

Some common operative clause beginnings are:

• *Accepts* • *Affirms* • *Approves* • *Asks* • *Authorizes* • *Calls* • *Calls upon* • *Condemns* • *Confirms* • *Considers* • *Declares accordingly* • *Deploras* • *Designate* • *Draws attention* • *Emphasizes* • *Encourages* • *Endorses* • *Expresses its hope* • *Further invites* • *Further proclaims* • *Further recommends* • *Further reminds* • *Further requests* • *Further resolves* • *Proposes* • *Suggests* • *Supports* • *Transmits* • *Urges*

Note:

When writing a resolution, it is best to write the operative clauses first (so you know what action you would like to see the United Nations take or what attitude it ought to adopt) and then to write the perambulatory clauses. The number of operative clauses must always exceed the number of perambulatory clauses.

Main Structure of the Resolution

The introductory word or phrase of each perambulatory clause is *italicized*.

The introductory word or phrase of each operative clause is underlined.

There is a line-space between each clause.

Every line is numbered in brackets.

Each operative clause is numbered.

Sub-clauses are lettered, and sub-sub-clauses are numbered.

Resolutions are written in Times New Roman, size 12.

Perambulatory clauses end with a comma, while operative clauses end with a semi-colon.

Sub-clauses and sub-sub-clauses all end with a comma except for the last one, which ends with a semi-colon.

Forum: Name of forum (ex. General Assembly)

Question of: The issue which the resolution deals with (ex. Sexual Violence against Women in War-Stricken Zones)

Main Submitter: Official name of country (ex. Republic of South Africa)

Co-Submitters: All countries that merge with the resolution

(1) *Perambulatory phrase* perambulatory clause,

(2) *Preambulatory phrase* perambulatory clause,

(3) *Preambulatory phrase* perambulatory clause,

.....

(25) 1. Operative Phrase operative clause;

(26) 2. Operative Phrase operative clause;

(27) A) Operative sub-clause (does not begin with operative phrase),

(28) B) Operative sub-clause,

- (29) I) Operative sub-sub-clause,
- (30) C) Operative sub-clause;
- (31) 3. Operative Phrase operative clause;
- (32) 4. Operative Phrase operative clause;
- (33) 5. Operative Phrase operative clause;

.....

The *Main Submitter* is the patron of the resolution. He/she is usually the delegate who contributes the most to the merged resolution, or the representative of the country with the strongest position in relation to the topic. The Main Submitter must be a strong speaker, and he/she will be the primary country defending this resolution. The Main Submitter delivers the merged resolution to the “Approval Panel.” He/she reads out the operative clauses of the resolution during debate and gives the first speech of the debate. He/she is responsible for defending the resolution and convincing other delegates to vote for it.

The *Co-Submitters* are the other members of the group of allies who contribute to writing and formulating the merged resolution, as well as the supporters of that resolution. They all have a common policy with regards to the topic in discussion, and they are all required to speak in its favor during debate.

Where to find Information

The most obvious and accessible resource (but by no means the only) is the World Wide Web. A useful starting point is the BBC’s country profile section:

BBC: www.bbc.co.uk

The United Nations: www.un.org

Other websites include:

- o www.guardian.co.uk
- o www.countryreports.org
- o www.cia.gov/library/publications/the-world-factbook/index.html

Note: Don’t forget to keep an eye on current events for anything that might assist you in piecing together your country’s perspective on the issues being debated. You may need to trawl through a lot of information on the Internet in order to find anything relevant, particularly if you’re representing a less high profile country. However, research is fundamental if you are to make the most of your MUN experience.

Lobbying and Merging

“Lobbying and Merging” takes place on the first part of the first day of the conference. The delegates of each forum exchange policies regarding the topics on the agenda.

After the opening ceremony, delegates will be divided into their respective forums, and allocated a room in which to meet. They will merge and lobby one topic at a time, within a time limit designated by the Chairs.

From previous research, delegates are expected to know their countries' policies, and are hence reminded that **their stance should be based on their research and not on their personal opinions.**

In the allocated time, different ally groups will come together to formulate a resolution. The clauses of this resolution are extracted from the individual resolutions that each delegate is expected to write before the conference starts. The group of allies selects the clauses that they agree on. They may also choose to write entirely new clauses all together. The delegates within the group negotiate and compromise until they reach a final solution that satisfies all, or most of, their countries' policies. The final resolution should have a minimum of 15 co-submitters in the GA and the ECOSOC, and a minimum of 6 co-submitters in the SC.

Although computer facilities will be available during lobbying and merging, delegates may bring their personal laptops.

Once the merged and lobbied resolution is finished and typed, the Main Submitter must pass it by the Approval Panel, which consists of the ACS MUN Director, the Secretary General, and the different forums' Presidents. The Approval Panel is responsible to review the resolution for appropriate content, errors (if there are any), and to check for plagiarism. Once a resolution is approved, it will be printed for debate. **Plagiarized work will not be debated by the forum.**

Roll Call

At the beginning of each session and after every break, the Chair will initiate a Roll Call. Each delegate must respond by either "present" or "present and voting." Delegates who respond with "present and voting" are **not** allowed to make abstentions during voting procedure. If a delegation is not present at the time of Roll Call, it is expected that they send a note to the Chair once it arrives.

Opening Speeches

Opening speeches are made after "Lobbying and Merging", and at the start of the first debate session on the first conference day. After taking roll call, The Chair will announce that the house will be entertaining opening speeches. Delegates are alphabetically called up to deliver their opening speeches. These speeches are made to introduce the country to the assembly, giving a very brief overview of the country's position on the topics presented.

Opening speeches **may not contain personal pronouns nor** can they represent any opinion other than that of the government delegated. Opening speeches are not to exceed 1 minute each in the GA and ECOSOC forums and 2 minutes in the SC.

Rights of reply are entertained after each set of five opening speeches. A right of reply is a comment on a speech made by one of the delegates. It is not a question. The delegate being addressed does not have the right to follow-up on the right of reply.

Rules of Procedure

LEBMUN debates run formally at all times. All delegates are expected to use appropriate language, refraining from the use of informal language and personal pronouns (i.e. I, you, me, and we). The official language of the conference is English, and thus all lobbying, debating, and note-passing should be done in English.

To maintain formality, all delegates are expected to dress formally during the lobbying and merging, and in the debate sessions. Male delegates must wear suits with a tie, and are expected to have their blazers on whenever they are speaking. Jeans, shorts, polo's, and sneakers are not acceptable. Female delegates must wear formal pants, dresses, or skirts of appropriate length. Leggings, shorts, flip-flops, and sneakers are not acceptable.

Delegates are expected to respect fellow delegates and all members of the Secretariat at all times. If a participant does not comply with the above-mentioned rules, he or she may not be forbidden from taking part in the conference.

Parliamentary Procedure

All delegates are expected to use the following points and motions for the appropriate mentioned purposes.

1. Point of Personal Privilege:

Used to complain of a personal discomfort (noise level, room temperature, movement, etc.).

2. Point of Order:

Used to correct a factual mistake.

3. Point of Parliamentary Procedure:

Used when there is a mistake in parliamentary procedure or to inquire on where the debate is at the current time (chair makes a mistake, a delegate misuses a point, personal pronoun is used, to ask whether the debate is in favor or against a resolution, etc.).

4. Point of Information:

Used to ask a question to the speaker who has the floor.

5. Request for Follow-up:

Used after the Point of Information, in case the delegate has another question to ask.

6. Point of Clarification:

Used to ask for a clarification regarding a point made by the speaker.

7. Motion to Move to Voting Procedure:

At times when the house has been talking extensively on the same issue and no progress is being made, a delegate calls for a motion to move to voting procedure in order to move on. This has to be seconded with no objections. If an objection to this motion is made, the Chair has the power to agree or disagree to it.

8. Motion to Divide the House:

Used during voting procedure. Every delegate has to then say whether they are for or against the resolution rather than simply raising their placards at the appropriate time. Delegates may not abstain. The Chair has the power to accept or deny this motion depending on the time scale.

9. Motion to Table the Resolution:

If a delegate feels that an agreement resolution will be impossible on a certain topic, or that the debate is going nowhere, he/she can call for this motion. The next issue will then be discussed, but the house can always go back to it later on. The Chair has the power to agree or disagree to this motion based on the delegate's justification and in case of any objections.

Written Communication

Delegates may send notes to other delegates or to the Secretariat. Notes must include who the message is from and who it is to. Notes should be relevant to the conference. They must not be offensive, racist, or derogatory. All notes will be read by the Administrative Staff.

Amendments

An amendment is a proposal to change something in the resolution being debated. There are two types of amendments: "Friendly" and "Unfriendly." The "Friendly" amendment is introduced during the time in favor of the resolution and is usually done with the approval of the main submitter of the resolution. The "Unfriendly" amendment is introduced during the time against the resolution and often changes some fundamental aspect or goal of the resolution, which is why the submitting delegation disapproves.

A copy of the proposed amendment has to be submitted in writing to the Chair before it is proposed. The Chair will decide on the propriety of the amendment and will fix a debate time for and against it. The submitter of the amendment will be the first to defend the amendment and the Chair will then recognize speakers, close the debate on the amendment, and conduct a vote on the amendment, which, if passed, becomes a part of the resolution.

Debate on the main motion then continues from the point at which it was suspended. If 2/3 of the operative clauses in a resolution are amended, it automatically fails.

Voting

All delegates are required to vote in favor of or against a resolution or an amendment. Delegates may abstain from voting on a resolution, but not on an amendment, unless otherwise specified by the Chair. Voting is done by raising the placard unless a motion to divide the house is called for. In the Security Council, the five permanent members hold the veto power, which, when used, automatically causes the failure of a resolution. All veto votes must be well-explained, or will be otherwise disregarded. For a resolution to pass; there should be a majority vote for it (51 percent).

Modes of Address

Advocates for the moving party and the responding party should be addressed as “Counsel,” and the judges should be addressed as “Judge last name,” or “Your Honor.” The Chief Justice should be referred to as “Chief Justice last name” or “Your Honor,” and the Deputy Chief Justices should be referred to as “Deputy Chief Justice last name,” or “Your Honor”.

Written Phase (Memoriam)

The applicants write a memoriam. It must contain the following parts:

Statement of facts: outlines the problem by stating the facts as the applicant sees them.

Legal claims: a brief explanation of the legal basis for the case and applicable evidence to support the claims.

Judgment requested: a clear statement of what the country expects from the court’s judgment and why.

The applicant memoriam for LEBMUNis to be submitted to the ICC president no later than

First draft: February 5, 201

Second Draft: February 12, 201

Note

Delegates must submit their original work. They may cite/quote sources. However, if plagiarism is detected, the memoriam will be refuted, and the teacher advisor of the concerned delegate will be notified. The respondent also presents a *counter-memoriam* which follows the structure of a memoriam. The purpose of this is for the respondent to defend his/her position against the claims made in the memoriam. It is to be submitted to the ICC president no later than **(Date will be decided)**.

Stipulations are to be written together by the advocates of both sides. The stipulations document will outline the points the two parties agree on. They must be submitted in writing prior to the opening statements.

Oral Phase (Presentation)

RESPONSIBILITIES

Advocates represent their arguments, point out the issues that divide them, and call for the questioning of witnesses or experts, if any.

Judges may ask questions of advocates or witnesses (this is limited to questions of clarification, not to help argue the case one way or the other), may call advocates or witnesses back during deliberation to clarify a point, and may ask for expert opinions. Judges are required to perform some limited research regarding the topics at hand, yet must not discuss the matter with any advocate. They are also required to read any information provided by the ICJ prior to the commencement of the conference.

STEP 1 - THE STAND & INITIATION CEREMONY

“The Stand” marks the opening of the ICJ. The 13 Justices and the Deputy President are asked to rise to welcome the President who then makes his entrance. Following the stand, all Justices rise and make an oath in the presence of all the advocates. The President then reads out a brief description of the case.

STEP 2 – OPENING STATEMENTS

(Maximum time is 20 minutes for each side and minimum time is 15 minutes)

The applicant makes the opening statement. “We will prove the following...”, “We will show that...”, but no argument is made at this point. This is an introduction.

The Respondent can either give the opening statement after the moving party’s opening statement, or after the moving party’s whole case has been presented.

Do not make assertions that you cannot prove later on in the proceedings.

Although it is recommended that one advocate presents his/her party’s opening statement, both advocates may share the podium.

There will be no objections during the first five minutes of opening speeches.

STEP 3 – PRESENTATION OF THE CASE

(Maximum time is 150 minutes for each side, minimum time is 100 minutes)

The advocates for the moving party present the case using direct evidence and witnesses, whilst referring back to legal claims.

The advocates for the responding party follow with the presentation of their side of the case.

The statements of advocates are not evidence.

Advocates present only facts and law, or object to improper evidence being admitted by the other side. They are not to discuss what something is alleged to say, or infer ideas from evidence.

The responding party has the right to try to confuse the issue by presenting many different angles of defense.

DIRECT EVIDENCE

Evidence must be “marked” before it can be talked about as evidence. The advocate states to the court during his or her presentation that he or she would like to “mark _____ as evidence.”

Both sides must see the evidence before it can be accepted as such by the court.

Evidence can be presented during the presentation of the case, but this will require an explanation as to the importance of the evidence by the presenting side. The relevance will then be privately deliberated by the judges.

All evidence to be used by the counsels must be attached in the memoriam and counter-memorial. The evidence must still be marked during the case before being accepted as evidence.

Due to time constraints, each counsel will be limited to no more than 15 pieces of evidence.

WITNESSES

Advocates should formulate their questions to witnesses to be answered for the most part by “yes/no.” The pattern of questioning a witness should be: question, answer, question, answer – with very few long narrative answers asked of the witnesses.

The applicant can use leading questions only on expert witnesses, but the respondent can use leading questions to any witness as long as they are not argumentative.

Advocates may not ask hearsay questions. In other words, they may not ask the witness about an action or statement accredited to someone else.

During the questioning of witnesses, the pattern is direct, cross, redirect, re-cross and so on until both sides have no further questions to ask. When each side is finished with its questioning the Advocates must say, “No further questions.”

After each witness has been questioned by the applicants, respondents, and Judges and no further questions remain, the judges will proceed to deliberate in private regarding the credibility of the witness.

Advocates are strongly advised to prepare their witnesses by providing them with background information on the case, background information regarding the witness him/herself, the questions that the advocates will ask the witness and questions that may be asked by the opposing counsel or judges.

A list of witnesses (name of witness, real name of witness, background information and committee in LEBMUN) must be submitted to the president prior to *February 18, 2019*

CLARIFICATION

Following the presentation of each side, the judges have the opportunity to ask questions for clarification of points they were not able to grasp the first time around. However, both parties must be present during such questioning.

STEP 4 – REBUTTAL

(Maximum of 60 minutes per side)

The moving party has the opportunity to give a rebuttal addressing issues brought up by the responding party during the presentation of their case.

The responding party then has the opportunity to give a rebuttal to redress issues presented in the moving party's rebuttal.

The rebuttals must be in the form of short statements, not speeches, and after each statement of rebuttal the opposing side will be asked if it would like to rebuttal the rebuttal. There can only be one rebuttal to each rebuttal statement.

Step 5 – Closing Statement

(Maximum of 60 minutes per side, minimum of 40 minutes)

The moving party gives a closing statement in which a conclusion about how the evidence, witnesses, and arguments lead to the guilt of the responding party.

The responding party makes a closing statement of equal time to that of the moving party.

The requested judgment of both counsels must be stated during the closing statement.

Only during the closing statements may an advocate analyze evidence, or argue the facts, laws, or the case.

The closing statement is the advocates' chance to tie their cases together, to argue their evidence, and to convince the judges.

The speech may be divided among the advocates.

Step 6 – Final Deliberation

1. Advocates must leave the room.
2. An initial vote is taken and brief reasons given for initial decision. This is not binding, but all judges must make a statement.
3. Each judge brings up issues that he or she believes are important to deciding the case and these are listed for later discussion.
4. Discussion of issues listed with relevance to international law and evidence presented.
5. A second vote is taken with no abstentions.
6. The wording of the verdict is written by the group or by designated judges.
7. A final vote is taken.
8. Dissenting opinions are written up.

Some points to consider during discussion of the verdict:

Authenticity of the evidence.

Merit of the evidence – are the statements in the evidence accurate, relevant, and reliable?

Weight is to be given to evidence in deciding the case.

Step 7 – Verdict Given

The verdict is given on the last day of the conference and is announced in the Closing Ceremony by the President of the ICJ. The verdict is submitted to Conference Directors in writing after the Conference.