



BFMUN Handbook

English



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The UN and why to participate in MUNs

The United Nations is an intergovernmental organisation that was founded in 1946 in San Francisco by 51 countries, after the First and Second World War with the aim to achieve world peace, promote relationships between countries, improve the standard life level and defend human rights. Nowadays, the UN includes 193 countries which are all represented in the General Assembly, the main deliberative organ.

The United Nations has a range of main objectives which are deemed necessary for the peaceful coexistence of all the countries in the world. These are to provide:

- World peace and Safety
- Sustainable Development
- Human and Labour Rights
- Humanitarian Aid
- International Justice

The majority of the international activities carried out nowadays regarding diplomatic, economic and humanitarian issues are discussed in the United Nations. Thus, the six main organs were established in 1945 after the creation of the UN. These are:

- General Assembly
- Security Council
- Economic and Social Council
- Trusteeship Council
- International Court of Justice
- Secretariat



UN logo



General Assembly, New York, USA

We believe that participating in an MUN is an amazing experience and we want to encourage everyone to participate. BFMUN is the perfect MUN for new delegates and for delegates with experience. We believe that our MUN will help delegates



improve their public speaking skills as well as their general knowledge of current world issues.

RULES AND GUIDELINES

1. delegates and authorities

Delegations:

The delegations are made up of a delegate in each committee. The members of each delegation will be referenced as either “Delegate” or “representative” without distinction.

Authorities:

- Secretary Generals

The Secretary Generals have the last word within the Model. The Secretary Generals roles within the Model are:

1. Interpret the regulation and decide on issues that are not provided.
2. Ensure that the regulation is respected.
3. Impose necessary disciplinary measures in the event of breaking the codes of conduct.
4. They may formulate oral or written declarations at Committees at any time.
5. Officially declare BFMUN Opened and Closed.
6. Moderate the bodies and Committees of the Model.
7. Inform other bodies/committees about issues being dealt in other Committees.
8. Facilitate negotiations between representatives and collaborate with them in the Model. They may actively intervene.
9. Read and approve the preliminary drafts in the different Committees.
10. Permit the access of special observers(teachers) to the sessions with their authorisation.
11. They shall act as a guarantor in peace treaties.
12. They might mediate between formal and informal negotiations.

Besides the Secretary Generals, the committees will be formed of one President and one or two Moderators according to the committee.

- President

The President is the highest power in the committee. The President's powers are:

1. Open and close a formal ceremony.
2. Ensuring that rules and procedures are followed.
3. Announcing decisions.
4. Coordinating right to speak.



5. Establishing right to question/answer.
6. Making proposals by means of motions:
 - a) Time limit for speakers.
 - b) Closing the speakers list.
 - c) Ending the debate.
 - d) Suspending the session.
 - e) Revise and ensure the draft resolutions are correct in order to be debated.
 - f) The order in which draft resolutions are presented.
 - g) Announcing the type of vote and the results.

- Moderator

The moderator is the substitute President if the President is absent. The moderator's duties also are:

1. Assist the president in his/her duties during the session.
2. Help the president with the revision of draft resolutions.

- Pages

They are support staff who facilitate the work of the authorities and delegates. Their functions are:

1. Support the President and moderator when needed.
2. Facilitate the communication between delegations via written messages, which will be passed by the moderators.

2. Protocol

1. The official language will be English in the General Assembly, UN Women, UNDOC & Security council. In the Asamblea General, ECOSOC & Consejo de Seguridad the official language will be Spanish.
2. Delegates must wear their credentials visibly throughout the duration of the MUN.
3. Throughout the Model all participants must be respectful and formal in formal sessions.
4. Delegates should not speak in first person as they can be penalised. They should always speak representing their delegation.
5. During formal sessions, messages between delegations is prohibited unless it is being done via note.



6. During the session the official committee language must be used, if this is not the case the delegate will be penalised.
7. Delegates must respect the schedule provided by BFMUN.

3. Dress code

All delegates **must** dress formally. This includes:

- a) Suit with tie and jacket which should always be worn during the sessions.
- b) Female students should wear: tailored suit, dress or skirt at fingertip length or pressed trousers.

Delegates **SHALL NOT** be allowed to wear:

- a) short skirts or dresses, jeans.
- b) Trainers/sneakers.

If an official national costume exists delegates are encouraged to dress accordingly.

4. Prohibitions

- 1) Delegates must not leave the room if a session is in order.
 - a) If necessary, the delegate may leave the room temporarily if a justification has been given to the committee authorities.
 - b) If the delegate leaves the room, they **MUST** deposit their voting placard to a committee official in hand.
- 2) Electronic apparatuses are not allowed unless permitted by authorities.
- 3) Eating, drinking (except water) or smoking inside the room.
- 4) Smoking inside the school is **PROHIBITED**.
- 5) Drinking alcoholic beverages throughout the MUN is prohibited.
- 6) Teachers must not interact with delegates when session is in order.

6. Penalties

- 1) If the delegate is late to a session or shows lack of courtesy to other delegates, they will be penalised.
- 2) If a delegate repeatedly speaks in first person, the delegate will be penalised.



- 3) If a delegate doesn't speak the official committee language, the delegate will be penalised.
- 4) If a delegate is penalised 2 times in the same session, the delegate will have to leave the session and may not return until the following session.
- 5) If a delegate accumulates 5 penalties, the delegate will be **EXPELLED** from BFMUN.

7. Rules of Procedure

Motions:

Delegates can use motions by specifying the type of motion they want to use in order to request that a situation or proposal is considered during a formal session. The 4 types of motions are: Motion of Order, Motion of Procedure, Motion of Parliamentary Inquiry and Motion of Privilege

1. Motion of Procedure
 - a) May be used by delegates to propose the normal course of the debate.
 - b) The motion must be endorsed by at least one other delegation in order for the president to consider listening to it.
 - c) No delegate or president may be interrupted when on the floor or during a procedure.
 - d) The president may accept or reject the procedure. If it's accepted an informal votation will take place in which all delegates must vote in favour or against the motion.
2. Motion of order
 - a) Used when a delegation believes that the President has made a mistake.
 - b) No delegate may be interrupted when he/she has the floor.
 - c) The President or Moderator may consider such motions to be out of order when they regard them as incorrect.
3. Motion of Personal inquiry
 - a) Used when delegate is affected by an external issue which affects their capacity to debate.



- b) It cannot be denied before listening to the request.
- c) No delegate or President may be interrupted when on the floor or during a procedure.

4. Motion of parliamentary inquiry

- a) A request to clarify a procedure that is being carried out in the debate
- b) The motion must be endorsed by at least one other delegation in order for the president to consider listening to it.
- c) No delegate or president may be interrupted when on the floor or during a procedure.

General debate:

1. The President shall draw up a list of speakers in which delegates present their delegations' position.
2. When the list is closed, delegations who wish to be on the speakers list, may ask for it via written note.
3. The President shall guide the debate and might suggest delegates to pass a Caucus.
4. Each speaker shall have a maximum speaker's time given by the committee, usually between one and two minutes. In their opening speech, delegates should explain their country's position on the topic being debated.
5. Delegates may ask for the speaking time to be increased or decreased, with a Motion of Procedure which should be qualified by a qualified majority.
6. Delegates may ask the speaker on the floor one or two questions.
7. The speaker on the floor may:
 - a) Yield/Grant the remaining time to another delegation.
 - b) Yield/Grant the remaining time to the Committee.

Caucus:

A caucus may be requested via motion by a delegate or by the President. This is used for negotiations, writing up draft resolutions, etc. The duration of a recess shall be established and announced by the President.

1. Unmoderated Caucus

- a) Informal meeting between delegates were direct debate amongst delegates is allowed.
- b) The motion should be seconded and immediately put on vote. It requires a majority for the motion to pass.
- c) One single extension may be requested as long as it's briefer than the previous one.



d) the moderator may consider this motion to be out of order.

2. Moderated Caucus

- a) The aim of this caucus is to facilitate debate.
- b) The moderator shall give the floor at their discretion.
- c) The motion should be seconded and immediately put on vote. It requires a majority for the motion to pass.
- d) One single extension may be requested as long as it's briefer than the previous one.
- e) the moderator may consider this motion to be out of order.

Particular debate:

1. The president calls three delegates who are part of the draft resolution to present their draft resolution. They shall have the necessary time to defend their draft, after being asked up to a maximum of five questions.
2. There are two types of this debate: Closed and Open. The delegates may request or the President may recommend the modality to be used.
 - a) Open Debate: The President shall guide the debate giving the floor to any delegations with their placards raised. A list of speakers may be drawn up.
 - b) Closed Debate: The president draws up a list considering regional and ideological diversities in order to enrich the debate.
3. The speakers shall have a speaking time that the committee considers necessary.
4. Amendments shall be proposed and read by the President.
5. Amendments may be suspended if the President finds it necessary.
6. The delegation on the floor may ask one or two questions before the amendment is put to vote.
7. The delegations that make a comment in favour or against an amendment shall yield their remaining time to another delegation or the chair.

Amendments:

1. An amendment adds to, suppresses or modified parts of a proposal.
2. Any delegation can submit a preliminary draft or amendment.
3. An amendment may not change the original purpose of the preliminary draft.
4. Amendments should be submitted via note to the president and should have endorsement of 15% of the delegates. The endorsement does not mean you are in favour or against it.
5. The amendment is put into an informal obligatory vote



6. If the outcome of the vote is a qualified majority, it shall be approved or rejected accordingly.
7. If the outcome of the vote is not a qualified majority, a closed debate on the amendment takes place
8. Closed Debate:
 - a) The president shall draw up a list of three speakers in favour on this amendment and three against.
 - b) The speakers will all have a speaking time and a chance to answer a one or two questions

Right to Reply:

If a delegation is directly or indirectly referenced in another delegates speech, the delegation being referenced may ask for the “Right of Reply” once the speaker has finished. If the President considers it appropriate, the delegation referenced may make a statement regarding what has been stated in a maximum time period of one minute.

Vote:

1. Every country has a vote that can be used in favour, against, or for abstention.
2. Majorities:
 - a) Qualified: Represents the vote of two thirds (66.6%) of the members present.
 - b) Absolute: Represents the vote of 50%+1 of the members present
 - c) Simple or relative: Represents one vote more in favour of a certain position than against it.

Resolution Drafts

Preliminary draft resolution:

1. In order to have an idea of countries who have similar ideas as the country the delegate is representing, it is recommended that they prepare a worksheet which show the positions of different delegations in your committee.
2. The delegations prepare a preliminary of a resolution which will be sent and read by the President and Moderator. These drafts should have at least 30% of endorsements from all delegations. Only one preliminary draft may be submitted by each delegation in each topic.
3. The preliminary resolution should be written with the guidelines provided by BFMUN. (See next section.)



4. The preliminary debate should be based on the points considered in the General Debate and the Caucusus.
5. The President and Moderator shall select one or more preliminary drafts to present to the Member States of the debate.
6. The President and Moderator may introduce modifications of form but not of content.
7. If anything important about the content has to be corrected, the President shall inform the delegates so that they can examine the preliminary draft again.
8. The preliminary draft is presented to the President and Moderator should indicate the delegations that present it and the delegations that endorse it.
9. The preliminary draft selected shall be:
 - 1) Read by the President for debate.
 - 2) Amendments shall be debated.
 - 3) Votations for the amendments shall be made.
 - 4) Votation to approve or reject the resolution.

Resolutions Guide:

The resolution must include three parts:

1. A heading
2. Preamble paragraphs
3. Operative Paragraphs

General Guidelines:

The title must be “Draft Resolution”, underlined and under the heading. The rest of the resolution is composed by paragraphs (clauses and articles).

The CLAUSES (paragraphs) define a certain attitude or position of the United Nations.

There are pre-ambulatory and operative clauses. These always start with a verb, adjective or an adverb. In order for them to be identified in the document, these words must be written in *italics* and underlined. If the paragraph is a pre-ambulatory clause it must end with a comma (,). If the clauses are operative with a semicolon (;)

The heading should include:

- a) Name of the relevant organ
- b) Subject matter
- c) Collaterals
- d) Countries that support the project

in that order.

Heading:

The heading should include the following:

- a) The organ will be the “General Assembly”, the “Security Council” ...



- b) The topics are formally indicated as “Subject” or “Topic”.
- c) The collaterals are formally indicated by the titles “Endorsed by” or “Signed by”.
- d) All the countries that support the project are then listed and numbered and separated by a semicolon (;).

in that specific order.

Preamble paragraphs:

The purpose of these paragraphs is to give a historical background, context and outline the situation of the topic being discussed. Preamble paragraphs should always be clauses beginning with a gerund.

Delegates may use some of these phrases as preambles:

Considering with concern	Observing with satisfaction	Believing
Further considering	Objecting	Welcoming
Contemplating	Disturbed/concerned	Realising
Having devoted attention	Further regretting	Declaring
Having heard	Further recalling	Disapproving
Having received	Further warning	Wishing
Noting with deep	Noting with approval	Emphasising
Noting with satisfaction	Noting with regret	Desiring
Observing	Noting with concern	Expressing its appreciation
Observing with	Noting with satisfaction	Guided by
Having studied	Recognising	Having adopted
Having examined	Referring	Affirming
Having Considered	Taking into account	Remembering Further recalling
	Taking into consideration	

one must consider that they are the United Nations (or one of their organs). They shall therefore according to the organ/committee read:
“(The General Assembly is) convinced, considering, concerned, etc.”; “(UNESCO is) convinced, considering, concerned...” etc.

Operative Character Paragraphs:

The solution within the resolution is presented in a logical order. The paragraphs must:

1. Recommend
2. Establish
3. Define



4. Encourage
5. Ask for actions to be taken

These clauses must be numbered and followed by a full stop(.)

These paragraphs should also read as “The Security Council is”, etc. These operative clauses usually conclude with a semicolon (;)

Delegates may use some of these examples as Operative paragraphs:

Accepts	Emphasises
Further invites	Urges
Further proclaims	Expresses
Further recommends	Expresses its appreciation
Further reminds	Expresses its desire
Further resolves	Expresses its hope
Welcomes with approval	Finally condemns
Affirms Encourages	Has resolved Urges
Supports	Invites
Approves	Regrets
Authorises	Calls
Holds	Requests
Condemns	Proclaims
Confirms	Reaffirms
Considers	Recommends
Decides	Recalls
Declares	Resolves
Defines	Solemnly affirms
Cautiously declares	Requests
Deplores	Takes into account
Appoints	Transmits Urges

Analysing Resolutions:

The resolutions must be clear and concise. Delegates must be able to identify the topic, the collaterals, and finally the intention. Once the intention is clear, the resolution can be analysed in detail.

Amending resolutions during the debate:

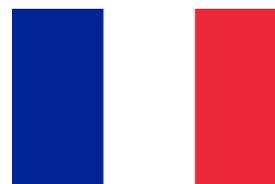
Once all the preliminary drafts have been submitted and have been approved by the President and Moderator, the resolutions will be discussed in the particular debate. This debate is essential for resolutions since amendments are discussed and voted during this debate.



Example Position Paper and Resolution

Sample Position Paper:

Committee: UNDOC
Delegation: France
Topic: The legalisation of Marijuana
School: Oak House School (Barcelona)



Article 1 of the French Constitution states that "France is an indivisible republic, lay, democratic and social that guarantees equality regarding the law of all citizens, despite their origin, race or religion and that respects all beliefs. Its official name is Republic of France and the capital city of the country is Paris, but other principal cities are Marseille, Lyon, Toulouse, Nantes, Strasbourg, Montpellier and Lille. France's population is of 66,9 million, and a surface of 675 417 km². France is the most extensive country in Occidental Europe (with 1/5 of the UE Surface).

The country's currency is the Euro and the official language is French. The government's system is divided between a Multiparty republic and a parliamentary democracy.

France has border with Andorra, Spain, Belgium, Luxembourg, Germany, Switzerland, Italy and Monaco, and costs with the North Sea, the Atlantic ocean and the Mediterranean).

The French Republic is composed of the metropolitan France, continental, the five departments and regions (DROM): Guadelupe, Martinique, French Guiana, Reunion and Mayotte, the five collectives; The French Polynesia, Wallis and Futuna, San Pedro y Miquelon, and 2 sui generis collectivities: New Caledonia and the French Southern and Antarctic Lands.

Official position on topic:

The delegation of France believes that, marijuana should be legalized because it is aware of the benefits it can bring to society.

Considers that, the use of drugs is a current health issue since it is being used irresponsibly and is causing addiction. Currently marijuana is illegal in France however, France is aware of the fact that marijuana can be used to help and improve health and permits the use of limited types of cannabis-derived products for medical



uses only. The generation, deal and ownership of any other shape of therapeutic pot items are illicit in France. These use of drugs is a crime that is taken very seriously in France and can lead to a financial punishment or even with jail. Maximum penalty of one year in prison and 3,750 euros of fine. Notwithstanding the foregoing, the user may also be sentenced to carry out, at his / her expense, a workshop to raise awareness of the dangers of the use of narcotic drugs or to undergo a treatment ordered by justice consisting of medical care or supervision. The penalty can go up to 5 years in prison and 75,000 euros of fine, and the prison sentence can be doubled for those who sell or offer narcotic drugs to minors or in a teaching or education establishment or in the surrounding area.

The person who monitors or the intermediary are considered complicit: they are possible with the same penalties even if they have not received any counterpart in money or in kind. Nonetheless, the delegation of France believes that this could and should change as legalizing marijuana would benefit society highly.

Observes that, marijuana is a drug that is highly demanded and has led to being one of the most popular illegal drugs in France ever since it was illegalized. Apart from this, the delegation is aware of the fact that in 2012, 13.4 million French individuals had attempted cannabis, and 1.2 million people considered themselves standard users. France even positions fourth within the European Union in terms of month to month usage. This reinforces the idea that marijuana should be legalized as we would avoid such a big black market which would help our economy.

Realises that, legalizing marijuana could lead to an overconsumption of it and a misuse of it as it is more accessible to everyone. This could also lead to a higher population being addicts. Nonetheless, the delegation of France considers that this wouldn't be an issue as long as we enforce a law to limit the amount of marijuana one can consume and buy.

Proposes that, marijuana should be legalized however should be very well controlled to guarantee the security and health of citizens and ensure a responsible consumption. To do this, there should be law that states a limit of how much marijuana one can buy, grow, consume and sell and anyone who doesn't follow it will have to pay a significant fine. This change and legalization in France would benefit our society greatly and would avoid a black market which would also help our economy.



Sample Resolution:

Topic: The regulation of cannabis for non-medical purposes

Sponsors:

Signatories:

To the General Assembly,

Recognizes that smoking cannabis can damage lung tissues and cause respiratory problems,

Appreciates the Single Convention on Narcotic Drugs of 1961, The Convention against Illicit

Traffic in Narcotic Drugs and Psychotropic Substances of 1971 and the United Nations

Convention against Illicit Traffic in Narcotic Drugs and Psychotropic substances of 1988,

Devastated about the fact that there is a higher risk of heart attacks and strokes in the hours

immediately after smoking cannabis,

Taking into account that the drug trafficking that takes place in many South American

countries, such as Colombia,

Acknowledges the cultivation and production of cannabis in the Middle East region,

Taking into account the Human Rights Convention

1. *Calls upon* member states to make their citizens aware of the effects of cannabis by

a. Implementing the inclusion of effects of cannabis in their curriculums for minors, with assistance from UNICEF included but not limited to;

i. Bodily effects of cannabis;

ii. Medical uses of cannabis;

iii. Bring in people with histories of cannabis abuse;

b. Member nations to create campaigns to raise awareness of the impacts of cannabis, with assistance from the World Health Organization;

2. *Urges* member states to strengthen their border controls, using aid from the United

Nation Office on Drugs and Crime (UNODC) and developed countries that are willing

to;

a. *Provide* more aid to countries that require it, focusing especially on maritime and terrestrial border control

b. *Implement* the use of drug sniffing dogs