies within the United Nations system to
24. expand their assistance to the oppressed people of South
25. Africa and to the South African liberation movements
26. recognized by the Organization of African Unity, in
27. consultation with the Special Committee Against
28. Apartheid;
29. 3. Urges all agencies within the United Nations
30. system to ensure the participation of the South African
31. liberation movements recognized by the Organization of
32. African Unity in their relevant conferences and meetings,
33. and to provide financial assistance for that purpose;
34. 4. Decides to continue the authorization of adequate
35. financial provision in the budget of the United Nations to
36. enable the South African liberation movements
37. recognized by the Organization of African Unity—the
38. African National Congress of South Africa—to maintain
39. offices in New York in order to participate effectively in
40. the deliberations of the Special Committee and other
41. appropriate bodies.
OTHER DOCUMENTS
FREQUENTLY ENCOUNTERED IN MODEL UN

POSITION PAPERS

In addition to resolutions, your committee chairs may also ask you to submit position papers. A position paper is essentially your country’s opinion on a certain topic. Unlike a resolution, your position paper is for the benefit of yourself and your chairs. For the chairs, the position paper concisely summarizes and expresses your months of research. For yourself, the position paper forces you to take what you have learned and streamline and prioritize it. If you decide to write a position paper, the end-product will be a clear, concise summary of your role in the conference. Sooner or later you will need to take a stand on the issues; by following your position paper, your opinion will be decisive and supported with facts.

In The Harvard Delegate Guide, Marc Sabatine outlines the three basic parts of any resolution: your country’s national interests, your country’s national policies, and your opinion on resolution components. Be sure to cover these topics in your paper, but remember, feel free to pattern the information so that it makes the most sense.

WORKING PAPERS

The working paper is another tool often used in Harvard-style committees. Working papers can be thought of as resolutions in progress. They provide a rough sketch of a resolution’s core, the actions to be taken. As with a position paper, there is no definite format. However, make sure all the major points can be read and understood with nothing more than a glance. Otherwise, your work is a burden to your fellow delegates, and if your best points do not stand out, they may easily be lost in the shuffle (unless you are very vocal and adamant).
SAMPLE POSITION PAPER

Country: France
Committee: Political and Security
Topic: Strengthening Peace and Security in the Mediterranean Region

The French Republic recognizes that, as a coastal state on the Mediterranean, great importance must be attached to security and cooperation in that region. The authority of any forthcoming resolution dealing with this area depends on the unanimous support from all the coastal states. France believes that in order to achieve any real progress in enhancing peace and security in the Mediterranean basin the following proposals should be implemented:

1) Frequent meetings between countries of the area and their immediate neighbors for the purpose of reducing regional tensions and promoting a unified approach to global problems.

2) Maintenance and strengthening of security are inseparable from respect for the security requirements of the states in the region. Any attempt to demilitarize the Mediterranean or to inhibit the freedom of navigation will undermine any potential progress in the area.

3) The French Republic is interested in the development of cooperation in the Mediterranean region and will participate fully to achieve that cooperation. The Mediterranean states should also extend their cooperation in the service of those objectives to neighboring and other countries concerned.

The French Republic has demonstrated its commitment to peace and security in the Mediterranean region by its support of General Assembly resolutions 36/102 of 9 December 1961, 37/118 of December 1962, 38/189 of 20 December 1983, 39/153 of 17 December 1984, and 40/157 of 16 December 1985. Peace between nations can be maintained only on the basis of a genuine equilibrium. France has always held, through respect for this golden rule, that the rights of all to independence and security are reconciled.
Committee: UNCTAD
Topic: Generalized System of Preferences

Bolivia, Peru, and Ecuador believe that a GSP should be set up so that Less-Developed Countries (LDCs) receive preferential treatment from Developed Countries (DCs).
To that end we propose:

1. Each DC reduce their tariffs to the lowest level possible. This level will be determined by the below created subcommittee,

2. Bilateral trade agreements should be pursued for further reductions in tariffs.

3. Trade preferences should be granted in the following areas:
   - Agriculture
   - Manufactures
   - Semi-manufactures
   - Raw materials

4. Decisions on product coverage by preference giving nations be made in consultation with the affected LDC. Annual reevaluation of coverage shall take place with the LDC with disputed going to the below-created subcommittee.

5. A subcommittee of UNCTAD should be created with equal membership of developed and developing countries. This subcommittee would have the following powers:
   a. To mediate disputes between preference givers and receivers
   b. Make recommendations which all countries should follow
   c. Serve as a forum for airing grievances relating to the GSP
   d. Report regularly to the Secretary General

Membership should be as follows:
   a. Five permanent nations from the DCs
   b. Five permanent nations from the LDCA and LLDCs
   c. Ten members elected annually by UNCTAD
MODEL UN CONFERENCE
CULMINATION OF THE MODEL UN EXPERIENCE

Resolutions. Position papers. Country policy. What’s missing? The Model UN Conference. Every year, hundreds of delegates submit resolutions and draft position papers in preparation for one of the various Model UN conferences. Preparing is only half the battle, though. No matter how many hours you put into your resolution, it needs to come alive, it needs your voice behind it. Otherwise, it might go unnoticed among the stacks of papers in committee. Welcome to Model UN debate.

Included in the following section are a copy of both the “reso style” and “Harvard style” rules of procedure. Each committee’s chairs decide which format, or combination thereof, of the rules to use. Both you and the chairs do have one thing in common: the rules are meant to enhance, not detract from, a committee’s debate. As a delegate, you should be responsible for knowing the basics of procedure. Most rules are more readily understood in committee than on paper.

If this is your first conference, the rules do represent a certain level of anxiety. However, the best way to learn is by experience. Every committee has both its novice and veteran delegates. Watch them and learn from them, and in the process, get to know some of them.

… A Word About Debate

As previously mentioned, the editors of this guide feel the best way to master the nuances of debate, whether rules or tactics, is through experience. For that reason, this guide will not present a series of “tricks of the trade.” However, some delegates may wish to pursue reading material on the subject, in which case this guide recommends The Harvard Delegate Guide, a concise and thorough handbook on the subject. For more information, contact the Harvard Model United Nations.
RULES OF PROCEDURE

1. Scope
These rules are self-sufficient and shall be considered adopted in advance of the first session. Legality of the resolutions shall be interpreted by the secretary-general in accordance with the Charter of the United Nations and these rules unless otherwise specified.

2. Delegations
The accredited delegations to this conference shall consist of all representatives properly pre-registered with the secretary-general.

3. Credentials
Upon examination of the credentials of each separate delegation or delegate, the secretary-general reserves the right to modify their rights and/or privileges at the conference.

4. Language
English shall be the working and official language of this conference.

5. Statements by the Secretary-General
The secretary-general, or their designated representative may, at their discretion, address any body of the United Nations.

6. Presiding Officers
All presiding officers of all committees and all other positions shall be appointed by the secretary-general.

7. Duties and Powers of Presiding Officers
In addition to the duties and powers which are conferred upon them elsewhere in these rules, the Presiding Officer shall:
   a) Declare the opening and closing of each session;
   b) Direct discussion;
   c) Accord the privilege of addressing the session;
   d) Limit speaking time;
   e) Put and announce questions;
   f) Rule on points of order and other procedural matters;
   g) Maintain, subject to these rules, order in each session.

In addition, the Presiding Officer may propose to the representatives:
   h) Limitation on the number of times each representative may speak;
   i) Closure of the speaker’s list;
   j) Closure of debate;
   k) Recess or adjournment of the session
8. Ruling of the Chair
Whenever any question or matter of procedure arises which is not specifically covered by these rules, the ruling of the chair shall be in order.

9. Quorum
Quorum is defined within these rules constituted of a majority of registered members present within committee. The Presiding Officer may, at their discretion, open the session, permit debate, and permit decisions to be made unless quorum is specifically challenged and shown to be absent.

10. Voting
a) Each member nation (regardless of representatives present) shall have one vote. Accredited Observers shall be considered a member for all purposes except final resolution votes. (They may vote on all procedural matters.)
b) All voting shall be done by raising the delegation placard unless requested by the Presiding Officer.
c) "Members present and voting" shall be defined as those members who cast an affirmative or negative vote. Members who abstain shall not be considered in reckoning the totals necessary to pass a motion.
d) Unless specifically stated in these rules, a majority of members present and voting shall be necessary to pass a motion.

11. Roll-Call Voting
a) After debate has been closed but before a vote has been taken, a member may move that a roll-call vote be taken. Roll-call votes are limited to substantive matters. The Presiding Officer shall determine which matters are substantive, and may also refuse a request for a roll-call vote which would be ruled dilatory.

After the motion for a roll-call vote, it is debatable with one speaker for the motion, one speaker against and also requires significant seconds.
b) A roll-call vote is also in order without debate or vote at the discretion of the Presiding Officer in cases of ties or questionable votes.
c) The order of the roll-call vote is at the discretion of the Presiding Officer. As the name of each member is called, its representative shall respond "yes", "no", "abstention" or "pass in order". Any member has the right to pass in the order not more than once during a vote.
d) Before the results of the vote are announced, the Presiding Officer shall request changes of vote. No members may at this time request the privilege of explaining their vote. There shall be no changes of vote during a placard vote.
e) Members other than sponsors and members who have spoken on the side with which they voted may claim the privilege of explaining their vote on substantive matters at one minute maximum.

12. Tie-Vote Procedure
In the event of a tie vote, the vote shall immediately be retaken. If this vote also results in a tie vote, the motion shall be considered to have failed.
13. Conduct During a Vote

Once the Presiding Officer has announced the beginning of the voting process, all entrances shall be barred. Also, no member may interrupt these proceedings except to rise to a point of order in connection with the actual voting.

14. Important Questions

The chair shall determine which substantive matters may become important questions. These matters are as following:

a) Recommendations with respect to the maintenance of international security;
b) Admission of new members to the United Nations;
c) Suspension of the rights and privileges of membership;
d) The expulsion of members;

The motion to make an important question must be made immediately after the closure of debate.

This motion needs a significant amount of seconds and one speaker for and one speaker against. Then a majority to make the matter important.

A substantiative matter deemed "important" requires a two-thirds majority of member present and voting.

15. Division of the Question

After debate has been closed but before a vote has been taken, any member may move that the operative clauses of the resolution be voted on separately. The delegate must state how they wish to divide the question. Such a motion requires significant seconds and is debatable to the extent of one speaker for and one against. A majority of member present and voting is required to pass. If all the operative parts of a resolution are rejected, the resolution shall be considered rejected.

16. Agenda

The provisional agenda for all committees shall be determined by the Presiding Officers prior to each session.

17. Alterations of the Agenda

Motions to change the agenda require a significant number of seconds and are in order at any time when another motion is not on the floor. Such a motion is debatable to the extent of one speaker for and one speaker against, and requires a two-thirds majority to pass. A motion to change the agenda, if approved, causes the designated resolution to be considered immediately. The chair has the discretion to limit the amount of agenda alterations.

18. Speeches

a) No representative may address the session without having first obtained the permission of the Presiding officer. The presiding officer may call a representative to order if his remarks are not relevant to the matter under discussion.

b) The Presiding officer of any session shall maintain a speakers list for all debatable matters. The desire to speak shall be indicated in writing to the Presiding
Officer at their discretion, by raising ones placard or sending a note up to the dias during debate.

c) A speaker may yield his or her remaining time to questions, another speaker, or to the chair.

d) Extending a speakers time:
   1) With the exception of those giving speeches on procedural matters or yielded time, any speakers time may be extended.
   2) When a speakers time has expired, any delegate may motion to extend it. The Presiding Officer shall entertain this motion by asking the committee to indicate significant objections by a show of hands. If there is not a significant amount of objections, the delegates time is expired. If there is a significant amount of objections the speaker will be asked to leave the floor.
   3) The ruling of "significant objections" is at the discretion of the Presiding Officer.
   4) There is no set limit to extensions but it is at the discretion of the committee and the Presiding Officer.
   5) Yielded time can not be extended.

19. Closing the Speakers List
   During the discussion of any substantive matter, the Presiding Officer may announce the list of speakers and, with the permission of the member, declare the list closed. Should the Presiding Officer leave the list open, any member may move that the list be closed. Such a motion is debatable to the extent of one speaker for and one against and requires a two-thirds majority to pass.

20. Closure of Debate
   During the discussion of any substantive matter, any member may move that debate on the matter under discussion be closed, regardless of the speakers list. Such a motion requires a significant amount of seconds and is debatable to the extent of one speaker for and one speaker against. This motion requires a two-thirds majority to pass. Debate is automatically closed when the speakers list has been exhausted. This motion is only in order when equal amounts of speakers for both sides have spoken.

21. Courtesy
   All representatives shall be expected to show courtesy and respect to those speaking and all others within the committee. Those who consistently fail to do so may be dealt with at the discretion of the Presiding Office, and their decision is not subject to appeal.

22. Right to Reply
   a) The Presiding Officer may accord the right to reply to any member whose national honor or integrity has been gravely impugned. The decision to grant or deny the right to reply is made by the Presiding Officer only and is not subject to appeal. You may request this only after the speaker has finished speaking.
   b) Personal insults are not grounds for permission to reply.
23. **Point of Order**
   At any time during any session, a member may rise to a point of order. A point of order is in order only when it relates to a specific violation of the rules of procedure. The Presiding Officer shall immediately determine its merit and rule in accordance with the rules of procedure.

24. **Point of Personal Privilege**
   At any time during any session a member may rise to a point of personal privilege if their health, safety, comfort, or ability to hear is severely impaired. The ruling of the Presiding Officer on points of personal privilege are not subject to appeal.

25. **Point of Inquiry**
   At any time, except when another member has the floor, a member may rise to a point of inquiry as to the power of method or procedure. The Presiding Officer shall answer the inquiry in accordance with the rules of procedure.

26. **Point of Information**
   After the speaker has yielded their time to questions, a member may rise to a point of information directed through the Presiding Officer. The speaker may choose to not yield to this question, thus unable to answer any further questions.

27. **Adjournment**
   All motions to adjourn are subject to chair approval and is not debatable but put to an immediate vote requiring a simple majority of members present and voting to pass.

28. **Recess**
   During the discussion of any matter, a member may move to recess the session. Such a motion requires a significant amount of seconds, and is not subject to debate but shall be put to an immediate vote. An approval by the Presiding Officer and a majority of members present and voting to pass.

29. **Appeal the Ruling of the Chair**
   A member may appeal the ruling of the presiding Officer only if such a decision represents arbitrary judgment or concerns a ruling that is directly in opposition to the Rules of Procedure. An appeal is out of order if its intent or consequence would be the suspension of the rules of procedure or the establishment of a precedent for such suspension. The appealing member shall speak on behalf of their appeal and the Presiding Officer in their defense of their ruling. The appeal shall then be put to a vote, and the ruling of the presiding Officer shall be considered in order unless overruled by a two-thirds majority of the members present and voting.

30. **Tabling**
   Any member may move to table any substantive matter under discussion. A motion to table effectively postpones consideration of a substantive matter indefinitely, unless a specific time limit is set. The motion is subject to debate to the extent of one
speaker for and one against, and requires a two-thirds majority of members present and voting.

31. Taking Off the Table

Once any substantive matter has intervened after an item has been tabled, any member may move to take the item off the table. A motion to take off the table effectively resumes consideration of a substantive matter where the committee previously left off. Such a motion is subject to debate to the extent of one speaker for and one against, and requires a two-thirds majority of member present and voting.

32. Reconsideration

Once a substantive matter has been adopted or rejected, a motion to reconsider may be moved by any member who voted with the prevailing side. The motion is subject to chair approval and debate to the extent of one speaker for and one against, and requires a two-thirds majority of the members present and voting.

33. Amendments

a) Any sponsor may move to amend a resolution under consideration by submitting the amendment in writing to the Presiding Officer at the time the amendment is moved from the floor. These amendments must be approved by the chair. This amendment shall then be considered part of the resolution without debate or vote.

b) The Presiding Officer may limit the number of amendments with respect to any one resolution and may suggest that proponents of various amendments caucus to consolidate.

c) The Presiding Officer may rule any amendment out of order if it drastically and obviously changes the clear intent of the resolution or is irrelevant to the item under consideration.

d) No amendments shall be allowed in the General Assembly.

34. Withdrawal of Resolutions and Amendments

With the consent of the co-sponsors, the sponsor may withdraw their resolution or amendment at any time before debate on the matter begins. The resolution or amendment may then be immediately re-sponsored by any member, at which point it resumes its original place on the agenda.

35. Submission in Writing

At any time, the Presiding Officer may require that all points and motions, with exception of points of order and personal privilege, be submitted in writing before they will be recognized. Also, for procedural motions requiring more than one second, the Presiding Officer may require that the list of seconding members be submitted in writing in advance.

36. Dilatory, Absurd and Frivolous

The Presiding Officer may rule any representative out of order if that representative is engaging in dilatory, absurd or frivolous activity. This ruling by the chair is unappealable and the out of order member is subject to restrictions or punishment.

37. Unacceptable Statements
No Presiding Officer shall entertain a speaker who wishes to publicly declare war against or secede from another nation.

38. Pages

All members shall be expected to show respect and courtesy to the pages. All pages are directly responsible to the Presiding Officer and ultimately the secretary-general, regarding the specific manner in which they work. Their directives to this effect shall not be subject to appeal.
HARVARD RULES OF PROCEDURE
General Rules

1. scope: These rules for the General Assembly, the Economic and Social Council, the Organization of American States, the Asian and Pacific Council, the International Atomic Energy Agency, the United Nations Development Programme, Security Council, and the Organization of African Unity are self-sufficient, except for modifications provided by the Secretariat, and will be considered adopted in advance of session. No other rules of procedure are applicable.

2. language: English will be the official and working language of the conference.

3. delegations: Each member will be represented by one or two delegates and one vote on each committee.

4. credentials: The credentials of all delegations have been accepted upon registration. Actions relating to the modification of rights, privileges, or credentials of any member may not be initiated without the written consent of the Secretary-General. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary-General.

5. participation of non-members: Representatives of Accredited Observers will have the same rights as those of full members, except that they may not sign or vote on resolutions or amendments. A representative of a state organization which is not a member of the United Nations or an Accredited Observer may address a committee only with the prior approval of the Director.

6. statements by the secretariat: The Secretary-General or a member of the Secretariat designated by him/her may at any time make either written or oral statements to the committee.

7. general powers of the committee staff: The Director will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. The Director, subject to these rules, will have complete control of the proceedings at any meeting. The Moderator will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Moderator may temporarily transfer his or her duties to another member of the Committee staff. Committee staff members may also advise delegations on the possible course of debate. In the exercise of these functions, the Committee staff will be at all times subject to these rules and responsible to the Secretary-General.

8. appeal: Any decision of the Moderator or Director, with the exception of those matters that are explicitly stated to be unappealable, may be appealed immediately by a delegate. The Moderator or Director may speak briefly in defense of the ruling. The
appeal will then be put to a vote, and the decision of the Chair will stand unless overruled by a majority of those members present and voting. The Director's decision not to sign a resolution or amendment is never appealable. A "Yes" vote indicates support of the Chair's ruling; a "No" vote indicates opposition to that ruling. The Chair's ruling will stand unless overruled by a majority of "No" votes.

9. QUORUM: The Director may declare a Committee open and permit debate to proceed when at least one quarter of the members of the Committee (as declared at the beginning of the first session) are present. A member of the Committee is a representative who is officially registered with the Conference. The presence of a majority of the members will be required for the vote on any substantive motion. A quorum will be assumed to be present unless specifically challenged and shown to be absent. A roll call is never required to determine the presence of a quorum.

10. COURTESY: Delegates will show courtesy and respect to the Committee staff and to other delegates. The Moderator will immediately call to order any delegate who fails to comply with this rule.

Rules Governing Debate
11. AGENDA: The first order of business for the Committee will be the consideration of the Agenda.
   - A motion should be made to put a topic area first on the agenda. This motion requires significant seconds.
   - A Speakers List will be established for and against the motion.
   - A motion to close debate will be in order after the Committee has heard two speakers for the motion and two against or all the speakers on one side and at least two on the opposite side. In accordance with the normal procedure described in Rule 15, the Moderator will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure of debate on the agenda.
   - When debate is closed, the Committee will move to an immediate vote on the motion. A simple majority is required for passage. If the motion fails and there is only one other topic, the other topic area will automatically be placed first on the agenda. Otherwise, the floor will be open for another motion to set the agenda. This motion is procedural, so abstentions are not allowed.
   - A motion to proceed to the second Topic Area is in order only after the Committee has adopted or rejected a resolution on the first Topic Area. A motion to proceed to the second agenda item after a resolution has failed requires significant seconds and is debatable to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds of the members present and voting to pass.
   - In the event of an international crisis or emergency, the Secretary-General or his/her representative may call upon a committee to table debate on the current topic area so that the more urgent matter may be attended to immediately. After a resolution has been passed on the crisis topic, the committee will return to debate on the tabled topic. If a resolution on the crisis topic fails, the committee may return to debate on the tabled topic.
area only at the discretion of the Secretary-General or his/her representative.

12. DEBATE: After the Agenda has been determined, one continuously open Speakers List will be established for the purpose of general debate. This Speakers List will be followed for all debate on the Topic Area, except when superseded by procedural motions, amendments, or the introduction of a resolution. Speakers may speak generally on the Topic Area being considered and may address any resolution currently on the floor.

13. CAUCUS: A motion to caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. The motion will immediately be put to a vote. A majority of members present and voting is required for passage. The Moderator may rule the motion out of order and his/her decision is not subject to appeal.

14. MODERATED CAUCUS: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Director may choose to break the committee into smaller groups, each with its own Moderator, to be appointed by the Director. The Moderator will temporarily depart from the Speaker's List and call on delegates to speak at his or her discretion. A motion for a moderated caucus is in order at any time when the floor is open, prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify a time limit for the caucus, not to exceed twenty minutes. Once raised, the motion will be voted on immediately, with a majority of members present and voting required for passage. The Moderator may rule the motion out of order and his decision is not subject to appeal.

15. CLOSURE OF DEBATE: When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Moderator may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present and voting. If the Committee is in favor of closure, the Moderator will declare the closure of the debate, and the resolution or amendment will be brought to an immediate vote.

16. SUSPENSION OR ADJOURNMENT OF THE MEETING: Whenever the floor is open, a delegate may move for suspension of the meeting, to suspend all Committee functions until the next session, or for adjournment of the meeting, to suspend all functions for the duration of the Conference. The Moderator may rule such motions out of order; these decisions will not be subject to appeal. When in order, such will not be debatable but will be immediately put to a vote and will require a majority to pass. A motion to Adjourn will be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the Committee.
17. POSTPONEMENT AND RESUMPTION OF DEBATE: Whenever the floor is open, a delegate may move for the postponement of debate on a resolution or amendment currently on the floor. The motion, otherwise known as "tabling," will require a two-thirds vote to pass and will be debatable to the extent of one speaker in favor and one opposed. No debate or action will be allowed on any resolution or amendment on which debate has been postponed. A motion to resume debate on an amendment or resolution on which debate has been postponed will require a majority to pass and will be debatable to the extent of one speaker in favor and one opposed. Resumption of debate will cancel the effects of postponement of debate.

18. RECONSIDERATION: A motion to reconsider is in order when a resolution or amendment has been adopted or rejected, and must be made by a member who voted with the majority on the substantive proposal. The Moderator will recognize two speakers opposing the motion after whom the motion will be immediately put to a vote. A two-thirds majority of the members present and voting is required for reconsideration.

Rules Governing Speeches

19. SPEAKERS LIST: The Committee will have an open Speakers list for the Topic Area being discussed. Separate speakers lists will be established as needed for procedural motions and debate on amendments. A nation may add its name to the Speaker’s list by submitting a request in writing to the Chair, provided that nation is not already on the Speakers List. The names of the next several nations to speak will always be posted for the convenience of the Committee. The Speaker’s list for the second topic area will not be open until the Committee has proceeded to that topic. The General Speakers List of a Topic Area may never be closed.

20. SPEECHES: No delegate may address a session without having previously obtained the permission of the Moderator. The Moderator may call a speaker to order if his/her remarks are not relevant to the subject under discussion, or offensive to committee members or staff.

21. TIME-LIMIT ON SPEECHES: The Moderator may limit the time allotted to each speaker. The minimum time-limit will be ten seconds. When a delegate exceeds the allotted time, the Moderator may call the speaker to order.

22. YIELDS: A delegate granted the right to speak on a substantive issue may yield in one of three ways: to another delegate, to questions, or to the Chair.
   • Yield to another delegate. His/her remaining time will be given to that delegate, who may not, however, then yield back to the original delegate. To turn the floor over to a co-delegate is not considered a yield.
   • Yield to questions. Questioners will be selected by the Moderator and limited to one question each. Follow-up questions will be allowed only at the discretion of the Moderator. The Moderator will have the right to call to order any delegate whose question is, in the opinion of the Moderator, rhetorical and leading and not designed to elicit information. Only the
speaker's answers to questions will be deducted from the speaker's remaining time.

- **Yield to the chair.** Such a yield should be made if the delegate does not wish his/her speech to be subject to comments. The moderator will then move to the next speaker.

Only one yield is allowed: a speaker who is yielded to may not yield at all. Yields are in order only on substantive speeches, and a delegate must declare any yields by the conclusion of his/her speech.

### 23. COMMENTS

If a substantive speech involves no yields, the Moderator may recognize delegates, other than the initial speaker, to comment for thirty seconds each on the specific content of the speech just completed. Commentators may not yield. No comments will be in order during debate on procedural motions.

### 24. RIGHT OF REPLY

A delegate whose personal or national integrity has been impugned by another delegate may request a Right of Reply. The Moderator's decision whether to grant the Right of Reply is unappealable, and a delegate granted a Right of Reply will not address the committee except at the request of the Moderator.

#### Points

### 25. POINTS OF PERSONAL PRIVILEGE

Whenever a delegate experiences personal discomfort which impairs his/her ability to participate in the proceedings, he or she may rise to a Point of Personal Privilege to request that the discomfort be corrected. A Point of Personal Privilege may interrupt a speaker, delegates should use this power with the utmost discretion.

### 26. POINTS OF ORDER

During the discussion of any matter, a delegate may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the Moderator in accordance with these rules of procedure. The Moderator may rule out of order those points which are dilatory or improper; such a decision is unappealable. A representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure.

### 27. POINTS OF PARLIAMENTARY INQUIRY

When the floor is open, a delegate may rise to a Point of Parliamentary Inquiry to ask the Moderator a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates with substantive questions should not rise to this Point, but should rather approach the committee staff during caucus.

#### Rules Governing Substantive Issues

### 28. WORKING PAPERS

Delegates may propose working papers for committee consideration. Working papers are intended to aid the Committee in its discussion and formulation of resolutions and need not be written in resolution format. Working papers
are not official documents, but do require the signature of the Director and ten percent of the committee to be copied and distributed.

29. **RESOLUTIONS**: A resolution may be introduced when it receives the approval of the Director and is signed by twenty percent of the committee. Signing a resolution need not indicate support of the resolution, and the signer has no further rights or obligations. There are no official sponsors of resolutions. Resolutions require a simple majority to pass.

30. **INTRODUCING RESOLUTIONS**: Once a resolution has been approved as stipulated above and has been copied and distributed, a delegate may rise to introduce the resolution. The content of such an introduction will be limited to reading the operatives of the resolution. Such an introduction will be considered procedural in nature, and hence, yields and comments are out of order. More than one resolution may be on the floor at any one time, but at most one resolution may be passed per Topic Area. A resolution will remain on the floor until debate on that specific resolution is postponed or closed or a resolution on that Topic Area has been passed. Debate on resolutions proceeds according to the Topic Area General Speakers List.

31. **COMPETENCE**: A motion to question the competence of the Committee to discuss a resolution or amendment is in order only immediately after the resolution has been introduced. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.

32. **AMENDMENTS**: Delegates may amend any resolution which has been introduced. An amendment must have the approval of the Director and the signatures of ten percent of the committee. Amendments to amendments are out of order; however, an amended part of a resolution may be further amended. There are no official sponsors of amendments.

- An approved amendment may be introduced when the floor is open. General Debate will be suspended and a Speakers List will be established for and against the amendment.
- A motion to close debate will be in order after the Committee has heard two speakers for the amendment and two against or all the speakers on one side and at least two on the other side. Following the normal procedure of Rule 15, the moderator will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure.
- When debate is closed on the amendment, the Committee will move to an immediate vote. After the vote, debate will resume according to the general Speakers List.

**Rules Governing Voting**

33. **DIVISION OF THE QUESTION**: After debate on any resolution or amendment has been closed, a delegate may move that operative parts of the proposal be voted on separately. Preambulatory clauses and sub-operative clauses may not be removed by division of the question.
• The Moderator will, at that point, take any further motions to divide the question and then arrange them from most severe to least.
• If an objection is made to a motion to divide the question, that motion will be debated to the extent of two speakers for and two against, to be followed by an immediate procedural vote on that motion.
• If the motion receives the simple majority required to pass, the resolution or amendment will be divided accordingly, and a separate procedural vote will be taken on each divided part to determine whether or not it is included in the final draft.
• Parts of the resolution or amendment which are subsequently passed will be recombined into a final document and will be put to a substantive vote as a whole, requiring a simple majority to pass. If all of the operative parts of the substantive proposal are rejected, the proposal will be considered to have been rejected as a whole.

34. VOTING: Each country will have one vote. Each vote may be a Yes, “No,” or Abstain.” Members present and voting’ will be defined as members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting. All matters will be voted upon by placards, except in the case of a roll call vote. After the Moderator has announced the beginning of voting, no delegate will interrupt the voting except on a Point of Personal Privilege or on a Point of Order in connection with the actual conduct of the voting. A simple majority requires 'Yes' votes from more than half of the members present and voting; ties fail. A two-thirds vote requires at least twice as many "Yes" votes as 'No" votes.

35. ROLL CALL VOTING: After debate is closed on any resolution or amendment, any delegate may request a roll call vote. Such a motion may be made from the floor, seconded by 25 members of the GA, 20 members of the International Atomic Energy Agency, 15 members of the Economic and Social Council, the Organization of American States, the Asian and Pacific Council, the Organization of African Unity, and the UN Development Programme. A motion for a roll call vote is in order only for substantive motions.
• In a roll call vote, the Moderator will call countries in alphabetical order starting with a randomly selected member.
• In the first sequence, delegates may vote 'Yes,” “No,” “Abstain,” or “Pass.” A delegate who does not pass may request the right to explain his/her vote.
• A delegate who passes during the first sequence of the roll call must vote during the second sequence. The same delegate may request the right to explain his/her vote.
• The Moderator will then call for changes of votes. All delegates who had requested the right of explanation will be granted time to explain their votes.
• The Moderator will then announce the outcome of the vote.

Precedence of Motions

36. PRECEDENCE: Motions will be considered in the following order of preference:
1. Parliamentary Points
a. Points which may interrupt a speaker:
   Points of Personal Privilege (Rule 25)
   Points of Order (Rule 26)

b. Points which are in order only when the floor is open:
   Points of Parliamentary Inquiry (Rule 27)

2. Procedural motions that are not debatable:
   a. Adjournment of the Meeting (Rule 16)
   b. Suspension of the Meeting (Rule 16)
   c. Caucusing (Rule 13)
   d. Moderated Caucusing (Rule 14)

3. Procedural motions that are applicable to a resolution or amendment under consideration:
   a. Closure of Debate (Rule 15)
   b. Postponement of Debate (Rule 17)
   c. Competence (Rule 31)
   d. Division of the Question (Rule 33)

4. Substantive motions:
   a. Amendments (Rule 32)
   b. Resolution (Rules 29-30)

5. Other procedural motions:
   a. Resumption of Debate (Rule 17)
RESOURCES

The first section of the guide provides a number of excellent sources for books, periodicals, etc. By all means, establish contact with each of those organizations. What follows in this section is a list of specific resources- the essential books, periodicals, addresses, and web pages worth investigating. Such a list is never complete; nevertheless, we present you with a list of essential resources.

BOOKS


Sabatine, Marc. The Harvard Delegate Guide. Contact Harvard Model United Nations for more information


PERIODICALS

UNESCO Courier Newsweek Washington Post
Foreign Affairs Time Christian Science Monitor

INTERNET LINKS

United Nations Homepage: UN Documents Online

UNA-USA Homepage: UN Official Website Locator

United Nations Gopher CIA World Factbook

MUN Online UN Scholar’s Workstation Home Page
http://home.att.net/~jfgriffin http://www.library.yale.edu:80/un/

Model UN Research
http://www.libraries.psu.edu/crsweb/docs/modelun.htm
This guide will not include the list of Permanent Missions to the UN. This information is available from either the UN Web page or the UN PIU.

The following list of embassies is also useful for delegate preparation.

Embassy of the Republic of Afghanistan
2341 Wyoming Ave., NW, Washington DC 20008
Telephone: (202) 234-3770
Fax: (202) 328-3516

Embassy of the Republic of Albania
1511 K Street NW, Washington D.C. 20000; Suite 1010
Telephone (202) 223-4942

Embassy of the Democratic and Popular Republic of Algeria
2118 Kalorama Road NW, Washington D.C. 20008;
telephone (202) 265-2800

Embassy of Angola
1899 L Street NW, Washington D.C. 20036
telephone (202) 785-1156

Embassy of Antigua and Barbuda
Intelsat Building, 3400 International Drive, Suite 4M, NW, Washington D.C. 20008
telephone (202) 362-5122
telex 822-1130; fax (202) 362-5225.

Embassy of the Argentine Republic
1600 New Hampshire Avenue, NW, Washington DC 20009
Telephone: (202) 939-6400
Fax: (202) 332-3171
URL: http://athea.ar/cwash/homepage/

Embassy of the Republic of Armenia
2225 R Street, Washington DC 20008
Telephone: (202) 319-1976
Fax: (202) 319-2982
URL: http://www.armeniaemb.org/

Embassy of Australia
1601 Massachusetts Avenue, NW, Washington DC 20036
Telephone: (202) 797-3255
Fax: (202) 797-3168
URL: http://www.aust.emb.nw.dc.us/

Embassy of Austria
3524 International Court, NW, Washington DC 20008-3035
Telephone: (202) 895-6700

Embassy of the Republic of Azerbaijan
927 15th Street, NW, Suite 700, Washington DC 20035
Telephone: (202) 842-0001

Embassy of the Commonwealth of the Bahamas
2220 Massachusetts Avenue, NW, Suite 865, Washington DC 20008
Telephone: (202) 319-2660
Fax: (202) 319-2668

Embassy of the State of Bahrain
3502 International Drive, NW, Washington DC 20008
Telephone: (202) 342-0741

Embassy of the People’s Republic of Bangladesh
2201 Wisconsin Avenue, NW, Washington DC 20007
Telephone: (202) 342-8372
Fax: (202) 333-4971

Embassy of Barbados
2144 Wyoming Avenue, NW, Washington DC 20008
Telephone: (202) 939-9200
Fax: (202) 332-7467

Embassy of the Republic of Belarus
1619 New Hampshire Avenue, NW, Washington DC 20009
Telephone: (202) 986-1604
Embassy of Belgium
3330 Garfield Street, NW, Washington DC 20008
Telephone: (202) 333-6900
Fax: (202) 333-3079
URL: http://www.belgium-emb.org/usa/

Embassy of Belize
2535 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 332-9636

Embassy of the Republic of Benin
2737 Cathedral Avenue, NW, Washington DC 20008
Telephone: (202) 232-6656
Fax: (202) 544-1212

Embassy of Bhutan
(Consulate-General) 2 UN Plaza, 27th Floor, New York NY 10017
Telephone: (212) 826-1919
Fax: (212) 826-2998

Embassy of Bolivia
3014 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 483-4410
Fax: (202) 328-3712

Embassy of Bosnia and Herzegovina

Embassy of Botswana
3400 International Drive, NW, Suite 7M, Washington DC 20008
Telephone: (202) 244-4990
Fax: (202) 244-4164

Embassy of Brazil
3006 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 745-2700
Fax: (202) 745-2827
E-mail: scitech@brasil.emb.nw.dc.us
URL: http://www.brasil.emb.nw.dc.us/

Embassy of Brunei
Watergate, Suite 300, 2600 Virginia Avenue, NW, Washington DC 20037
Telephone: (202) 342-0159
Fax: (202) 342-0158

Embassy of the Republic of Bulgaria
1621 22nd Street, NW, Washington DC 20008
Telephone: (202) 387-7969
Fax: (202) 234-7973
E-mail: bulgaria@access.digex.net
URL: http://www.bulgaria.com/embassy/wdc/

Embassy of Burkina Faso
2340 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 332-5577
Fax: (202) 265-6972

Embassy of the Republic of Burundi
2233 Wisconsin Avenue, NW, Suite 212, Washington DC 20007
Telephone: (202) 342-2574

The Chancery of the Royal Embassy of Cambodia to the United States.
4500 16th Street, NW Washington, DC 20011.
Telephone: (202) 726-7742,
Fax: (202) 726-8381
e-mail: Cambodia@embassy.org

Embassy of the Republic of Cameroon
2349 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 265-8790
Fax: (202) 387-3826

Embassy of Canada
501 Pennsylvania Avenue, NW, Washington DC 20001
Telephone: (202) 682-1740
URL: http://www.cdnemb-washdc.org/

Embassy of the Republic of Cape Verde
3415 Massachusetts Avenue, NW, Washington DC 20007
Telephone: (202) 985-6820
Embassy of the Dominican Republic
1715 22nd Street, NW, Washington DC 20008
Telephone: (202) 332-6280

Embassy of Ecuador
2535 15th Street, NW, Washington DC 20009
Telephone: (202) 234-7200

Embassy of the Arab Republic of Egypt
2310 Decatur Place, NW, Washington DC 20008
Telephone: (202) 895-5400

Embassy of El Salvador
2308 California Street, NW, Washington DC 20008
Telephone: (202) 265-9671

Embassy of Equatorial Guinea
(temporary) 57 Magnolia Avenue, Mount Vernon NY 10553
Telephone: (914) 738-9584

Embassy of Estonia
2131 Massachussets Avenue, NW, Washington DC 20008
Telephone: (202) 588-0101
Fax: (202) 588-0108
URL: http://www.estemb.org/pages/tere.htm

Embassy of Ethiopia
2134 Kalorama Road NW, Suite 1000, Washington DC 20008
Telephone: (202) 234-2281

Embassy of Fiji
2233 Wisconsin Avenue, NW, Suite 240, Washington DC 20007
Telephone: (202) 337-8320
Fax: (202) 337-1996

Embassy of Finland
3301 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 298-5800
Fax: (202) 298-6030
E-mail: info@finland.org
URL: http://www.finland.org/

Embassy of France
4101 Reservoir Road, NW, Washington DC 20007
Telephone: (202) 944-6000
Fax: (202) 944-6072
URL: http://www.info-france-usa.org/

Embassy of the Gabonese Republic
2233 Wisconsin Avenue, NW, Washington DC 20007
Telephone: (202) 797-1000

Embassy of the Gambia
1155 15th Street, NW, Suite 1000, Washington DC 20005
Telephone: (202) 785-1399

Embassy of the Republic of Georgia
1511 K Street, NW, Suite 424, Washington DC 20005
Telephone: (202) 393-6060

Embassy of Germany
4645 Reservoir Road, NW, Washington DC 20007-1998
Telephone: (202) 298-4000
Fax: (202) 298-4249 or 333-2653
URL: http://www.germany-info.org/

Embassy of Ghana
3512 International Drive NW, Washington DC 20008
Telephone: (202) 686-4520
URL: http://www.ghan-embassy.org/

Embassy of Greece
2221 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 939-5800
URL: http://www.greekembassy.org/

Embassy of Grenada
1701 New Hampshire Ave., NW, Washington DC 20009
Telephone: (202) 265-2561

Embassy of Guatemala
2220 R Street, NW, Washington DC 20008
Embassy of the Republic of Guinea
2112 Leroy Place, NW, Washington DC 20008
Telephone: (202) 483-9420

Embassy of the Republic of Guinea-Bissau
918 16th Street, NW (Mezzanine Suite), Washington DC 20006
Telephone: (202) 872-4222

Embassy of Guyana
2490 Tracy Place, NW, Washington DC 20008
Telephone: (202) 265-6900

Embassy of the Republic of Haiti
2311 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 332-4090
Fax: (202) 745-7215
URL: http://www.haiti.org/embassy/

Apostolic Nunciature, the Holy See
3339 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 333-7121

Embassy of Honduras
3007 Tilden Street, NW, Washington DC 20008
Telephone: (202) 966-7702

Embassy of the Republic of Hungary
3910 Shoemaker Street, NW, Washington DC 20008
Telephone: (202) 362-6730
Fax: (202) 686-6412
URL: http://www.hungaryemb.org/

Embassy of Iceland
1156 15th Street, NW, Suite 1200, Washington DC 20005-1704
Telephone: (202) 265-6653
Fax: (202) 265-6656
E-mail: icemb.wash@utn.stjr.is
URL: http://www.iceland.org/

Embassy of India
2107 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 775-5200
URL: http://www.indiaserver.com/embusa/

Embassy of the Republic of Indonesia
2020 Massachusetts Avenue, NW, Washington DC 20036
Telephone: (202) 775-5200

Iranian Interests Section
2209 Wisconsin Avenue NW, Washington DC 20007
Telephone: (202) 965-4990

Iraqi Interests Section
1801 P Street, NW, Washington DC 20036
Telephone: (202) 483-7500

Embassy of Ireland
2234 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 462-3939

Embassy of Israel
3514 International Drive, NW, Washington DC 20008
Telephone: (202) 364-5500
Fax: (202) 364-5423
E-mail: ask@israelemb.org
URL: http://www.israelemb.org/

Embassy of Italy
1601 Fuller Street, NW, Washington DC 20009
Telephone: (202) 328-5500
Fax: (202) 462-3605
URL: http://www.italyemb.nw.dc.us/italy/index.html

Embassy of Jamaica
1520 New Hampshire Avenue, NW, Washington DC 20036
Telephone: (202) 452-0660
Fax: (202) 452-0081
E-mail: emjam@sysnet.net
URL: http://www.caribbean-online.com/jamaica/embassy/washdc/
Embassy of Japan
2520 Massachusetts Avenue NW, Washington D.C. 20008; telephone (202) 939-6700.

Embassy of the Hashemite Kingdom of Jordan
3504 International Drive, NW, Washington DC 20008
Telephone: (202) 966-2664

Embassy of the Republic of Kazakhstan
3421 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 333-4504

Embassy of Kenya
2249 R. Street, NW, Washington DC 20008
Telephone: (202) 387-6101
Fax: (202) 462-3829
E-mail: KLQY53A@Prodigy.com
URL: http://www.embassyofkenya.com/

Embassy of the Kyrgyz Republic
1732 Wisconsin Avenue, NW, Washington DC 20007
Telephone: (202) 338-5141
Fax: (202) 338-5139
E-mail: Embassy@kyrgyzstan.org
URL: http://www.kyrgyzstan.org/

Embassy of the Republic of Korea
2450 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 939-5600
URL: http://korea.emb.washington.dc.us/

Embassy of Lebanon
2540 28th Street, NW, Washington DC 20008
Telephone: (202) 939-6300
Fax: (202) 939-6324
E-mail: EmbLebanon@aol.com
URL: http://www.erols.com/lebanon/

Embassy of the Kingdom of Lesotho
2511 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 797-5533

Embassy of the Republic of Liberia
5201 16th Street, NW, Washington DC 20011
Telephone: (202) 723-0437

Embassy of Lithuania
2622 Sixteenth Street, NW, Washington DC 20009-4202
Telephone: (202) 234-5860
Fax: (202) 328-0466
E-mail: admin@ltitembassyus.org
URL: http://www.ltitembassyus.org/

Embassy of Luxembourg
2200 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 265-4171

Embassy of Madagascar
2374 Massachusetts Avenue, N.W., Washington, DC 20008
Telephone: 202-265-5525
Fax: 202-483-7603

Embassy of Malawi
2408 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 797-1007
Embassy of Malaysia
2401 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 328-2700

Embassy of the Republic of Mali
2130 R Street, NW, Washington DC 20008
Telephone: (202) 332-2249

Embassy of Malta
2017 Connecticut Avenue NW, Washington DC 20008
Telephone: (202) 462-3611

Embassy of the Republic of the Marshall Islands
2433 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 234-5414

Embassy of the Islamic Republic of Mauritania
2129 Leroy Place, N.W.,
Washington, D.C. 20008
Telephone: (202) 232-5700
E-mail: werzeg@embofirm.org

Embassy of Mauritius
4501 Connecticut Avenue, NW, Suite 441, Washington DC 20008
Telephone: (202) 244-1491

Embassy of Mexico
1911 Pennsylvania Avenue, NW, Washington DC 20006
Telephone: (202) 728-1600

Embassy of the Federated States of Micronesia
1725 N Street, NW, Washington DC 20036
Telephone: (202) 223-4383

Embassy of the Republic of Moldova
2101 S Street, NW, Washington DC 20008
Telephone: (202) 667-1130/31/37
Fax: (202) 667-1204
E-mail: embassy@moldova.org
URL: http://www.moldova.org/

Embassy of Mongolia
2833 M Street NW, Washington DC 20007
Telephone: (202) 333-7117

Embassy of the Kingdom of Morocco
1601 21st Street, NW, 1601 21st Street, NW DC 20009
Telephone: (202) 462-7979

Embassy of the Republic of Mozambique
1990 M Street, NW, Suite 570, Washington DC 20036
Telephone: (202) 293-7146

Embassy of the Union of Myanmar
2300 S Street, NW, Washington VA 20008
Telephone: (202) 332-9044

Embassy of the Republic of Namibia
1605 New Hampshire Avenue, NW, Washington DC 20009
Telephone: (202) 986-0540

Embassy of Nepal
2131 Leroy Place, NW, Washington DC 20008
Telephone: (202) 667-4550

Embassy of the Netherlands
4200 Linnean Avenue, NW, Washington DC 20008
Telephone: (202) 244-5300
Fax: (202) 362-3430
URL: http://www.netherlands-embassy.org/

Embassy of New Zealand
37 Observatory Circle, Washington DC 20008
Telephone: (202) 328-4800
Fax: (202) 667-5227
E-mail: nzemb@dc.infi.net
URL: http://www.emb.com/nzemb/

Embassy of Nicaragua
1627 New Hampshire Avenue, NW, Washington DC 20009
Telephone: (202) 939-6570
Embassy of the Republic of Niger
2204 R Street, NW, Washington DC 20008
Telephone: (202) 483-4224

Embassy of the Federal Republic of Nigeria
1333 16th Street, NW, Washington DC 20036
Telephone: (202) 986-8400

Royal Embassy of Norway
2720 34th Street, NW, Washington DC 20008
Telephone: (202) 387-1980
URL: http://www.norway.org/

Embassy of the Sultanate of Oman
2342 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 397-6200
E-mail: info@oman-embassy.com
URL: http://www.oman-embassy.com/

Embassy of the Republic of Panama
2862 McGill Terrace, NW, Washington DC 20008
Telephone: (202) 483-1407

Embassy of Papua New Guinea
1615 New Hampshire Avenue, NW, 3rd Floor, Washington DC 20009
Telephone: (202) 745-3680

Embassy of Paraguay
2400 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 483-6960

Embassy of Peru
1700 Massachusetts Avenue, NW, Washington DC 20036
Telephone: (202) 833-9860

Embassy of the Philippines
1600 Massachusetts Avenue NW, Washington D.C. 20036; telephone (202) 467-9300

Embassy of Poland
2640 16th Street, NW, Washington DC 20009
Telephone: (202) 234-3800
Fax: (202) 328-6271
E-mail: embpol@dgs.dgsys.com
URL: http://www.polishworld.com/polemb/.

Embassy of Portugal
2125 Kalorama Road, NW, Washington DC 20008
Telephone: (202) 328-8610

Embassy of the State of Qatar
4200 Wisconsin Ave, NW, Suite 200, Washington DC 20016
Telephone: (202) 274-1600
Fax: (202) 237-0061

Embassy of Romania
Email: romania@embassy.org

Embassy of the Russian Federation
2650 Wisconsin Avenue, NW, Washington DC 20007
Telephone: (202) 298-5700
Fax: (202) 298-5749

Embassy of the Republic of Rwanda
1714 New Hampshire Avenue, NW, Washington DC 20009
Telephone: (202) 232-2882

Embassy of Saint Kitts and Nevis
2100 M Street, NW, Suite 608, Washington DC 20037
Telephone: (202) 833-3550

Embassy of Saint Lucia
2100 M Street, NW, Suite 309, Washington DC 20037
Telephone: (202) 463-7378

Embassy of Saint Vincent and the Grenadines
1717 Massachusetts Avenue, NW, Suite 102, Washington DC 20036
Telephone: (202) 462-7806
Royal Embassy of Saudi Arabia
601 New Hampshire Avenue, NW, Washington DC 20037
Telephone: (202) 337-4076
Fax: (202) 337-4134
E-mail: info@embassy.saudi.net
URL: http://www.saudi.net/

Embassy of the Republic of Senegal
2112 Wyoming Avenue, NW, Washington DC 20008
Telephone: (202) 234-0540

Embassy of the Republic of Seychelles
820 Second Avenue, Suite 900F, Washington DC 10017
Telephone: (212) 687-9766

Embassy of Sierra Leone
1701 19th Street, NW, Washington DC 20009
Telephone: (202) 939-9261

Embassy of the Republic of Singapore
1824 R Street, NW, Washington DC 20009
Telephone: (202) 537-3100

Embassy of the Slovak Republic
2201 Wisconsin Avenue, NW, Suite 250, Washington DC 20007
Telephone: (202) 965-5160
Fax: (202) 965-5166
E-mail: svkemb@concentric.net
URL: http://www.slovakemb.com/

Embassy of the Republic of Slovenia
1525 New Hampshire Avenue, NW, Washington DC 20036
Telephone: (202) 667-5363

Embassy of South Africa
3051 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 745-6651
Fax: (202) 265-1607
E-mail: safrica@southafrica.net
URL: http://www.southafrica.net/

Embassy of Spain
2375 Pennsylvania Avenue, NW, Washington DC 20037
Telephone: (202) 265-0190

Embassy of Sri Lanka
2148 Wyoming Avenue, NW, Washington DC 20008
Telephone: (202) 483-4025 to 28
Fax: (202) 232-7181 and (202) 483-8017
E-mail: slembasy@clark.net
URL: http://www.slembassy.org

Embassy of the Republic of the Sudan
2210 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 338-8565

Embassy of the Republic of Suriname
4301 Connecticut Avenue, NW, Suite 108, Washington DC 20008
Telephone: (202) 244-7488

Embassy of the Kingdom of Swaziland
3400 International Drive, NW, Washington DC 20008
Telephone: (202) 362-6683

Embassy of Sweden
1501 M Street, NW, Washington DC 20005
Telephone: (202) 467-2600
Fax: (202) 467-2656
URL: http://www.swedenemb.org/

Embassy of Switzerland
2900 Cathedral Avenue, NW, Washington DC 20008
Telephone: (202) 745-7900
Fax: 202-387-2564
URL: http://www.swissemb.org/

Embassy of the Syrian Arab Republic
2215 Wyoming Avenue, NW, Washington DC 20008
Telephone: (202) 232-6313
Republic of China on Taiwan
(The United States does not formally recognize the Republic of China on Taiwan, but maintains ties through other means.)
Taipei Economic and Cultural Representative Office

Embassy of the United Republic of Tanzania
2139 R Street, NW, Washington DC 20008
Telephone: (202) 939-6125

Royal Thai Embassy
1024 Wisconsin Avenue, NW, Suite 401, Washington DC 20007
Telephone: (202) 944-3600
Fax: (202) 944-3611
E-mail: thai.wsn@thaiembdc.org
URL: http://www.thaiembdc.org/

Embassy of the Republic of Togo
2208 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 234-4212

Embassy of the Republic of Trinidad and Tobago
1708 Massachusetts Avenue, NW, Washington DC 20036
Telephone: (202) 467-6490

Embassy of Tunisia
1515 Massachusetts Avenue, NW, Washington DC 20005
Telephone: (202) 862-1850

Embassy of the Republic of Turkey
1714 Massachusetts Avenue, NW, Washington DC 20036
Telephone: (202) 659-8200
Fax: (202) 659-0744
URL: http://www.turkey.org/turkey/

Embassy of Turkmenistan
2207 Massachusetts Avenue, NW, Washington DC 20008
Telephone: (202) 588-1500
Fax: (202) 588-0697
E-mail: embassy@dc.infi.net
URL: http://www.infi.net/~embassy

Embassy of the Republic of Uganda
5909 16th Street, NW, Washington DC 20011
Telephone: (202) 726-7100

Embassy of Ukraine
3350 M Street, NW, Suite 711, Washington DC 20007
Telephone: (202) 333-0606

Embassy of the United Arab Emirates
3000 K Street, NW, Suite 600, Washington DC 20007
Telephone: (202) 338-6500

Embassy of the United Kingdom of Great Britain and Northern Ireland
3100 Massachusetts Ave, NW, Washington DC 20008
Telephone: (202) 588-6500
Fax: (202) 588-7870

Embassy of Uruguay
uruguay@embassy.org

Embassy of the Republic of Uzbekistan
1511 K Street, NW, Suites 619 and 623, Washington DC 20005
Telephone: (202) 638-4266

Embassy of the Republic of Venezuela
1099 30th Street NW, Washington D.C. 20007; telephone (202) 342-2214.

Embassy of the Socialist Republic of Vietnam
1233 20th Street NW, Suite 400, Washington DC 20037
Telephone: (202) 861-0737
Fax: (202) 861-0917
E-mail: vietnamembassy@msn.com
URL: http://www.vietnamembassy-usa.org/

Embassy of Western Samoa
820 Second Avenue, Suite 800, New York NY 10017
Telephone: (212) 599-6196