

FWPMUN

*Delegate Manual and
Procedure*



*February 1,
2025*

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Dear FWPMUN Delegates and Advisors,

Thank you for your interest and support for the annual Francis W. Parker Model United Nations Conference. We are so grateful that your participation has brought us to our 9th conference, FWPMUN IX.

My name is Julia Josephson, a senior at Francis W. Parker and the Secretary General of FWPMUN IX. I could not be more honored and excited to lead this conference to new heights and watch all of the delegates participate at the conference on February 1, 2025. Along with a team of over 50 students, we have been preparing for this conference for many months, and cannot wait to share an incredible day of growth, collaboration, and diplomacy with you.

FWPMUN is a learning conference, meaning we prioritize the creation and advancement of speaking skills, diplomacy, and collaboration. Given that this is a priority, FWPMUN focuses largely on team-effort rather than individualism. After all, the goal of Model UN is to solve international crises that affect numerous countries around the world, which requires teamwork and compromise.

This year, the Secretariat has worked diligently to create a delegate manual and guide, outlining procedure, expectations, and policies that FWPMUN will follow. Please use this as a resource, and if you have questions about the conference or the manual, please forward any inquiries to fwpmun@fwparker.org.

We understand that FWPMUN may follow different procedures or have unique policies than other conferences you may have attended. However, on the day of the conference, we expect that all delegates follow the rules outlined in this document and maintain decorum throughout the day in order to create a productive and professional environment for committees to solve crises and collaborate peacefully.

I am so excited to welcome you all to Parker in February. FWPMUN is such a special conference in that we value inclusivity, growth, and collaboration rather than competition, making for a conference where delegates can truly immerse themselves in the world of Model United Nations and practice diplomacy at a realistic level.

If you have questions, concerns, or need assistance, please do not hesitate to reach out. We are so excited to see you all thrive at FWPMUN IX. Have an incredible year, and we will see you in February.

Best,
Julia Josephson, Secretary-General

Awards Policy

Individual Awards

Delegates at FWPMUN are evaluated using the following criteria when deciding upon awards:

1. **Paper:** in order to be eligible for any awards, delegates must submit a one page position paper per topic to their chairs by the date of the conference. The paper must be on topic and accurate.
2. **Accuracy of policy:** articulation of complete and correct views of a delegate's country or figure.
3. **Speaking prowess:** clarity, effectiveness, and persuasiveness of speeches. Extemporaneous speaking (rather than reading a prepared speech) is *highly* encouraged.
4. **Collaboration with peers:** ability to work effectively and constructively in a group to write impactful legislation. However, note that being (or not being) a sponsor on every paper does not mean you are guaranteed (or not guaranteed) to win an award.
5. **Decorum:** delegates' chances for awards will be discounted for negative behavior including: backstabbing, disrespecting conference staff, interrupting debate, or degrading another delegate/nation to further one's personal agenda.
6. **Academic Honesty:** delegates' chances for an award will be discounted if they are suspected of using AI software such as ChatGPT or other platforms for any position papers and resolutions.

Consistent demonstration of the above throughout the entire day is required to win an award.

The awards offered in each committee, in ascending order, are Honorable Mention, Outstanding Delegate, and Best Delegate. Some committees may have fewer/more awards available due to size.

Delegation Awards

FWPMUN also offers awards to delegations who collectively succeed. Delegations are split into two categories based on the number of delegates from each school. Small delegations consist of 15 or fewer delegates, and large delegations consist of 16 or more delegates.

The awards offered to delegations, in ascending order, are Small/Large Outstanding Delegation and Small/Large Best Delegation.

<u>POINTS/MOTIONS</u>	<u>PURPOSE</u>
Point of Personal Privilege	This point is used for any personal matters, such as lighting, being excused, font size, room temperature, etc.
Point of Order	Used when delegate believes the chairs are not following proper parliamentary procedure
Point of Inquiry	Used to ask the chair a question.
Motion to set the agenda	Used to decide which topic to debate first.
Motion to open debate	Begins debate and opens floor for subsequent motions.
Motion for a speakers' list	Sets up an unlimited list of delegates wishing to speak on the general topic
Motion to change the speaking time	Changes speaking time in a Speakers' List. This doesn't apply to moderated caucus because there is a predetermined number of speakers.
Motion for a round robin	Chair goes around the room and gives each delegate a chance to speak for a set amount of time on the general topic.
Motion for a moderated caucus	<p>Sets up a finite amount of time for delegates to speak on a specific subtopic or aspect of the issue at hand.</p> <p><i>Ex. Motion for a 6/30 on nuclear proliferation.</i></p> <p>This motion has a total of 6 minutes divided into 12, 30 second speeches on nuclear proliferation.</p>

Motion to extend a moderated/unmoderated caucus	Extends a moderated/unmoderated caucus by a finite amount of time.
Motion for a moderated caucus moderated by a delegate	Sets up a finite amount of time for delegates to speak on a specific subtopic or aspect of the issue at hand, but instead of chair naming speakers, a specific delegate calls on people.
Motion for an unmoderated caucus	Time for delegates to speak freely with other delegates. It is recommended that delegates use this time to form blocs and write working papers.
Motion to appeal the decision of the chair	Overturns chair decision because delegate(s) feels it is unfair/unjustified.
Motion to introduce a working paper	Used to debate and vote on a specific working paper.
Motion to introduce all working papers at the dais	Used to debate and vote on all completed working papers at the dais.
Motion to present a working paper as an important question	Requires a supermajority to pass the resolution.
Motion to reorder resolutions/working papers	Used to suggest working papers are presented in an order other than the order in which they were submitted.
Motion for a question and answer period	Used for delegates to ask questions to sponsors about a submitted working paper.
Motion to amend (friendly)	Asks to change part(s) of a working paper before it is voted on. Friendly indicates that the sponsors consent to the change and agree with the language.

Motion to amend (unfriendly)	To change part(s) of a working paper before it is voted on. Unfriendly indicates that the sponsors do not consent to the change and do not agree with the language. Therefore, the amendment is not acted upon.
Motion to table the current working paper	Asks to end debate on one paper and move onto the next one.
Motion to reconsider a working paper	Asks to re-introduce a previously tabled paper.
Motion to divide the question	Motions to divide a working paper into two sections and vote on the two parts separately.
Motion to enter voting procedure	To vote on a working paper.
Motion for a roll call vote	Each delegate is called on and responds with “yay” or “nay” to passing a working paper.
Motion for a straw poll vote	Unofficial vote. It is used to show the popular opinion on a certain matter, but not to actually pass anything.
Motion to adopt by consensus	No vote necessary, <i>all</i> delegates are in agreement.
Motion to table the current topic	Asks to move on from current discussion, and perhaps a switch in topic.
Motion to suspend debate	Pause in debate that is not the finite end.
Motion to resume/reopen debate	Pick up debate after a period of suspension.
Motion to reestablish quorum	Recalculates critical values in the event that someone leaves the room.
Motion to adjourn debate	End debate completely.

Position Papers

As its name implies, a position paper is a written piece that outlines the position of your country or figure's views on each topic being discussed and provides you with an understanding of the international policy that you should be looking to create in committee. Please **write a separate position for each topic that your committee is covering**. Position papers representing a country should be written in third person; those representing an individual should be in first person.

At the top of your position paper, please include a header that is complete with your name, the name of the country or figure you are representing, the name of your committee, your school, and the topic the paper is covering. Delegates may choose to structure their papers as they wish, but are encouraged to consider these three points:

1. The relevant **background of your position on the topic**
2. What, if anything, **your position is doing currently concerning the topic**
3. **What your position proposes to do in the future** (i.e. at the conference) to deal with the problem

We encourage you to recognize and reference relevant resolutions, declarations, and treaties as they will guide the work being done in your committee.

Please note that although each background guide includes "Questions to Consider," delegates **do not** need to actually answer each of these questions in their position papers (the questions are simply designed to get delegates thinking about their topic and guide their research).

Position papers at FWPMUN should be no more than 1 page in length and single-spaced with 12 point Times New Roman font. Please cite all of your sources as footnotes in MLA format -- links are not an acceptable form of citation. Footnotes will not count towards your 1 page of writing and can go over the 1 page limit. A position paper is required for you to be considered for an award. Plagiarism will not be tolerated at FWPMUN and violation of this policy will result in disqualification from awards.

Please bring a printed copy of your position paper(s) to the conference; we ask that you do not email them to your chair(s) ahead of time. If you have any questions about position papers or otherwise, please reach out to your Head Chair(s).

Sample Position Paper

Delegate: Name

Country: Argentine Republic

Committee: UN Women

School: Francis W. Parker School

Topic: Gender Equality and the Empowerment of Women

The Argentine Republic, subsequently referred to as Argentina, is proudly invested in legislatively promoting gender equality and empowering women throughout the nation with the assistance of international development goals and is somewhat disturbed by the lack of progress in certain countries regarding these topics, but remains focused on Argentinian gender equality rather than directly involving itself with other sovereign nations.

Argentina has managed to achieve many of the millennium development goals on the topic of gender. The school life expectancy for girls in Argentina is two years higher than boys, surpassing the goal of an equal ratio between the two genders, men and women in Argentina both have a literacy rate of 98%, and 33.3% of Senators were female as of 2001, one of the highest percentages in the international community.¹² Complete gender equality has not been realized as of now in Argentina, however, and there is more work to be done. Women in Argentina have power that women in other nations have not been afforded, such as important positions in government, and yet still lack some of the basic rights that gender equality demands. Violence against women was only recently addressed in 2009 and when marital rights and child custody are involved, women have just begun to realize equality, illustrating the work yet to be done.³

Dedication to gender equality and empowerment of women in Argentina has continued to increase in recent years. In 2015, the government of Argentina paired with the UN Development Programme (UNDP) and UN Women to host a global conference titled "Women and Social Inclusion from Beijing to Post-2015".⁴ Given the success of the conference, Argentina is willing to host it again, perhaps even on an annual basis with proper funding. Within these future conferences, extra support for struggling countries will be found, financial and otherwise. Concurrently, as an aspiring global power, Argentina will provide individual support for nations who request it, but will not engage with nations that choose to continually promote the inequality of genders. With nations who have achieved the current millennium development goals for gender, another set of goals must be written quickly to maintain momentum and promote progression. With this approach that aims to guide rather than force, Argentina hopes that gender equality and the empowerment of women will be realized.

¹"The World Factbook: ARGENTINA." Central Intelligence Agency. Central Intelligence Agency, 12 Jan. 2017.

²Lubertino, María José. "Pioneering Quotas: The Argentine Experience and Beyond." International Institute for Democracy and Electoral Assistance (n.d.): n. pag. Quota Project. International Institute for Democracy and Electoral Assistance, 23-24 Feb. 2003. Web. 18 Feb. 2017.

³Vega, Soledad. "A Century of Struggles: Gender Equality in Argentina." The Argentina Independent. The Argentina Independent, 1 Mar. 2013. Web. 23 Feb. 2017.

⁴Offerdahl, Kate. "UNDP, UN Women, Argentina Hold Global Conference for Women and Social Inclusion." SDG Knowledge Hub. International Institute for Sustainable Development, 13 May 2015. Web. 23 Feb. 2017.

Resolutions

A Model United Nations resolution entails writing a formal document expressing the decisions or opinions of a UN body. It consists of a series of clauses that outline the background, reasoning, and proposed solutions to a specific issue.

At the beginning of the resolution, include a header with the title, sponsors, and signatories of the resolution. Sponsors are involved in drafting the resolution, while the signatories are countries that support bringing the resolution forward for consideration. Being a signatory does not bind a delegation to vote in favor of the resolution.

Following the header are the preambulatory clauses. These are statements that provide context and justification for the resolution. They often reference previous UN documents, treaties, or reports that set the tone for the operative clauses. Preambulatory clauses start with participles or adjectives that convey a sense of acknowledgement or recognition. Here are some examples:

Acknowledging the efforts of member states in promoting environmental protection,

Recognizing the need for international cooperation to address climate change,

Recalling the General Assembly resolution ### (year it was made) which emphasizes the need for (xyz)

Following the preambles are the operative clauses. These are the actions that outline what the resolution aims to achieve. These clauses start with a verb that indicates the type of action or recommendation:

Encourages members of state to increase investment in renewable energy sources;

Request the secretary-general to enforce the monitoring of global carbon emissions;

Urges countries to implement policies that support sustainable development;

At FWPMUN, committees are not responsible for funding for their solutions, and therefore it should not be a concern of any committees/resolutions unless said otherwise by a chair.

Crisis Guide

Crisis committees are fast paced, responsive simulations of countries and groups of individuals that must react in the moment to pressing situations. No matter the gravity of the crisis, whether the outbreak of a new epidemic or fighting over the construction of a pipeline, a crisis simulation is meant to force delegates to think on their feet and take quick and decisive, yet nuanced and informed actions. In a crisis, actions are taken through directives and notes.

Directives address an immediate issue that is in the committee room on which the majority of the members want to take action. These should not be as long or as complicated as resolutions. In fact, the best directives consist of only short, operative-phrase-like clauses. Directives must be submitted to the chair and then passed by a majority vote. Directives can take the form of a simple directive, a press release, or a request for information.

Separate from directives, crisis notes are private notes to the chairs that delegates in crisis committees can use to achieve their goals.

Crisis notes are received by Chairs who ultimately decide whether the action fails or succeeds. **Please be respectful to chairs when waiting to receive responses.** In large committees, notes can become overwhelming and hard to manage and delegates should be patient with the chairs.

Below is an example of an appropriate crisis note submitted to a chair.

Dear Chairs,

I would like to move my forces up through Virginia to catch the American rebels by surprise. Soldiers should act with extreme caution and not alert any other generals.

*Best,
Charles Cornwallis*

Policies

“Ideal citizenship demands for the individual the highest degree of knowledge, power, skill, and service.”

-Colonel Francis Wayland Parker

Citizenship

At Francis W. Parker, citizenship is a value crucial to our school and everything we do. Being a good citizen includes respecting everyone at all times. This means being kind to each other and refraining from gossip, swearing, and violence. Parker has a zero tolerance policy for bullying, harassment, and hate speech. If a staff member feels as though a delegate is not following these policies, they may be asked to leave. Furthermore, delegates suspected of being under the influence of alcohol or drugs will also be permitted from participating.

Decorum

During the conference, all delegates and advisors are asked to keep decorum. There should be no side-talking or devices present during ceremonies and committee sessions. Please be respectful to FWPMUN and school staff. During committees, if you wish to use the bathroom or grab some water, please make a *point of personal privilege* and wait to have your point be approved by a chair.

Dress Code

We ask that all delegates dress appropriately in professional business attire. This includes suits, blazers, dresses, blouses, and dress shoes. Please refrain from t-shirts, sweatshirts, jeans, and cropped tops. If you have any questions of whether your outfit fits our dress code, please contact us via email.

Position Papers

All delegates are required to bring a printed copy of each position paper to participate in the conference. Delegates should plan to bring a printed copy to hand to the chairs at the beginning of the first committee session. Delegates who are suspected of plagiarism or using artificial intelligence in any documents reviewed by staff will be ineligible to receive an award and may be unable to participate.

Technology

FWPMUN is a no-tech conference. No computers, phones, and other electronic devices will be allowed to be present during ceremonies and committee sessions. If you are a part of an Ad-Hoc committee, there is an exception for computers which you may use for researching the topic. Your chairs will provide computers for you. Otherwise, all writing, resolutions, and notes will be written on paper. Notebooks and pens will be provided to all delegates.