

A large, faint, light gray watermark of the Candor International School logo is centered on the page. It includes the wings, the shield with the flame, and the three human figures above it.

**CANDOR INTERNATIONAL SCHOOL
MODEL UNITED NATIONS 2024**

Delegate Handbook - A preparation guide for participation in the Candor International School Model United Nations Conference.

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Glossary

Abstention	<p>An option for Member States during substantive votes. Member States may abstain only if they are “Present” during formal roll call. To abstain means a State is formally counted but does not vote in favour of or against a substantive motion. Abstentions do not affect the result of voting, as the final total only considers votes for and against the motion.</p> <p>Example: A draft resolution that received 30 votes in favour, 10 votes against, and 40 abstentions would pass because the votes in favour outnumber the votes against.</p>
Adjournment of Debate	<p>Ends debate on a topic, and on all draft resolutions for that topic, without voting on any proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.</p>
Adjournment of the Committee	<p>Ends the committee until the next session.</p>
Appeal of the Chair	<p>A motion to challenge the decision of the Chair on a specific CANMUN rule.</p>
Chair	<p>The person who is in charge of leading the</p>

	committee's formal debate per the CANMUN Rules of Procedure.
Dais	An area front of the room where the Chair, Co-Chair, and/or Vice Chairs(s), are seated. Often, the term "the Dais" is also utilized to refer to these individuals collectively.
Decorum	Overall respect for the formal committee process and speakers.
Dilatory	A motion is dilatory if it may obstruct or delay the will of the committee (e.g. motions to suspend the meeting proposed immediately after several previous suspension motions failed).
Draft Resolution	A working paper that has been accepted by the Dais and is discussed and voted on by the body.
Explanation of Vote	Allows a sponsor of a draft resolution to explain why they voted against the draft resolution after it had been amended or changed by a division of the question.
Friendly Amendments	Amendments proposed by ALL the sponsors of a draft resolution. Once approved by the Dais, these amendments are automatically incorporated.
General Assembly	The main deliberative organ of the UN system, comprised of all Member States of the UN.
Majority Vote	A threshold at which many motions pass. A motion passes with a simple majority vote if more people vote yes than no (in the case of substantive votes, ignoring abstentions). Tie votes fail.
Member State	A country that is a Member of the United Nations, having been granted membership by the General Assembly based upon the Security Council's recommendation.
Model United Nations (MUN)	Educational conferences that simulate the purpose and practices of the United Nations.
Motion	A request to do something during formal debate; motions are voted on by the body.

	Procedural motions: All member States and Observers of the committee vote. Substantive motions: only Member States vote.
Operative Clause	Information is given about what action the body believes should be taken.
Points of Order	Corrects an error in procedure and refers to a CANMUN-specific rule.
Preambular Clause	Sets up the historical context and cites relevant international law or policies for a resolution, which justifies future action.
Present	Attendance status establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.
Present and Voting	Attendance status establishes a delegation as present in the committee without the opportunity to abstain during substantive votes; delegations must vote “yes” or “no.”
Principal Organs	Principal organs are established under the Charter of the United Nations. There are six principal organs of the UN: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.
Procedural Vote	A vote that takes place on a motion before the body; all delegations present must vote.
Programmes and Funds	Programmes and Funds are established under Article 22 of the Charter of the United Nations to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, immediately controlled by distinct intergovernmental bodies, and financed through voluntary contributions rather than assessed

	contributions.
Quorum	A minimum of one-third of the members of the body, based on the total number of Member States attending the first session.
Reconsideration	Reopens debate on a topic that was previously adjourned (ended without a substantive vote), including any draft resolution segments on the floor for that topic.
Right to Reply	Response to comments that have disparaged the sovereign integrity of a delegate's state.
Secretariat	The Directors, Assistant Directors, Conference Services staff, Under Secretaries-General, Assistant Secretaries-General, Chiefs of Staff, and Assistant Chiefs of Staff are designates and agents of the Secretary-General and Deputy Secretary-General, and they are collectively referred to as the "Secretariat."
Secretary-General	Member of the CANMUN Secretariat. Chief logistics officer of the conference.
Signatories	Member States or Observers who are interested in bringing a working paper forward for consideration
Sponsors	Member States who created the content of a working paper will be most responsible for ensuring that it will be voted on as a draft resolution. There must be at least one sponsor.
Subsidiary Organs	Subsidiary organs (or bodies) are established under Articles 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by (the General Assembly, the Economic and Social Council, or the Security Council). The subsidiary bodies fluctuate in number from year to year, according to the changing requirements of the main organ concerned. Both the General Assembly and the Economic and Social Council, for instance, often create subsidiary bodies to assist them in new fields of concern and dissolve others. Examples include the Human Rights Council (HRC) and the UN

	Human Settlements Programme (UNHabitat).
Substantive Vote	Votes taken during the voting procedure to accept a draft resolution, an unfriendly amendment, and/or the annex to a draft resolution (division of the question); results are disclosed after counting by the Dais.
Unmoderated Caucus	Informal debate for a brief period of time. Often incorrectly referred to as “caucusing.” Delegates do not need to state a purpose for suspending the committee.
United Nations (UN)	An intergovernmental organization, coined in 1942 and officially established in 1945, designed to promote international cooperation.

Preparing for the Conference

Participating in a Model UN conference can be very overwhelming if you are not properly prepared. Below is a shortened list on how to properly prepare for the CANMUN Conference.

1. Become familiar with the [UN Charter](#).
2. Research the history, culture, political structure, current issues, and statistical data of the countries you have been assigned to for the Conference. You are a delegate from your assigned country. You need to be able to accurately represent the viewpoints of your respective country.
3. Have an understanding of the viewpoints of the other countries participating in the Conference. This will come in handy when attempting to decipher which countries will be in agreement with your position and which countries will be opposed.
4. Research the background of the assigned topics (i.e. history of the topic, your country’s position, other countries’ positions, statistical data, etc.)
5. Know [Parliamentary Procedure](#).
6. Understand how to write a [Draft Resolution](#).

Below are some useful resources to better help you in preparing for the Conference:

[The CIA World Factbook](#): a good resource for obtaining information about the history, people, government, economy, energy, geography, communications, transportation, military, and transnational issues for over 200 countries.

[The BBC Country Profiles Archive](#): provides a quick insight into a country's political history and economic background.

[The Library of Congress Country Studies Collection](#): a good resource for researching the detailed historical data of a country. Some of the books in this collection are on countries that no longer exist in their original configurations (such as East Germany and the Soviet Union) and include studies on successor states in some cases.

The CANMUN Resolution Guide

Your goal at the CANMUN Conference is to get a resolution for each of your respective topics passed through your committee by the end of the Conference. A resolution is a legal document that indicates what the issue is and what the solution(s) are to combat the problem. It is important when drafting a resolution to consider all countries involved and to create a solution that has long-term sustainability. After all, the purpose of the United Nations is to promote peace and sustainability throughout the globe. There are three stages of writing a resolution: the Working Paper, the Draft Resolution, and the Final Resolution. Below is the Evolution of the Resolution.

1. **Working Paper:** This is the beginning point of a Resolution. The document is referred to as a “working paper” until the dais accepts it. At this stage, you can flush out your ideas and make edits. The dais may ask you to make several edits to the document as well. You may even be asked to merge your working paper with another group's working paper, depending on whether or not other working papers have similar ideas. A working paper must have the following attributes to be accepted as a Draft Resolution:
 - must have at least one sponsor.
 - Sponsors have had substantive additions either through direct clauses or impactful ideas to the working paper. (These are the only individuals called to the Dais when edits are returned).

Sponsors V. Signatories:

Each working paper will require a certain number of sponsors and signatories, to be considered as a draft resolution. The number required will vary by committee and will be announced by the Dais.

If you are a **SPONSOR** to a working paper:

- You actively assist in the authoring of the paper and you agree with the substance
- You must vote in favour of the working paper should it become a draft resolution
- You must approve all modifications and immediate changes to the draft resolution

If you are a **SIGNATORY** to a working paper:

- You do not have to agree with the substance of the paper, only that you want to see it debated
 - You may vote in favour, against, or abstain should it become a draft resolution
 - You may introduce amendments without the consent of the sponsors
2. **Draft Resolution:** Once a working paper is accepted by the dais, it becomes a Draft resolution. Draft resolutions will be titled based on the topic being discussed and in the order they are selected.

The format of a Draft Resolution looks like this (taken from [Best Delegate](#)):

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens, **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. **Encourages** all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**

2. **Urges** member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;

3. **Requests** that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;

4. **Calls** for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;

5. **Stresses** the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;

6. **Calls** upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and

7. **Requests** the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

Preambulatory Clause vs. Operative Clause

PREAMBULATORY CLAUSE

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma.

Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;

- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and General statements on the topic, its significance and its impact.

OPERATIVE CLAUSE

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or Roman numerals can also be used. After the last operative clause, the resolution ends in a period.

When a working paper is accepted by the Dais to become a Draft Resolution, the delegates are then allowed to present their Draft Resolutions one by one until everyone has had a chance to present. The committee Chair then calls for a vote.

3. **Resolution:** Once the committee votes on and accepts a Draft Resolution, it becomes a Resolution. This is the final stage of the document in committee. At this point, no changes can be made. This process continues for each topic.