VicMUN 2026

MULTITUDO SAPIENTIUM
SANTIAS ORBIS

Delegate Handbook

Table of Contents

Foreword

The VicMUN 2026 Delegate Handbook has been created to give delegates an understanding of Model United Nations so that they have the most success possible in preparing for and participating in VicMUN 2026. It contains a guide on Rules of Procedure (RoP), on Resolution Paper writing, and on Position Paper writing. On behalf of the University of Victoria Model United Nations Club, I encourage that you read the delegate handbook before the conference. Good luck in your preparations, see you at VicMUN!

VicMUN 2026 Rules of Procedure

Scope and Application
The following rules of procedure are applicable to the SOCHUM, UNHRC, and Cuban Missile Crisis Committee at the University* of Victoria's Model United Nations 2026. This is meant to be a guide for delegates and not an authoritative document, final authority on all procedural matters will be at the discretion of the dais for each committee.
Please note that additional details differentiating Crisis RoP can be found in the Crisis Committee's background guide

What Are the Rules of Procedure?
The RoP are guidelines designed for participating delegates and chairs to follow within the Model United Nations conference. The RoP provides structures and rules each participant must abide by in order to ensure a formal and organized session. It's essential for participants to familiarize themselves with the VicMUN's RoP to prepare for the conference.*
*We will be running a short RoP training session from 8:25-8:45 AM at VicMUN before opening ceremonies.

Role and Authority of the Dias
The Chair - The chair is the member of the Dias who directs the debates and informs delegates of what comes next.
- The Chair has the ability to rule out or to rule in order.
- The Co Chair is the supporting chair who provides essential feedback on working paper while recording proposed motions.
- In a Crisis Committee, the Dias works with the Crisis Director, who manages crisis updates and responds to directives from the backroom.*

More details on the role of the Crisis director and backroom can be found in the Crisis Committee's background guide.

Key Points of Procedure

Motions

Periodically throughout the secondary speakers list, the Dias will open the floor to motions in which delegates can motion for a caucus. In order for a motion to pass, it must gain majority approval. A majority is 50% +1 delegate.

Common Motions
- Motion for a Caucus - Motion to enter either moderated or unmoderated debate, read the "Flow of Debate" section below for more details. This motion is passed by majority vote.
- Motion to Suspend the Meeting - Such movement is used to move the session into an unmoderated caucus or to suspend the meeting for a break. This motion is passed by majority vote.
- Motion to Adjourn the Meeting - Used to end the meeting completely. The motion will pass based on majority vote.
- Motion to Close/Reopen the Speakers' List - Such motion prevents new speakers from being added to the speakers' list on the topic. Once the list is exhausted the committee will move directly into a voting block. This motion is passed by Majority vote.
- Motion to Close Debate - Such motion moves to an immediate vote on the topic at hand and ends all discussion on the current topic. This motion is passed by 2/3 vote.
- Motion to Change the Speaking Time - Allows the time permitted to speakers to deliver speeches to the committee to be changed. For reference, speaking time is typically between 30 seconds and 2 minutes. This motion is passed by majority vote.

Points are motions that can be raised at any time, and do not need to be voted on.
- Point of Order - The purpose of a Point of Order is to correct a procedural error made by the committee staff only. Delegates must first declare they have a Point of Order and cite a rule to correct said error, only after they have been acknowledged to do so.
- Point of Information/Parliamentary Inquiry - Allows delegates to ask the Dias a question regarding a procedural matter. Please note this is not used during a formal speech.
- Point of Personal Privilege - Allows delegates to address a personal need, such as asking for another power outlet or a change of clothing when desired.

Speech Procedure
- As a general rule, delegates can only speak when they are called upon by the chair.
- While speaking in committee, delegates must refrain from the use of personal pronouns such as "I" and instead refer to themselves as their delegation or country.
  - E. g. *The delegation of France believes* or *France believes* rather than *I believe.*
- **Yields:** Once a delegate has finished speaking, they are expected to yield any time left. When yielding, you say "I yield my time to [Blank]" as it is you as a delegate yielding time and not your country. There are three types.
  - Yielding time to chair: Most common, remaining time is discarded.

○ Yield time to questions: Remaining time is used for Q&A. The questioners are chosen by the Chair, and the Speaker answers.
○ Yield to another delegate: The rest of the time goes to the chosen delegate, who may speak for only the remaining time.

Flow of debate

Roll Call
Roll call commences the start of the committee as the chair conducts the roll call in which delegates can reply in one of two ways;
1. Present: Delegates are able to abstain when voting on a draft resolution
2. Present and Voting: Delegates present and voting are required to vote on each draft resolution
Roll call is done at the start of each committee session to ensure there is a quorum which refers to how many Member States are required for a Chair to open debate.

Quorum: The minimum number of delegates needed for a committee to officially begin. Within roll call, quorum is officially established. VicMUN has a quorum set of 50% of present delegates, plus one.

Primary Speakers List
At most conferences, the primary speakers list is used to debate between two committee topics before setting the agenda. **As VicMUN committees only have one topic each, the primary speakers list will instead be used for delegates to make opening speeches.** The chair will open the primary speakers list after roll call, and delegates wishing to be added will be prompted by the dais to raise their placards. Delegates will speak in the order they are acknowledged by the chair.

Secondary Speakers List
After opening speeches in the primary speakers list, the Dais will open the secondary speakers list. During the secondary speakers list, delegates will begin to substantively debate the committee topic. Delegates wishing to be added will be prompted by the Dias to raise their placard. Delegates wishing to be added will raise their placard when prompted by the Dias. Delegates will speak in the order they are acknowledged by the chair.

Caucuses
During the course of debate, the Chair opens the floor to motions in which a delegate may present a motion to move to a caucus. Said delegate must state the type and purpose for the proposed caucus.

Unmoderated Caucus

In an unmoderated caucus, delegates can freely move from their seats to meet with other delegates, form blocs, negotiate, and begin to write their working papers. Once an unmoderated caucus comes to a close, delegates are to return to their seats whilst the chair will decide whether to open the floor to motions or return to the secondary speakers list.

Moderated Caucus

Allows for delegates to discuss subtopics pertaining to the main topic to allow the discussion to go into more detail on the typically broad committee topic. A motion for a moderated caucus must specify a total time as well as speaking time,* and requires a majority vote. If no motion is passed, those motions will be discarded and new ones will be presented. Once a moderated caucus comes to a close, the chair will decide whether to open the floor to motions or return to the secondary speakers list. During moderated debate, delegates are expected to keep their speeches focused on the subtopic of the moderated caucus.
* *E.g. The delegation of France motions for a 10* (10 minute total time) *to 1* (1 minute speaking time) *on green energy* (sub-topic)

Working Paper*

An informal document used to display working ideas of each bloc. Delegates use working papers as a way to get the general idea of what the bloc thinks about the topic at hand.
**More information on writing a Resolution Paper and an example can be found in the Resolution Paper guide.*

Draft Resolution*

Formal documents submitted to and approved by the Dias which contain delegates' policy ideas, written according to United Nations formatting rules.
- Sponsors: Delegates who played a key role in the creation of the resolution. (Minimum of 3 delegates)
- Signatories: Delegates who support the draft resolution or wish to bring the draft resolution to the debate.

**More information on writing a Resolution Paper and an example can be found in the Resolution Paper guide.*

Motion to introduce Draft Resolutions

- If this motion passes, draft resolutions will be presented by their sponsors to the committee. The person that motions must specify the order in which draft resolutions will be presented.
- **Suspension of rules:** If this motion passes, the chair will suspend the rules of debate and **delegates will begin presenting their draft resolution in the order specified by the motion.**

Amendments

After all draft resolutions have been presented but before they are voted on, delegates who wish to propose a change to the introduced draft resolution may motion for amendments. If a delegate motions to introduce amendments, the rules of debate will be reinstated by the Chair.

- **Non-substantive amendments:** amendments used to correct errors concerning spelling or format. Such amendments will be included within the original draft resolution and do not require a vote.
- **Friendly amendments:** Amendments of which have been approved by all sponsors of the draft resolution. As such, they are added to the draft resolution without a vote.
- **Unfriendly amendments:** Amendments that do not gain the support of all the sponsors of the draft resolution. At VicMUN 2026, unfriendly amendments will be thrown out rather than being voted on by the committee.

Closing Debate

A member may motion for the closure of the debate at any time. The chair may rule the motion to be out of order (if they feel it is too early) or they can rule the motion to be in order. If this motion passes, all draft resolutions and amendments are to be brought to an immediate vote.

Voting Procedure

- The committee commences the voting procedure once the debate has been closed. The committee is closed until the voting procedure has been concluded or a motion to reopen the debate is passed. During this time, absolute decorum is to be upheld. The purpose of this period is to vote upon a draft resolution.
- Unless otherwise stated, draft resolutions will be voted in the order they were presented.
- Voting on draft resolutions takes place by placard vote unless specified otherwise by the Chair and each delegate has one vote.
  - Present and voting delegates must vote either against or in favour of amendments, and draft resolutions.
  - Present delegates may vote in favour, against, or abstain on draft resolutions and amendments.

Adjournment

A motion to adjourn may be proposed by any delegate and requires a simple majority to pass. This motion is only in order when all topics in the agenda have been covered by the committee, or when 30 minutes or less remain.

Resolution Paper Guide

In Model United Nations (MUN), countries with similar views on the committee's topic come together and form blocks. In these blocks, delegates work together to write out solutions to the issues debated during formal debate for the whole committee's consideration. These written documents are known as resolution papers. At the end of each topic, the whole committee will vote on passing these papers as a solution to the problem being discussed. **More than one paper can be passed.**

Crisis committees do not write resolution papers. The equivalent in Crisis, directives, are explained in the Crisis Committee's background guide.

An example of a Resolution Paper may be found at the bottom of this document.

Terminology:

Working Paper refers to a resolution paper while it is still being edited, before it is ready to be presented to the committee

Draft Resolution refers to a resolution paper that has been reviewed by Dais and is ready to be presented to the committee to be voted on

Resolution Paper will be used in this guide as an umbrella term meaning working paper or draft resolution

Sponsors and Signatories:

Each resolution paper has both **Sponsors** and **Signatories**, listed at the top of the paper. The **Sponsors** are the individuals who have had the most impact in creating the draft. The dais will have a certain limit on how many sponsors a bill can have. **Signatories** are simply people who want to express their support for a bill being debated. While you can only be a

sponsor to one paper at a time, there is no limit to how many papers you can be a signatory for.

<u>Formatting</u>:

12pt Times New Roman Font, working paper or draft resolution followed by a version number (ex. 1.0, 1.1) assigned by the Dais for draft resolutions. Should also have a catchy title, such as a fun acronym.

<u>Content:</u>

A resolution paper is made up of different *clauses*, each containing a single statement or action.

A resolution paper begins with **preambulatory clauses**

Preambulatory Clauses explain the reasons for addressing the topic and for how you are about to try to resolve it. They often reference past international actions. Each clause begins with a present participle verb (usually ending in 'ing') that is italicized and ends with a comma.

E.g. *Acknowledging* the historical struggles faced by the First Nations Peoples of Australia,

After the preambulatory clauses come the **operative clauses**.

Operative clauses begin with an operative verb that is underlined and ends with a semicolon (except for the very end of the paper, which ends in a period). These should be labeled 1, 2, 3, etc

Sub clauses and sub-sub clauses may also be used, with sub clauses being labeled a. b. c. and sub-sub clauses being labelled i. ii. iii.

E. g.   3. <u>Cooperates</u> with regional non-governmental organisations and subcommittees of NATO to make governmental reforms that counteract regional instability:

        a. Promoting cooperation with MENA countries by utilising the Istanbul Cooperation Initiative to solidify relationships and encourage the participation of other MENA countries,

        b. Allocating monetary and technological funding to ICI and MD programmes and beyond in the form of:
           i. Allocating 0.5% of additional NATO spending to ICI and MD initiatives,
           ii. Inviting organisations with a previously established presence in the region to a collaborative meeting with members for the MD and ICI;

Amendments:

Amendments are proposed changes to a draft resolution after it has been submitted to the chair.*

Further information about types of amendments and how voting on amendments functions can be found in the Rules of Procedure.

Example Resolution Paper:

Draft Resolution 2.0

Topic: The North Atlantic Treaty Organization's Role in the Middle East and North Africa
Bloc: Truthful, Objective, Reasonable North Atlantic Treaty Organisation (TORNATO)
Sponsors: Denmark, Estonia, Hungary, Netherlands, U.S.A,
Signatories: Albania, Bulgaria, Canada**,** Croatia**,** Estonia, France, Germany, Greece, Hungary, Italy, Luxembourg, Lithuania, Portugal, Romania, Slovenia, Spain, Turkey

The North Atlantic Treaty Organization,

Acknowledging the impact of the Middle East and North Atlantic Region's instability on NATO countries,

Understanding the dangerous predicament for civilians caught in the midst of international and national conflicts,

Redefining NATO's hesitancy to once again become militarily embroiled and interfere in MENA conflicts,

Envisioning cooperation with regional intergovernmental organisations,

    2. Establishes the presence of NATO peacekeeping forces in safe zone bordering conflict zones:

    a. Defensive Peacekeeping forces are to be established in Turkey-Syria, Yemen-Saudi Arabia, Iran, Israel-Palestine and other areas of high civilian traffic and conflict by:

        i. Examining specific locations to determine safe zone demarcations and voting upon designated boundaries,

        ii. Reaffirming the benefits of a safezone passageway through Israel to different parts of Palestine,

        iii. Offering the initiative for 6 months and then requiring further evaluation over a period of 2 years,

        iv. Supplying 1500 NATO troops and 750 humanitarian and healthcare workers in collaboration with WHO and UNHRC;

    b. Requiring presence of these peacekeeping forces to be dependant on the explicit consent of the civilian referendums in the proposed safe zone through:

        i. Utilising the Mediterranean Dialogue and Istanbul Cooperation Initiative programmes as mediating parties in all discussions of NATO forces to be withdrawn or introducing increased support,

    c. Implementing no-fly zones over NATO safe zones;

3. <u>Increases</u> funding to the Science for Peace and Security Programme by 5%, this money to be reallocated from increased contributions from European countries as well as a 50 million direct contribution from the United States, and will serve the purpose of enhancing collaboration with the ICI regional centre to train government officials on the protection of energy infrastructure,

4. <u>Cooperates</u> with regional non-governmental organisations and subcommittees of NATO to make governmental reforms that counteract regional instability:

    a. Promoting cooperation with MENA countries by utilising the Istanbul Cooperation Initiative (ICI) and the Mediterranean Dialogue (MD) to solidify pre-existing successful diplomatic relationships and encourage the participation of other MENA countries,

    b. Allocating monetary and technological funding to ICI and MD programmes and beyond in the form of:

        i. Allocating 0.5% of additional NATO spending to ICI and MD initiatives, particularly in the form of establishing security infrastructure,

        ii. Inviting organisations with a previously established presence in the region, including the Gulf Cooperation Council and humanitarian nongovernmental organisations like Amnesty International to a collaborative meeting with members for the MD and ICI;

5. <u>Establishes</u> the Safezone Training Programme (SZTP) with NATO approved volunteers to work with MENA organisations and local population to maintain security in the MENA region:

    a. Providing funding for the SZTP through 0.5% of NATO's current budget,

    b. Appreciating additional individual country contributions to the SZTP,

    c. Designating military personnel for the SZTP through:

        i. Encouraging, but not requiring, all NATO countries to contribute troops,

        ii. Offering the opportunity for volunteers from current or former NATO peacekeeping forces to work in the safe zones,

       d. Educating forces of NATO on basic military knowledge and combat experience by transmitting current NATO knowledge through SZTP members to regional police, military and peacekeeping groups,

       e. Understanding the tense diplomatic relationship between entities in conflict and refraining from interfering, but rather:

           i. Supplying volunteering NATO diplomats to facilitate relations with current or former ICI and MD members,

           ii. Requiring a thorough understanding of international relationships and the situation of the country and the Safezone for all SZTP members for the safety of the personnel,

           iii. Reaffirming the usage of military intervention only in the gravest of circumstances and not without unanimity in among NATO countries;

5. <u>Establishes</u> a neutral standpoint for NATO throughout various conflicts in the Middle East in any intervening capacity:

       a. Advocating for the implementation of a two-state system in Israel and Palestine while simultaneously recognizing the variety of diplomatic viewpoints on the conflict held by NATO countries,

       b. Encouraging an end to the proxy conflict between Saudi Arabia and Iran, considering that it has only fueled tensions throughout the MENA region, and pursuing an end to the Saudi Arabia-Iran proxy conflict through peaceful means, including:

           i. Offering monetary benefits like the lifting of sanctions and trade concessions if tensions are relieved,

           ii. Encouraging imposition of sanctions if tensions are heightened to encourage diplomatic negotiation.

VicMUN 2025 Position Paper Guide

Before the Victoria Model United Nations conference, delegates are expected to write a position paper that lays out their country's position on the topic and their objectives for the conference. Position papers must be submitted to uvicmun@gmail.com *before* February 24th, 11:59 PM. *Only delegates who submit position papers before this time will be eligible for awards*.
Crisis Committee Delegates (Cuban Missile Crisis) are not required to submit a position paper

<u>Content</u>
In your position paper, you will lay out a brief (1 page) summary of your assigned state's previous actions relating to the subject, general position, and goals for the conference. Before writing, research your assigned country's stance on the topic, actions they have taken, and build their objectives from there. Your backgrounder, organisation websites, and news articles

are good places to start looking. *While VicMUN position papers do not require citations, please ensure that the information you utilise is from a reliable source.*
An example of position paper format and an example position paper can be found below.

<u>Guidelines</u>
Maximum 1 page, single spaced, Times New Roman 12 or 11 point font. Please do not include images with your position paper.
When writing your perspective, avoid using personal pronouns (Say "The government of Greece believes" or "Egypt has" rather than "I" or "we" believe)
Please name the file that you email using the formula "COMMITTEE ACRONYM_Schoolname_Memberstate_Lastname" for example 'SOCHUM_Claremont_Greece_Johnson"
In the top left, identify your country, committee, and topic

<u>Generative AI Policy</u>
Avoid use of ChatGPT or any other generative AI for this assignment. In particular:
- Do not source information from generative AI without verifying the information from the initial source
- Do not feed your paper into generative AI to edit
- Do not use any text written by generative AI in your paper itself

Any delegate who is found to have used generative AI when writing their paper will be ineligible for awards.

General Format

Delegation of (State name)
Committee Name
Topic

I.   Introduction and Context
Discuss background information relating your country to the issue, giving a *brief* overview of the topic and information on your country's relationship to the issue. Avoid only repeating information mentioned in the backgrounder - those who will be reading your paper already know it. Here, it is good to explain why your country specifically cares, or what consequences your country has or may face from the issue at hand.

II.   Current Actions

Lay out what your country has done to address this issue, what international commitments it has made, what programs it runs. You can discuss successful and unsuccessful policies, evolving attempts to resolve the situation, and what your country's ambitions are relating to resolving the problem.

III.   Goals for Conference

This section should ideally lay out your general plans going into the conference. Discuss what aspects of the issue you hope to discuss and what type of resolutions you hope to make. Attempt to follow your country's position and policy: What would your country want to accomplish in relation to the issue, both at this conference and in the future?

Example Position Paper

See the example position paper below. This paper won the *Best Position Paper* Award for VicMUN 2025.

Delegation of Malaysia
United Nations Environmental Agency
Water-Related Disaster Resilience and Climate-Resilient Agriculture

Climate change has raised both the frequency and the intensity of natural disasters significantly in the last few decades. As a country which is vulnerable to flooding, droughts, and landslides, and also a net agricultural exporter, Malaysia has a vested interest in ensuring that all of its systems are able to withstand and bounce back from climate events. International discussion on the best strategies may be key in performing successfully. Over the last two decades, Malaysia has sustained damages approximated at 8 billion Malaysian ringgit (RM), or almost three billion Canadian dollars due to natural disasters, most of which came from flooding. Mitigating climate change is a priority for us as seen in our commitments. We've committed to reach 40% renewable energy by 2030 and 70% by 2050, in addition to our target of cutting carbon emissions by GDP by 45% by 2035 compared to our numbers in 2005. However, that does not address the current complications caused by the damage that has been done so far. The Paris Agreement and other climate change policies are beneficial, but we need policies that address immediate mitigation efforts. There has been less international attention to water-related disasters than we believe there should be.

Malaysia is actively attempting to promote programs that will directly improve the abilities of communities to withstand water-related disasters and mitigate damages. Some such programs include reforestation of at-risk areas, where trees can absorb rainwater, slow rushing water, and prevent erosion, in addition to being good for the regional environment and helping combat climate change. Wherever possible this would be our preferred solution

to flooding issues, though obviously this cannot be done alone. In all situations, effective weather prediction and widespread early warning systems significantly lower the risk to human life and can help minimize the damage that is caused by these storms or floods, especially in areas vulnerable to monsoons, which cause dangerous storm weather and flooding at the same time. When it comes to climate-resistant agriculture, grants are given to farmers in Malaysia to purchase climate-resilient seeds, such as drought-resistant rice seeds developed in Malaysia. However, there is only so much the work of one country can do to prevent such disasters that impact everyone.

All of these programs could be massively improved by international cooperation. Sharing information on developing more efficient seeds for at-risk agricultural exports can lower the potential consequences of weather-struck harvests. Shared research on efficient water management practices on that topic has the potential to lower the impact of droughts internationally. Finally, when it comes to risk management, ensuring that any and all programs funded by non-governmental organisations, the international community, or the government communicate with the local community will make programs more efficient and more effective. Malaysia is eager to work with the Environmental Agency to develop legislation that will benefit the entire international community. We believe coordinated planning will be key to reduce the impacts of water related disasters and are glad to have this opportunity to work together as a global community.