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Introduction

Welcome to IKMUN!

The Ibn Khuldoon National School's annual Model United Nations conference is where students roleplay delegates to the United Nations and simulate UN committees. Participants significantly improve their leadership, public speaking, teamwork, and negotiation skills, while also expanding the youth's vision on different issues the world is facing in our present time.

At IKMUN, delegates will experience debating in both the traditional and modern procedures, which mimics the dynamics of the United Nations and the Kingdom of Bahrain. By granting the delegates creativity and freedom in debate, as well as establishing rules and regulations in IKMUN, we are able to ensure an enjoyable experience for all.

Since the establishment of our conference in 2014, we have maintained a reputation built on innovative and scholarly issues that are discussed and debated by our delegates in each and every council. Thankfully, IKMUN has always proved to be one of the most successful MUN conferences on the island. Delegates and guests start forming their opinions on the conference from the first step they take on the school's grounds, until the very last step as they leave. The goal of the head team is to make sure that everything they see and interact with is as appealing, smooth, and beneficial as possible.

The IKMUN team will forever be proud of building the conference to become an outlet of opportunity for students all over the Kingdom of Bahrain as well as the Kingdom of Saudi Arabia. Granting opportunities for a variety of positions such as chairs, press, runners, and security members, resulted in diversification in the experiences delegates. Overall, the IKMUN team has worked tirelessly year by year to continuously uphold the reputation we have built for our conference and achieve what is expected of us and much more.

- Ibn Khuldoon Model United Nations' Team

Research

How to research for a MUN conference:

Once delegate allocations are out, you are set to begin the first (and arguably the most important) part of any MUN conference: the research. This can be divided into three main parts:

Country Research:

The first step is to research information about your assigned country. This is crucial, especially if the country you've been assigned is unfamiliar to you. General information such as its location and relationships with other countries in the council will be beneficial to your experience.

Committee Research:

Along with your country assignment, you will be assigned a council. The councils used in MUN replicate the actual UN's councils. Every branch of the UN has its own website, often with archives of past resolutions and updates on current events. Research the committee's website to learn more about past resolutions. You can find these websites through a basic google search.

Topic Research:

The easiest way to start topic research is by simply googling the topic title as it was given on our website. Find relevant sources and familiarize yourself with the topic in general. Additionally, try breaking the topic up into keywords. Also, make sure to use credible sources as well as keeping yourself updated on the most recent news and developments on your topic.

Once you've generally familiarized yourself with the topic, you must look into the issue in more detail. This can be done by learning where your country stands on the topic. You can find this by looking at any statements a government official, from your assigned country, has made, as well as the actions your country has taken.

Another important part of your research is finding past UN actions or resolutions. This can be done by using the official UN website (www.un.org) or any other credible source. Take note of which policies proved to be more or less effective and the reason for its outcome.

The most important part of your topic research is finding solutions. This is mostly up to you to come up with, however, you can use your research to help you. This will be beneficial not only when writing your position paper, but also during the debate in the conference itself.

Position Paper

What is a Position Paper?

A position paper is used to specify your nation's position on the given topic. It is a summary of the research you conducted, and should not exceed one page in length. You are to write one position paper for each topic.

How to write a Position Paper

Every position paper begins with a heading. This heading lists the committee, topic, country, and name. The position paper consists of four parts: **background information, past UN actions, your country's policy, and proposed solutions.**

Background information: This section should consist of general information about the topic, including the history of the topic, any recent events that took place involving the topic, etc..

Past UN actions: This should consist of past UN resolutions, sanctions, peacekeeping missions, etc..

Country's policy: This section should consist of your country's position on the topic. You can find this out by looking at current events, news sources, and by researching your country's position in similar situations in the past.

Proposed solution: This should consist of your country's suggested solutions on the topic. You can find this out by looking at current events and news sources or by researching your country's involvement in similar situations in the past.

Points & Motions

What is a point?

Points are made by individuals for multiple purposes. They are the most common feature in any MUN conference. A delegate may propose a point by raising his or her placard and stating the nature of the point. Points are not voted on, but may be overruled by a Chairperson, should they be deemed destructive or unnecessary.

Point	Description
Point of Personal Privilege	Used to alert the chair of the delegate's physical discomfort such as inability to hear the speech or the need to use the bathroom.
Point of Information	After a delegate has given a speech, they must receive points of information in forms of questions from other delegates. Delegates are required to take a mandatory 2 points of information after any speech.
Point of Order	Used to bring attention to any improper procedure from the members of the council.
Point of Parliamentary Inquiry	Used to ask questions regarding in-council procedure.
Right to reply	If you feel your national dignity has been insulted by a speaker's remark, you may call on this right. If the Chair acknowledges your right to reply, you will immediately be given an opportunity to address the offending remarks.

What is a motion?

A motion is a formal proposition by a delegate to carry out a certain task within a council. A delegate may propose a motion by raising their placard and stating the nature of the motion. If an adequate number of delegates 'second' the motion, it will be considered by the chairs. If the chairs pass the motion, it will implement a small change in the structure of debate.

Motion	Description
Motion to extend the debate	This motion extends the time set for the current debate time, allowing more opportunities for speeches on a resolution. It should be proposed as soon as the allotted time for debate ends.
Motion to move to voting procedure	This motion ends the current debate time on an issue, directly initiating voting procedure for that issue. It may be proposed during any debate time (without interrupting the speaker)
Motion to explain vote	This motion calls for an explanation behind an individual's vote. The chairpersons pick a delegate, or a delegate volunteers, from each voting category (for, against, and abstaining) to explain the motives behind their choice of vote on the issue.
Motion to move into moderated/unmoderated caucus	An informal debate that is motioned for. If accepted by the chairs may engage in free debate either with or without a speakers list where delegates may rise to state their point. Personal pronouns are permitted.
Motion to divide the house	In the event of a tied vote, division of house will result in voting with "for" and "against" without abstentions.

Resolution

What is a Resolution?

A resolution is a document made up of clauses which discuss the topic at hand and ways to solve it. Resolutions are what is discussed during the debate. They are made up of three parts: heading, preambulatory clauses, and operative clauses.

Proper resolution format

Heading:

- **Council:** State the council you are in
- **Topic:** State the full topic or issue that's being debated
- **Main Submitter:** Write the full country name of the delegate your group has chosen to lead the resolution.
- **Co-Submitters:** List all the countries of the participants in the group that helped write the resolution.

Preambulatory Clauses:

The preambulatory clauses are set in the beginning of the resolution to state the issue at hand. Pre-ambulatory clauses are not solutions to the problem, but background information to describe what the issue is. Start every preambulatory clause with a preambulatory phrase that must be underlined and italicized. End every preambulatory clause with a comma.

Operative Clauses:

The operative clauses are the solutions to your given topic. Each clause should be numbered, and every sub-clause should be lettered. Start every operative clause with an operative phrase that is in bold and underlined, and end every operative with a semicolon. To move between a clause and a subclause, end your clause with a colon (and any other subclauses that follow with a comma, with the exception of the last). Your very last operative clause should end with a period as it marks the end of your resolution.

Preambulatory & Operative phrases

Preambulatory phrases		
Affirming	Alarmed by	Approving
Aware of	Bearing in mind	Believing
Confident	Contemplating	Convinced
Declaring	Deeply concerned	Deeply conscious
Deeply convinced	Deeply disturbed	Deeply regretting
Desiring	Emphasizing	Expecting
Expressing its appreciation	Expressing its Satisfaction	Fulfilling
Fully alarmed	Fully aware	Fully believing
Further deploring	Further recalling	Guided by
Having adopted	Having considered	Having considered further
Having devoted attention	Having examined	Having heard
Having received	Having studied	Keeping in mind
Noting with regret	Noting with deep concerned	Noting with satisfaction
Noting further	Noting with approval	Observing
Reaffirming	Realizing	Recalling
Recognizing	Referring	Seeking
Taking into account	Taking into consideration	Taking note
Viewing with appreciation	Welcoming	

Operative phrases

Accepts	Affirms	Approves
Authorizes	Calls	Calls Upon
Condemns	Confirms	Congratulates
Considers	Declares Accordingly	Deplores
Designates	Draws the attention	Emphasizes
Encourages	Endorses	Expresses its appreciation
Expresses its hope	Further invites	Further proclaims
Further reminds	Further recommends	Further requests
Further resolves	Has resolves	Notes
Proclaims	Reaffirms	Recommends
Regrets	Reminds	Requests
Solemnly affirms	Strongly Condemns	Supports
Takes note of	Transmits	Trusts

Procedure

There are three main parts of any MUN conference: Opening speeches, Lobbying & Merging, and Debate. The full itinerary for the conference will be available on the IKMUN website nearer to the date of the conference, in which the time allocated to each is clearly specified.

Role Call

After the opening ceremony is finished, you will be moved to your respective councils. Once everyone is seated, and the council is in session, your chairs will begin with a roll call. When your country is called you must rise and state “Present” or “Present and Voting”. When you say “Present”, you are allowing yourself to abstain from a vote whereas saying “Present in Voting” means you have to vote either ‘for’ or ‘against’ a resolution without the option of abstaining.

Opening Speech

After roll call, the time for opening speeches will begin. Your opening speech should span a maximum of one minute (though rest assured, your chairs will provide you with warnings as you reach the maximum length). The purpose of your speech is to inform the council of your country’s position on the topics.

It should be a very condensed version of your position papers. Opening speeches should focus more on your country’s position and your proposed solutions and less on background information and past UN actions. Please be reminded that your opening speech should mention all the topics your council will be discussing. Your opening speech is the first impression other delegates will have of you, so make sure to take the time to construct a quality speech.

Begin your speech by addressing the council, then mention your country's stance on the topics, any additional information, and end it with a closing statement.

Lobbying & Merging

Lobbying & merging immediately follows the opening speeches, this part of the conference is informal.

In lobbying & merging, you are supposed to group up with other delegates to write a resolution. The delegates you work with should be based on your country’s allies and

the delegates' opening speeches. Look for countries who have similar foreign policies and proposed solutions.

Once you have formed a group, you should begin your work on a joint resolution. Once you've finished your resolution, hand it in to your chairs. The rest of lobbying & merging time should be spent preparing your 'main submitter' or the 'for' speeches for your resolution.

Debate

After lobbying & merging it's time to begin the debate! Debate time is a formal part of the conference. Your chairs should have all the resolutions before debate time starts. They will select one group to begin with. Each delegate will receive a copy of the resolution, or it will be projected on the screen for all to see.

Reading the Resolution

The main submitter will be asked to read the operative clauses only (the perambulatory clauses are not read out because only operative clauses are debated), and give a short speech to try and get other countries to vote for the resolution to pass. During this time, try to find any clauses that you find to be weak. Also, find any clauses that your country's policy might not agree with so you can try to get it stricken off the resolution using an amendment.

After the speech, the chairs will "open the floor" for any points of information. All speakers are required to answer a minimum of two points. If the speaker is willing to take any more, that is up to them. If you have a point of information on the resolution or something the main submitter said, raise your placard and wait for your chair to call upon you. If you have been called upon, you may rise and state your point (in other words, you can ask your question). Note that once you have stated your point and received an answer, you may not follow-up directly. In order to follow up on an answer, you must ask the chairs for a "request to follow up". Once the main submitter has answered all the points they are willing to take, they must wait for the chairs to give them permission to take a seat.

For & Against Speeches

Now, the time for 'for' and 'against' speeches begins. In a 'for' speech, you should aim to highlight the strong points of a resolution to other delegates. Make references to both the resolution itself and any research you have found which supports the resolution/ clause(s) you support. Co-submitters to the resolution should ideally try to give these speeches since they are also trying to get the resolution to pass.

In an 'against' speech, you should try to outline the weaknesses of a resolution/clause. You are trying to explain why this resolution should not pass. Ideally, if the problems in the resolution are not too drastic, you should aim to make an amendment. If the resolution is either too filled with weaknesses or is completely against your country's position, you should make an against speech.

After giving a speech, you are required to answer a minimum of two points of information. Delegates are always encouraged to give 'for' or 'against' speeches, if the chairs notice that no one is giving one, they may pick on delegates who have not participated much to give a speech.

Amendments and Voting Procedure

In the time allotted for speeches, a delegate may submit an amendment. After the time for speeches/amendments has passed, the voting procedure will take place. This is where delegates either vote for, against, or abstain from voting on the resolution as a whole. To abstain from a vote means that you neither wish to vote for or against the resolution. Make sure that you are voting for a resolution based on whether your country's foreign policy agrees with the resolution's clauses or not.

After the voting procedure, the council will move on to discuss the next resolution and the debate process is repeated until all resolutions have been discussed.

Amendments

What is an Amendment?

An amendment is a rectification to a clause in a resolution. They are only used during debate time. Essentially, if a particular clause is weak or does not belong in the resolution, the delegate should submit an amendment. There are two ways to amend a clause:

- 1) **Striking it:** Completely removing it from a resolution.
- 2) **Fixing it:** Changing the wording of the clause or adding an entirely new clause/sub-clause. Trying to fix a clause is always recommended before striking it.

How to submit an amendment

On a piece of paper, write the word “Amendment” at the top then the number of the clause you wish to amend, and the name of your country. Under that, write your amendment.

If you wish to strike a clause or sub-clause, simply write “strike clause ...”. If you wish to fix the wording of a clause, write the whole clause out with your changes. If you wish to add a clause/sub-clause, write down the number/letter of the new clause/sub-clause and the new clause/sub-clause next to it.

You then send this note to the chair. Amendments can be sent anytime during the debate. If you sent the amendment mid-debate, the chair will announce that an amendment has been submitted after the debate has ended.

Debate on an amendment

After you’ve submitted your amendment and the chair has recognized it, you are required to read it in front of the council then give a short speech explaining why it should be included in the resolution. You are then required to take at least two points of information. After the points of information have been answered, the floor will be open for delegates wishing to make “for” or “against” speeches.

Then the voting procedure takes place, this process is the same as voting on a resolution as a whole. If the amendment passes, the changes will be applied to the resolution. If it does not pass, no changes are made to the resolution.

Closing Notes

We hope you've duly benefited from this extensive delegate guide that has taken you through all the main aspects of Model United Nations. Whether reading this as a first-timer right before your very first experience, or an expert delegate looking to refresh their memory. The technicalities and tiny details may be hard to remember or keep up with at first, but you'll be surrounded by the most supportive people in the MUN community here at IKMUN that are always available and more than happy to help. If there are any questions you still have after reading this guide, don't hesitate to contact the IKMUN team or your school's MUN coordinator for any further clarifications. In addition to that, your chairs will always cater to your needs in any way, never be afraid to ask any questions.

We wish you all the best in whatever MUN experiences you have to come and hope you enjoy this year's IKMUN conference that the team has worked so tirelessly to prepare.

Good Luck!

~The IKMUN Team