



DELEGATE PREPARATION

CAHSMUN HORIZONS



POSITION PAPER GUIDE

CONTENT EXPECTATIONS

As representatives of a country, the position paper must be written in the third person. For example: instead of writing “I believe...” you must write “the country of (country name) believes...”

Follow these six steps to effectively write a strong position paper:

1. The name of the committee, the name of your country, the name of the topic, and your own name should always be at the top of your position paper document.
2. The first paragraph should broadly introduce the topic and **state areas of concern that your country believes to be of significance.**
3. The second paragraph is where you will expand on the concerns you have stated in the first paragraph. **You will give details on the concerns and explain why your country believes that the concern is significant. This paragraph should detail your country’s position on the topic.**
4. The third paragraph should state **previous actions your country has taken.** Additionally, the third paragraph should discuss **other possible solutions** and analyze pros and cons. Depending on the amount of researching you did, you may want to create two different paragraphs: one for discussing your country’s actions and the other discussing the possible solutions.
5. The fourth (or fifth) paragraph is the conclusion. Sum up everything you have written in your position paper.

The steps have been colour-coded to match the example position paper below. Please note that the topic and data are fictional.

When you finished writing a position paper on both topics, email your paper to your committee dais. As your subject header, indicate that the email contains a position paper and indicate the country that you represent, for example: “China’s Position Paper”.



POSITION PAPER GUIDE

INTRODUCTION

Writing a position paper is a task that you, as a delegate, will have to complete at nearly every Model United Nations conference. The purpose of a position paper is to outline a delegation's past action and current stance on its committee's topics. At CAHSMUN Horizonsv, position papers are only mandatory in select committees, but are required in order to be eligible for an award. This guide is designed to help you write a strong position paper.

WHAT IS A POSITION PAPER?

Despite its simplicity, many delegates often struggle to grasp the concept of a position paper. A position paper is nothing more than a document that outlines a country's stance on a topic. While there may be some variation in position paper policies between different MUN conferences, the papers always follow a similar format.

A well-written position paper will positively impact your experience as a delegate. The process of writing a position paper will assist you in the research of your topics. As a result, you will be able to effectively engage in debate with your peers.

THE RESEARCH

Research is easily the most important step to writing a position paper. Without research, your paper will hold nothing of value. Hence, the first step to your research procedure is to read your committee's background guide. The background guide will give you a general scope of your topic and will allow you to narrow the field of your own personal research.

With respect to writing a position paper, the "Discussion Questions" section is one of the most important sections to consider in the guide, as these questions are explicitly designed to help guide your research for the topic. Furthermore, this section gives a general idea of the direction of discussion and debate your committee is likely to take throughout its meeting sessions. These questions can be found in the final section of the topic outline in your committee's background guide.

When you have completed reading the background guide, you should begin researching your own country's stance on the given topic. In order to ensure an adequate researching process, take note of resources you use for future reference. If you ever get lost or overwhelmed during your research, you can refer back to the "Discussion Questions" section to set yourself back on track. Once you feel comfortable with your research, you can begin writing.



SAMPLE POSITION PAPER

United Nations Security Council

Country: United Kingdom

Delegate: Mark Kim

Topic A: The Resurgence of Colonization

The recent resurgence of colonization has become a threat to world peace. European countries have begun to infringe the national sovereignty of other countries through military occupation. The world is at risk of plunging back to the primitive 18th century. **Specifically, the United Kingdom is concerned with the possible revolts that can occur through colonization.**

Past acts of colonization have led to molestation and anarchy. The United Kingdom, for example, has felt the detriments of colonization. **English colonizers were often unable to uphold the value of human rights. As a result, individuals who lived in colonies were abused and treated without dignity. The continuous abuse often led to violent revolts, which have caused enormous damage to both the rioters and colonizers. The United Kingdom believes that colonization will lead to the violation human rights, which cannot be tolerated.**

Currently, the United Kingdom **has publicly condemned colonizing nations.** In a speech to the General Assembly, the UK denounced the actions of colonizers and advocated the UK's support for victimized nations. Care packages have been sent to colonized nations in order to support the civilians. The UK has also taken direct actions against colonizers by **ending official ties with them.** Moreover, the UK has threatened the colonizers with the possibility of sanctions. The UK's actions have sent clear messages that the nation will not tolerate colonizers.

The United Kingdom proposes two possible solutions that the UNSC can execute. **The first possible solution is to send peacekeepers to colonized nations.** Peacekeepers will ensure that no human rights are violated by the colonizers. Furthermore, the peacekeepers will be able to engage in combat with colonizers if the colonizers conduct military attacks. **The second possible solution is to recommend the expulsion of colonizing nations.** There are legitimate reasons that can substantiate the recommendation. The UNSC can recognize the violation of national sovereignty and the infringement of human rights. The UK believes that these two possible solutions can hinder the progress of colonizers.

In conclusion, the United Kingdom has a firm stance against the prospect of colonization. The UK has openly condemned colonizers and has also taken direct action against them. The UK is convinced that sending peacekeepers and expelling colonizing nations will benefit the global community.



RESOLUTION PAPER GUIDE

WRITING A RESOLUTION PAPER

Resolution papers are the cornerstone of the Model UN experience. Resolution papers reflect the meticulous pre-conference research and hours of committee session debate. A successful resolution paper will outline a comprehensive solution to each major issue of a given committee topic and will manage to be implemented through pragmatic means.

Furthermore, the resolution paper should be able to adequately address the needs of the majority of the committee. Sponsors of a draft resolution should strive to write a document that explores issues outside of the scope of their own bloc, in an effort to accurately represent the goals of the committee. In the event that a committee is simply unable to create one resolution on behalf of the committee due to fundamental differences in policy, there may be multiple draft resolution on the floor at any given time. However, only one draft resolution may be voted in by the committee to become the official resolution paper for the given topic.

A list of sample perambulatory and operative phrases is included below. Most importantly, do not hesitate to ask dais members for assistance with resolution papers.

SAMPLE RESOLUTION VOCABULARY

PREAMBULATORY CLAUSES

Affirming	Fully believing
Alarmed by	Further deploring
Approving	Further recalling
Aware of	Guided by
Bearing in mind	Having adopted
Believing	Having considered
Confident	Having examined,
Contemplating	Having heard
Convinced	Having received
Declaring	Having studied
Deeply concerned	Keeping in mind
Deeply disturbed	Noting with regret
Deeply regretting	Noting with deep concern
Desiring	Noting with satisfaction
Emphasizing	Noting further
Expecting	Noting with approval
Fully alarmed	Observing
Fully aware	Reaffirming

OPERATIVE CLAUSES

Accepts	Directs
Adopts	Emphasizes
Affirms	Encourages
Appeals	Endorses
Appreciates	Expresses its appreciation
Approves	Expresses its hope
Authorizes	Further invites
Calls	Further Proclaims
Calls upon	Further reminds
Commends	Further recommends
Condemns	Further requests
Confirms	Further resolves
Congratulates	Instructs
Considers	Invites
Decides	Proclaims
Declares	Reaffirms
Deplores	Recognizes
Designates	Regrets



RESOLUTION PAPER GUIDE



RESOLUTIONS

WORKING PAPER

A working paper is an informal document written to communicate ideas among delegates of the committee. Formatting rules of draft resolutions do not apply to working papers, but the author may choose to have working papers in such a format for the sake of clarity. All working papers must be approved by the dais in order to be distributed to the committee and be legitimately referred to during debate and discussion. Until such a point, working papers may not be used under any formal circumstance.

DRAFT RESOLUTION

A draft resolution is an official document in proper resolution format that seeks to formalize actions and rulings on behalf of the given committee. Each draft resolution must have a minimum of two sponsors and a maximum of five sponsors. Each draft resolution must have one fifth of quorum as signatories in order for the document to be formally introduced to the committee. Note that a signatory does not express explicit support for the document, but merely wishes to see it debated in committee.

In order to formally introduce a draft resolution, it must first be submitted to and approved by the dais. As with working papers, draft resolutions may only be formally referred to in debate once it has been approved by the dais. Once this process has been completed, any one of the draft resolution's sponsors may motion to present the draft resolution to the committee. Upon the passing of the motion, the sponsors will be given the floor to formally present their draft resolution. Numerous draft resolutions may be presented and remain in debate in a single committee, although it is the dais' discretion in picking how many will be allowed to remain on the floor before proceeding to voting procedures. Draft resolutions may be merged at the discretion of sponsors, and resubmitted for approval by the Dais and presentation to the committee.

Once the debate on a given number of draft resolutions has exhausted, the committee may choose to move into voting procedures. A motion to close debate must first be presented, voted on, and passed by the committees. After such a point, a motion to enter voting procedures may be presented. If this motion is passed, delegates will first begin voting on the order in which the draft resolutions shall be voted on. Once this is completed, delegates will choose which the method of voting; simple majority is the default voting method, and does not have to be motioned for. Following this vote, draft resolutions will be voted on in the order in which has been decided. Only one draft resolution may be adopted per committee.

AMENDMENTS

Delegates may choose to amend a draft resolution that has been presented to the committee in one of two ways; by proposing a friendly amendment and by proposing an unfriendly amendment.

A friendly amendment is a substantial amendment that is first approved by the Dais, and then must be unanimously approved by the sponsors of the draft resolution. They are automatically incorporated into the draft resolution and are not subject to a vote.

An unfriendly amendment is a substantial amendment that is first approved by the Dais, but fails to be unanimously approved by the sponsors of the draft resolution. In such an instance, an unfriendly amendment must garner the support of one fifth of quorum in the form of signatories before they are subjected to a vote. Unfriendly amendments are subjected to a vote in the same way that draft resolutions are voted on, following the closure of debate.



SAMPLE RESOLUTION PAPER

Draft Resolution (number here)

Topic: Draft Resolution Sample

Sponsors: Official names of the Sponsoring Countries (between 1-3 or 2-5, depending on committee size)

Signatories: Official names of the Signatory Countries (the number of Signatories must be at least one-fifth of the size of the committee – signatories do not necessarily support the resolution, but want to see it debated)

Both lists, sponsors and signatories, must be placed in alphabetical order

The (Committee Name),

Noting that preambulatory clauses outline the issue at hand,

Fully aware that one line should be skipped before and after every clause,

Recalling that preambulatory clauses begin with italicized preambulatory phrases,

Bearing in mind that a comma is used at the end of each preambulatory clause,

Noting further that preambulatory clauses end in a colon before the resolution moves on to the operative clauses:

1. Declares that operative clauses address the action that should be taken to combat the issue;
2. Invites delegates to underline the operative phrases before an operative clause;
3. Calls upon operative clauses to end in semi-colons;
4. Recommends clear and concise wording through splitting an operative clause into sub-clauses:
 - a. With a colon to introduce the first sub-clause;
 - b. With a semi-colon at the end of each sub-clause;
 - c. With the use of sub-sub clauses if needed:
 - i. Using 'i, ii, iii' etc.;
 - ii. Having at least two sub-sub clauses;
5. Resolves that a resolution must always end with a period.



MODEL UN GLOSSARY

Abstain - During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a state does not support the resolution being voted on, but does not oppose it enough to vote no.

Agenda - The order in which the issues before a committee will be discussed. The first duty of a committee following the roll call is usually to set the agenda.

Amendment - A change to a draft resolution on the floor. Can be of two types: a “friendly amendment” is supported by the original draft resolution’s sponsors, and is passed automatically, while an “unfriendly amendment” is not supported by the original sponsors and must be voted on by the committee as a whole.

Bloc - A group of countries in a similar geographical region or with a similar opinion on a particular topic.

Caucus - A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: moderated caucus and unmoderated caucus.

Decorum - The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

Division of the Question - During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

Moderated Caucus - A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate.

Operative Clause - The part of a resolution which describes how the UN will address a problem. It begins with an action verb (decides, establishes, recommends, etc.).

Point - A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry, and a point of personal privilege. See our Charts of Rules and Motions.

Preambulatory Clause - The part of a resolution that describes previous actions taken on the topic and reasons why the resolution is necessary.

Quorum - The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution.

Resolution - A document that has been passed by an organ of the UN that aims to address a particular problem or issue. The UN equivalent of a law.

Roll Call - The first order of business in a Model UN committee, during which the Chair reads aloud the names of each member state in the committee. When a delegate’s country’s name is called, he or she may respond “present” or “present and voting.” A delegate responding “present and voting” may not abstain on a substantive vote.

Unmoderated Caucus - A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

Working Paper - A document in which delegates’ ideas are proposed. Frequently the precursor to a draft resolution.

Vote - A time at which delegates indicate whether they do or do not support a proposed action for the committee.

Voting Bloc - The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may enter or leave the room during voting bloc.



CAHSMUN Horizons

Debate, Discuss, Discover