ARPSMUN V



GUIDE BOOK

TABLE OF CONTENT

TOPIC	PAGE
INTRODUCTION	3
CLIPPING SYSTEM	4
DRESS CODE	5
MUN RULES AND REGULATIONS	6
ROLES PRESENT IN A COUNCIL	7
PRESENT AND PRESENT IN VOTING	8
OPENING SPEECH	9-10
LOBBYING AND MERGING	11
POINTS AND MOTIONS	12-13
RESOLUTION WRITING	14
FOR AND AGAINST SPEECH	15
DEBATE	16
VOTING PROCEDURE	17
DIPLOMATIC NOTE	18
AMENDMENTS	19
PREAMBULATORY CLAUSES	20
OPERATIVE CLAUSES	21
CONTACT NUMBERS	22

INTRODUCTION

Welcome to ARPSMUN V

Model United Nations is an opportunity for students to experience diplomacy, represent their assigned countries or councils, discuss important issues, and work together to find solutions. Throughout the conference, delegates will develop their public speaking, research, negotiation, and teamwork skills while learning to respect different perspectives.

This guidebook is designed to help delegates understand the conference procedures, rules, and expectations, from opening speeches and lobbying to resolution writing, debate, and voting. Whether you are a first-time delegate or have previous MUN experience, this guide will help you feel prepared and confident.

We encourage all delegates to participate actively, communicate respectfully, and make the most of this experience. Good luck, and enjoy ARPSMUN V

CLIPPING SYSTEM

The Clipping System

The **clipping system is used to manage delegates who violate the conference rules and maintain discipline throughout the MUN.**

Clip Consequences

- 1st Clip – Warning: The delegate receives a warning and is reminded of the conference rules.
- 2nd Clip – No Awards: The delegate becomes ineligible to receive any conference awards.
- 3rd Clip – Removal: The delegate will be removed from the conference.

Immediate Clip Violations

- Smoking or possessing smoking devices
- Late arrival
- Violation of the official dress code

Only the following members are authorized to issue clips:

- Head of Security
- Coordinator
- Director
- Secretary General

DRESS CODE

FEMALE

- Formal pantsuits or skirtsuits required.
- Skirts or dresses must be at least 2cm below the knees.
- Avoid see-through clothing.
- Heels must be 5cm or shorter.
- No sleeveless dresses.
- No neon or bold floral designs
- Traditional abayas are allowed only for the arabic councils.
- Sneakers,slippers,sandals, and jeans are not allowed.

MALE

- Formal suit with a button-up shirt, tie, and jacket (navy,black,or grey is preferred).
- Dress shoes are required.
- Avoid neon colors.
- Traditional thobes are allowed only for the Arabic councils.
- Sneakers,slippers,sandals,and jeans are not allowed.



MUN RULES

Conference Rules and Regulations

1. All participants must arrive at the conference on time.
2. The official dress code must be followed at all times.
3. Conference badges must be worn at all times.
4. Public displays of affection (PDA) are strictly prohibited.
5. Inappropriate, offensive, or disrespectful language, whether spoken or written, is not allowed.
6. Smoking and possession of smoking devices are strictly prohibited.
7. Diplomatic marriages are strictly prohibited.
8. All participants must treat one another with respect and maintain professional behaviour throughout the conference.

ROLES PRESENT IN A COUNCIL

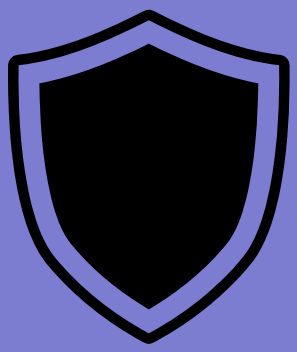
Chair
leads the committee, controls the debate, and makes sure rules are followed.





Delegates
students representing different countries, they give their speeches, debate,negotiate and vote.

Security
maintains order and safety around the council, and control access to the room.





Runner
Helps with practical tasks during the committee, deliver documents or collect papers, and assist the chairs.

PRESENT & PRESENT IN VOTING

Present vs. Present in Voting

Present: Delegates who declare themselves as present may abstain from voting during the voting process.

Present in Voting: Delegates who declare themselves as present in voting must vote either in favour or against and are not allowed to abstain.

OPENING SPEECH

How to write an opening speech?

- (Delegates must write their speech before coming to the conference)
- Each delegate in the General Assembly council is required to deliver a one minute opening speech on the first day of the conference.
- This speech must clearly express the represented country's position on both issues, without the use of personal pronouns.

Structure and content

Council name
Issue
Introduction (begin by formally greeting the chairs, fellow delegates, and the council)

Body
Present the first issue by stating its significance and outlining your country's position, supported by relevant facts and a concise proposed solution. Then, follow the same approach for the second issue.

Conclusion
Call for action and urge the other countries to stand with you to resolve the problems given.

OPENING SPEECH

SAMPLE

Council: ECOSOC
Country: Bahrain
Issues: Banning Street Food Businesses & Cryptocurrency as the Sole Payment Method

Honourable Chairs and fellow delegates,

The delegation of Bahrain would like to address two important issues affecting public health and economic stability.

Firstly, street food businesses support local economies and provide affordable food, but poor hygiene and a lack of sanitation can lead to foodborne illnesses. Bahrain does not support a complete ban on these businesses. Instead, we propose mandatory health inspections, proper hygiene training, and clear safety regulations to protect public health while allowing vendors to continue working.

Secondly, Bahrain recognises the potential of cryptocurrency and digital innovation. However, making cryptocurrency the only payment method could exclude people who lack access to digital technology. Therefore, Bahrain supports a flexible payment system that allows both traditional payments, such as cash, and digital payments, ensuring that everyone can participate in the economy.

Bahrain believes that practical regulations and inclusive solutions are the best way to address both issues.

Thank you.

LOBBYING & MERGING

Lobbying and Merging

Lobbying and merging takes place immediately after the opening speeches. This is an informal part of the conference where delegates work together to create a joint resolution.

Forming a Group

Join delegates whose countries share similar foreign policies, allies, or proposed solutions. Listen to their opening speeches to understand their positions and find countries that support your ideas.

Writing a Resolution

Once your group is formed, work together to draft a joint resolution that addresses the issue. When your resolution is complete, submit it to your Chairs.

Preparing for Debate

Use the remaining time to prepare your main submitter, who will present the resolution, and plan your for speeches to convince other delegates to vote in favour of it.

POINTS AND MOTIONS

A POINT IS A PROCEDURAL TOOL THAT DELEGATES MAY USE TO ADDRESS PERSONAL NEEDS, QUESTIONS, OR CONCERNS. POINTS DO NOT NECESSARILY RELATE TO THE TOPIC BEING DISCUSSED.

POINT OF PERSONAL PRIVILEGE	USED TO ADDRESS ANY PERSONAL MATTER THAT AFFECTS THEIR ABILITY TO PARTICIPATE, SUCH AS FEELING UNWELL, OR NEEDING THE RESTROOM.
POINT OF ORDER	USED WHEN A DELEGATE BELIEVES THAT THE COUNCIL IS NOT FOLLOWING THE OFFICIAL RULES OF PROCEDURE. IT SHOULD ADDRESS PROCEDURAL MISTAKES ONLY (NOT SPEECHES OR OPINIONS).
POINT OF PARLIAMENTARY INQUIRY	USED TO CLARIFY A DOUBT OR ASK QUESTIONS REGARDING THE RULES OR PROCEDURES OF THE MUN SESSION.
POINT OF INFORMATION	USED TO ASK A BRIEF, RELEVANT QUESTION ABOUT THE TOPIC BEING DISCUSSED OR ABOUT A SPEAKER'S SPEECH.

POINTS AND MOTIONS

A MOTION IS A PROPOSAL MADE BY A DELEGATE THAT ASKS THE CHAIR TO CHANGE THE CURRENT PROCEDURE OR BEGIN A NEW ACTIVITY DURING AN MUN SESSION.

MOTION TO MOVE TO MODERATED CAUCUS	USED TO REQUEST TO MOVE THE DEBATE INTO A FORMAL FORMAT IN WHICH DELEGATES SPEAK ONE AT A TIME AFTER BEING RECOGNIZED BY THE CHAIR.
MOTION TO MOVE TO UNMODERATED CAUCUS	USED TO REQUEST TO BEGIN AN INFORMAL DEBATE PERIOD. DELEGATES MAY COMMUNICATE FREELY DURING THIS TIME.
MOTION TO EXTEND THE DEBATE	USED TO REQUEST TO EXTEND THE DURATION OF A DEBATE WHICH ALLOWS THE ISSUE TO BE THOROUGHLY DISCUSSED AND CLARIFIED.
MOTION TO MOVE TO VOTING PROCEDURE	USED WHEN DELEGATES FEELS LIKE THE ISSUE HAS ALREADY BEEN THOROUGHLY DISCUSSED AND DOESN'T NEED TO BE FURTHER DISCUSSED
MOTION TO DIVIDE THE HOUSE	USED BY THE CHAIR WHEN THE NUMBER OF VOTES FOR AND AGAINST ARE EQUAL. THE COUNCIL VOTES AGAIN AND ALL DELEGATES ARE REQUIRED TO VOTE.
MOTION TO RECESS	USED TO REQUEST FOR A TEMPORARY BREAK DURING IN-SESSION.
RIGHT TO REPLY	USED WHEN A DELEGATE FEELS OFFENDED BY ANOTHER DELEGATE AND FEELS THE NEED TO DEFEND THEMSELVES.

RESOLUTION

How to Write a Resolution:

1. Identify the Issue: Choosethe main issue your council will address.
2. Write the Council Name: Place your council's name at the top of the document.
3. Name the Main Submitter: Identify the delegate responsible for presenting the resolution.
4. List the Co-Submitters: Include the delegates who support the resolution.
5. Research the Issue: Gather reliable facts, background information, and international perspectives.
6. Write the Preambulatory Clauses: Explain the background of the issue, why it matters, and previous international efforts.
7. Write the Operative Clauses: Present the proposed actions and solutions to address the issue.
8. Follow the Formatting Rules: Bold the first word of every preambulatory and operative clause.
9. Review Your Resolution: Check the clarity, structure, grammar, and diplomatic language before submitting it.

FOR & AGAINST SPEECH

FOR SPEECH

A FOR SPEECH EXPLAINS WHY A RESOLUTION SHOULD PASS. HIGHLIGHT ITS STRENGTHS, REFER TO SPECIFIC CLAUSES, AND USE RESEARCH OR EVIDENCE TO SUPPORT YOUR ARGUMENTS. CO-SUBMITTERS ARE ENCOURAGED TO GIVE FOR SPEECHES BECAUSE THEY SUPPORT THE RESOLUTION AND WANT IT TO PASS.

AGAINST SPEECH

AN AGAINST SPEECH EXPLAINS THE WEAKNESSES OF A RESOLUTION OR SPECIFIC CLAUSES AND WHY THEY SHOULD NOT PASS. IF THE PROBLEMS CAN BE FIXED, DELEGATES SHOULD CONSIDER PROPOSING AMENDMENTS. IF THE RESOLUTION HAS SERIOUS WEAKNESSES OR GOES AGAINST THEIR COUNTRY'S POSITION, THEY MAY GIVE AN AGAINST SPEECH.

IMPORTANT REMINDER

DELEGATES ARE ENCOURAGED TO PARTICIPATE IN BOTH FOR AND AGAINST SPEECHES WHEN APPROPRIATE. IF NO DELEGATES VOLUNTEER, THE CHAIRS MAY SELECT DELEGATES WHO HAVE PARTICIPATED LESS TO GIVE A SPEECH.

DEBATE

After lobbying and merging, it's time to begin the debate

Debate time

Debate is a formal part of the conference where delegates discuss resolutions and decide whether they should pass. Before the debate begins, the chairs should have all the resolutions ready and will choose which group presents first. Each delegate will receive a copy of the resolution, or it will be displayed on the screen.

Presenting the resolution

The main submitter will read the resolution's preambulatory and operative clauses. Afterward, they may yield the floor to the co-submitters or give a short speech explaining why delegates should vote in favour of the resolution.

During the debate

Read the resolution carefully and look for weak clauses or points that conflict with your country's policies. You can challenge these points during the debate and propose amendments to change or remove clauses that you disagree with.

VOTING PROCEDURE

VOTING ON THE RESOLUTION

ONCE THE DEBATE ENDS, DELEGATES WILL VOTE ON WHETHER THE RESOLUTION SHOULD PASS OR FAIL.

THE CHAIRS WILL ASK ALL DELEGATES TO PUT THEIR HEADS DOWN ON THE TABLE TO ENSURE A FAIR AND UNBIASED VOTE. DELEGATES WILL THEN RAISE THEIR PLACARDS TO CAST THEIR VOTES. AFTER COUNTING THE VOTES, THE CHAIRS WILL ASK EVERYONE TO RAISE THEIR HEADS AND ANNOUNCE THE FINAL RESULT.

DIPLOMATIC NOTE

A DIPLOMATIC NOTE IS A SHORT, WRITTEN MESSAGE SENT FROM ONE DELEGATE TO ANOTHER DURING A SESSION. IT IS USED TO SHARE INFORMATION OR ASK QUESTIONS AND MUST BE DELIVERED BY A RUNNER.

How to submit a diplomatic note.

1. Write your message clearly on a piece of paper.
2. Give the note to a runner, who will submit it to the chair for approval.
3. If approved, the runner will deliver the note to the intended delegate.
4. Always keep your message respectful and appropriate.

AMEDMENT

An Amendment is a formal proposal to add, remove, or change part of a resolution. It allows delegates to improve the resolution or make it better reflect their country's position.

Types of Amendments:

- Friendly Amendment : A change that the main submitter of the resolution agrees to.

- Unfriendly Amendment : A change that is not supported by the main submitter of the resolution. It must be usually discussed and voted on by the council.

Amendments can not be presented to the chairs during speeches.

PREAMBULATORY CLAUSES

Alarmed by	Confident	Fully beleving	Noting with satisfaction	Recalling
Aware of	Deeply concerned	Guided by	Noting with regret	Reminding
Approving	Distressed by	Having examined	Observing	Taking into consideration
Bearing in mind	Emphasizing	Noting	Reaffirming	Seeking
Conviced	Expecting	Noting with deep concern	Regretting	



OPERATIVE CLAUSES

Accepts	Condems	Proclaims	Instructs	Trusts
Affirms	Confirms	Reminds	Notes	Urges
Approves	Draws the attention	Recommends	Supports	Invites
Calls for	Emphazises	Requests	Strongly condems	Encourages
Calls upon	Expresses its appreciation	Reaffirms	Takes notes of	Declares

CONTACT NUMBER

SECRETARY GENERAL	YOUSIF HUSSIAN	35586805
DIRECTOR	RAZAN RAZI	39998323
Head of delegate	zainab assiri	38020808
head of delegate	kawther al aali	32322554
assistant head of delegate	zainab ali	33021323
Emergency contact		999