



# ASASI DENGKIL MODEL UNITED NATIONS 2022

## *Delegate Handbook*

THEME:  
SUSTAINABLE DEVELOPMENT GOALS

DATE: 17TH-19TH JUNE 2022  
ADMISSION FEE: FREE OF CHARGE  
PLATFORM: DISCORD

# LETTER OF GREETING



Delegates of the 2022 Asasi Dengkil Model United Nations,

It is of great pleasure welcoming you, for the second time in our history, to participate in a conference inspired by the times humankind is going through. One should say such a community strives with the encouragement to reform and perform such actions to develop the human mind. As Secretary-general of this event for the second time, I am honoured to be involved in the development of this conference, and for it to reach such success as it is.

This guidebook would help you like those, both new and experienced delegates, navigate through the procedures and progression of a Model United Nations council. As in regard to this conference, we are proudly presenting councils based on the level of difficulty each topic discussed in the council. To make this conference better, ASiDMUNC 2022 is themed "Sustainable Development Goals", reflecting our own dedication towards the actual UN representations of goals. We have also provided a new flavour for those curios of alternate reality that has been created by our own team of secretariats.

Finally, I, representing the Secretariats for ASiDMUNC 2022, would appreciate much of the involvement of you, as delegates, to spark creativity, and to discuss as much as possible the issues we have brought up at this conference. Make such an experience you gain from ASiDMUNC 2022 as a stepping stone for you to be actively involved in future MUN events and meet and greet new people along the way. The ASiDMUNC 2022 website will provide you with the information in detail as to our councils and to know more about your chairs per council. Once again, we are looking forward to seeing you in the chambers of our councils!

Sincerely,

Ammar Haziq bin Rahim  
Secretary-General  
Asasi Dengkil Model United Nations 2022

# LIST OF SECRETARIAT



**Ammar Haziq**

**SECRETARY-GENERAL**



**Mohamad Akmal**

**DIRECTOR GENERAL**



**Nur Ain Nazirah**

**SECRETARY**

## USG FOR DESIGN & IT



**Shazmi Arshad**

## USG FOR GENERAL ASSEMBLIES



**Syaza Liyana**



**Annisa Sofea**

## USG FOR MARKETING



**Adilla**



**Ainur Karimah**

## USG FOR DELEGATE AFFAIRS



**Sufina Qarliss**



**Puteri Nurin Irdina**



**Rania S.R Rosidi**

# PROGRAMME SCHEDULE



## DAY 1 | 17TH JUNE 2022

Open Ceremony	2:30 PM
Council Openings & Start of Council Session	3:00 PM
Break	4:30 PM
2nd Council Sessions	5:00 PM
Adjourning of Council Sessions	7:00 PM
Night Get-along & Night Activity	8:45 PM

## DAY 2 | 18TH JUNE 2022

3rd Councils Sessions	9:00 AM
Break	11:00 AM
4th Councils Sessions	11:30 AM
Break	1:30 PM
5th Councils Sessions	2:30 PM
Break	4:30 PM
6th Councils Sessions	5:00 PM
Adjourning of Councils Sessions	7:00 PM
Reviews and Feedbacks Session with Secretariats	8:45 PM

## DAY 3 | 19TH JUNE 2022

7th Councils Sessions	10:00 AM
Break	12:00 PM
Final Councils Session and Wrap Up	12:30 PM
Break	2:30 PM
Closing Ceremony	3:00 PM

# GENERAL RULES



## 1. Scope

These Rules of Procedure govern all committees at the Canadian High Schools Model United Nations 2016 (with the exception of HCC, HOC and IPC, for which other rules shall be provided), and shall apply during all scheduled and extraordinary sessions.

## 2. Delegate Conduct

Delegates are expected to remain productive and courteous throughout the conference and respectful to Staff Members and other delegates. English shall be the official and only working language during all committee sessions. No simulated accents or national costumes are permitted (see Dress Code below). Delegates are expected to be present for Roll Call, which shall be taken at the beginning of every committee session. Delegates unable to attend a committee session must inform the Director prior to that session. Delegates not abiding by the Rules of Procedure shall be called to order by the Chair. Any delegate feeling as though they are being treated unfairly should contact the Secretariat.

## 3. Dress Code

ASiDMUN strives to uphold a professional, gender-inclusive dress code. All delegates are expected to wear Western Business Attire during all scheduled and extraordinary committee sessions. This includes suit pants, dress shirts, neckties, sweaters, vests, cardigans or blazers, skirts, and blouses.

## 4. Electronics Policy

Delegates may use laptop computers or tablets during committee session to write working papers and draft resolutions only. Delegates are expected to arrive at the conference well researched and prepared, and as such, internet access shall not be provided during committee sessions. Background guides, position papers, and other research documents should be printed in physical form.

## 5. General Duties of the Committee Staff

The Committee Staff, known as the Dais, consists of the Director, the Chair(s), and, in select committees, Crisis Staff, as appointed by the Secretariat. The Director is the final authority in the committee, and may suspend or amend the Rules of Procedure at any time. The Director may interrupt the flow of debate to address the committee. The Chair is responsible for enforcing the Rules of Procedure, directing the flow of debate, ruling on points, and granting the right to speak. The Chair may rule any motion out of order at any time.

## 6. General Duties of the Secretariat

The Secretary-General, along with their appointed officers, compose the Secretariat, and are the ranking officials at the conference. The Secretariat reserves the right to suspend, amend or modify the Rules of Procedure at any time. An officer of the Secretariat may address the committee or serve as a member of the Committee Staff at any time.

# FLOW OF DEBATE



## 7. Roll Call

The Chair will conduct Roll Call at the beginning of each committee session. Delegates must indicate their presence in response to the Chair as either 'Present' or 'Present and Voting'. Delegates who indicate their presence as 'Present and Voting' may not abstain from any substantive vote. Delegates arriving late to a committee session must send a note to the Dais indicating their delegation (country) and presence.

## 8. Quorum

Quorum must be established in order to begin formal debate or enter voting procedure in a committee. Quorum is met when one-third of members are present, and shall be assumed unless otherwise challenged by a Point of Order. Note that Quorum is not applicable in the United Nations Security Council.

## 9. Agenda and Primary Speakers' List

The committee's Agenda denotes the order in which the two topics will be discussed. In order to set the Agenda, a delegate must move to open the Primary Speakers' List, requiring a simple majority to pass. The Primary Speakers' List is strictly used to debate the precedence of topics that shall be discussed by the committee. Following a motion to open the Primary Speakers' List, a motion to set the Agenda must be made ("The delegation of X moves to set the Agenda to topic A/B").

Once such a motion has been presented, the Chair will recognize two speakers in favor of the motion and two speakers against the motion. These delegates will speak in alternating order beginning with the speaker in favour and ending with the speaker against the motion.

Immediately following these speeches, the committee will vote on the motion to set the Agenda, which requires a simple majority to pass. Once the Agenda has been set, the committee shall begin debate on whichever topic was passed. In committees where two topics have been prepared, only one motion to set the Agenda is in order: if the motion to set the Agenda to Topic A fails, the committee shall immediately enter discussion on Topic B, and vice versa.

## 10. Secondary Speakers List

Following the setting of the Agenda, a motion must be presented and voted upon to open the Secondary Speakers' List, which requires a simple majority to pass. Immediately following this, a motion to set the duration of speeches within the Secondary Speakers' List can be presented; the default value is one minute, and does not require a motion.

Once the duration of speeches has been set, the Chair will prompt delegates that wish to be added to the list of speakers. Delegates may also send notes to the Chair requesting to be added to the list of speakers. The purpose of the Secondary Speaker's List is for delegates to voice general opinions on the current topic being discussed. Furthermore, it acts as a buffer between other forms of substantive debate, such as moderated caucuses and unmoderated caucuses.

# FLOW OF DEBATE



## **a. Yields**

Upon completing a speech (when delegates have finished speaking) from the Secondary Speakers' List, delegates must yield the remainder of their time in one of four ways. Delegates who speak for the entirety of their allotted time should yield to the Chair nonetheless out of courtesy. Listed below are the four types of yields:

i. **Yielding to the Chair** The remaining time in a delegate's speech will be absorbed by the Chair. Delegates must yield to the Chair if they do not wish to yield to another plausible party.

ii. **Yielding to a delegate** The remaining time in a delegate's speech will be yielded to a specific delegate. The delegate being yielded may either accept or decline the yield. Should that delegate accept the yield, the Chair will recognise the delegate for the entirety of the remaining time. Any additional time left over shall be absorbed by the Chair. Yielding a yield is out of order.

iii. **Yielding to comments** The Chair will call on delegates with comments to now raise their placards. Delegates selected by the Chair will be granted twenty seconds each to make comments related to the speech.

iv. **Yielding to questions** The Chair will call on delegates with questions to now raise their placards. Delegates selected by the Chair will be allowed to ask one question to the speaker, that is, the delegate who originally made the yield. Back and forth questions, rhetorical questions and questions not meant to obtain information are out of order

The speaker may refuse to answer any question, but only the speaker can respond to questions.

## **11. Unmoderated Caucus**

An unmoderated caucus allows delegates to leave their seats to examine a topic area in a more informal manner and discuss working papers and draft resolutions. An unmoderated caucus may not exceed fifteen minutes in length. The motion requires a simple majority to pass. The Chair may rule a motion for an unmoderated caucus dilatory at their discretion.

## **12. Moderated Caucus**

A moderated caucus allows the Chair to temporarily deviate from the Speakers' List in order for the committee to engage in specific substantive debate. Rather than recognising those delegates added to the Speakers' List, the Chair will call on delegates to raise their placards should they wish to speak, allowing delegates to choose more freely when to make remarks. The motion requires a simple majority to pass and must give specific time limits for the caucus and individual speakers and a topic for the caucus. The shall revert to the Speakers' List should no delegates wish to speak. Motions and yields are not in order during a moderated caucus, and delegates with speeches not relevant to the topic of the caucus may be called to order by the Chair.

# FLOW OF DEBATE



## 13. Right of Reply

A delegate may move for a Right of Reply if their personal or national integrity was impugned by another delegate during a speech. The Director shall immediately grant the motion at their discretion. Should a Right of Reply be granted, the delegate whose integrity was impugned will be awarded ninety seconds to address the committee. A delegate may be called to order if their Right of Reply is offensive in itself, or if the content of their Right of Reply is not directly relevant to the personal attack. A Right of Reply to a Right of Reply is out of order.

## 14. Closure of Debate

A delegate may move to close debate on any procedural or substantive matter whenever the floor is open. Should a motion to close debate pass, the committee will enter voting procedure immediately. This motion requires a simple majority to pass.

## 15. Suspension of Debate

The suspension of debate refers to the postponement of all committee functions until the next scheduled or extraordinary committee session. A delegate may move to suspend debate only when the committee nears the end of that committee session. This motion requires a simple majority to pass.

## 16. Adjournment of Debate

The adjournment of a debate is in order only when the committee nears the end of the last committee session of the conference. The Secretariat reserves the right to adjourn debate at any time. This motion requires a simple majority to pass.

# RULES OF GOVERNING POINTS



## 17. Point of Order

A delegate may raise a Point of Order to bring attention to the Chair an error in the execution of the rules of procedure. The delegate may not speak on the substance of the matter under discussion. Delegates should allow the courtesy of letting the speaker finish before raising a Point of Order.

## 18. Point of Personal Privilege

A Point of Personal Privilege is for your personal comfort. If any external physical circumstances affect your ability to participate in the debate, such as the temperature of the room, the font size of the directive discussed, or the audibility of the speaker, you may raise a Point of Personal Privilege.

## 19. Point of Inquiry

Delegates may wish to raise a Point of Inquiry if they are confused about any aspect of the committee. This could be in relation to the topic at hand, rules of procedure, or general conference information. Delegates are asked to refrain from raising a Point of Inquiry while another delegate is speaking.

# RULES OF GOVERNING RESOLUTIONS



## 20. Working Papers

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.

## 21. Draft Resolutions

A draft resolution is an official document in proper resolution format that seeks to formalise 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 vote 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 been exhausted, the committee may choose to move into voting procedures. A motion to close the 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 method of voting; a 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

# RULES OF GOVERNING RESOLUTIONS



## 22. 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

# RULES GOVERNING VOTING



## 23. Procedural Voting

Procedural voting denotes all voting on motions other than draft resolutions and unfriendly amendments. Members have one vote each, and no members may abstain. Members may vote either in favour (for) or opposed (against) in any procedural vote.

## 24. Substantive Voting

Substantive voting denotes all voting on draft resolutions and unfriendly amendments. In order to enter substantive voting procedure, a motion to close debate must pass by a simple majority vote.

Immediately following, the Committee Staff shall bar the doors, and no persons other than officers of the Secretariat may enter or exit the committee room. After entering substantive voting procedure, no motions are in order apart from a motion to Vote by Roll Call. Any motion to change the method of voting shall be voted by placard by the committee and requires a simple majority to pass. Members have one vote each, and may abstain or vote in favour (for) or opposed (against).

## 25. Voting by Placard

Voting by Placard shall be the only method of voting used in all procedural matters. Voting by Placard shall be automatically used as the standard method of voting in substantive matters unless a member of the committee objects, at which point they would propose an alternative method of voting to the Chair. When Voting by Placard, the Chair shall ask, separately, for all those in favour, opposed and in abstention (only for substantive matters) to signal their vote by raising their placards.

## 26. Voting by Roll Call

Voting by Roll Call shall only be in order during substantive matters. The Chair may rule any motion to Vote by Roll Call out of order at any time should it be determined that such a vote would be an inappropriate use of the committee's time. Should a motion to Vote by Roll Call pass, the Chair shall call on members alphabetically. When a member is called, they must respond with either "Yes" (in favour), "No" (opposed), or "Abstain" (in abstention).

## 27. Division of the Question

A delegate may use division of the question to vote on an entire operative clause or group of clauses separately from the rest of the clauses in the resolution.

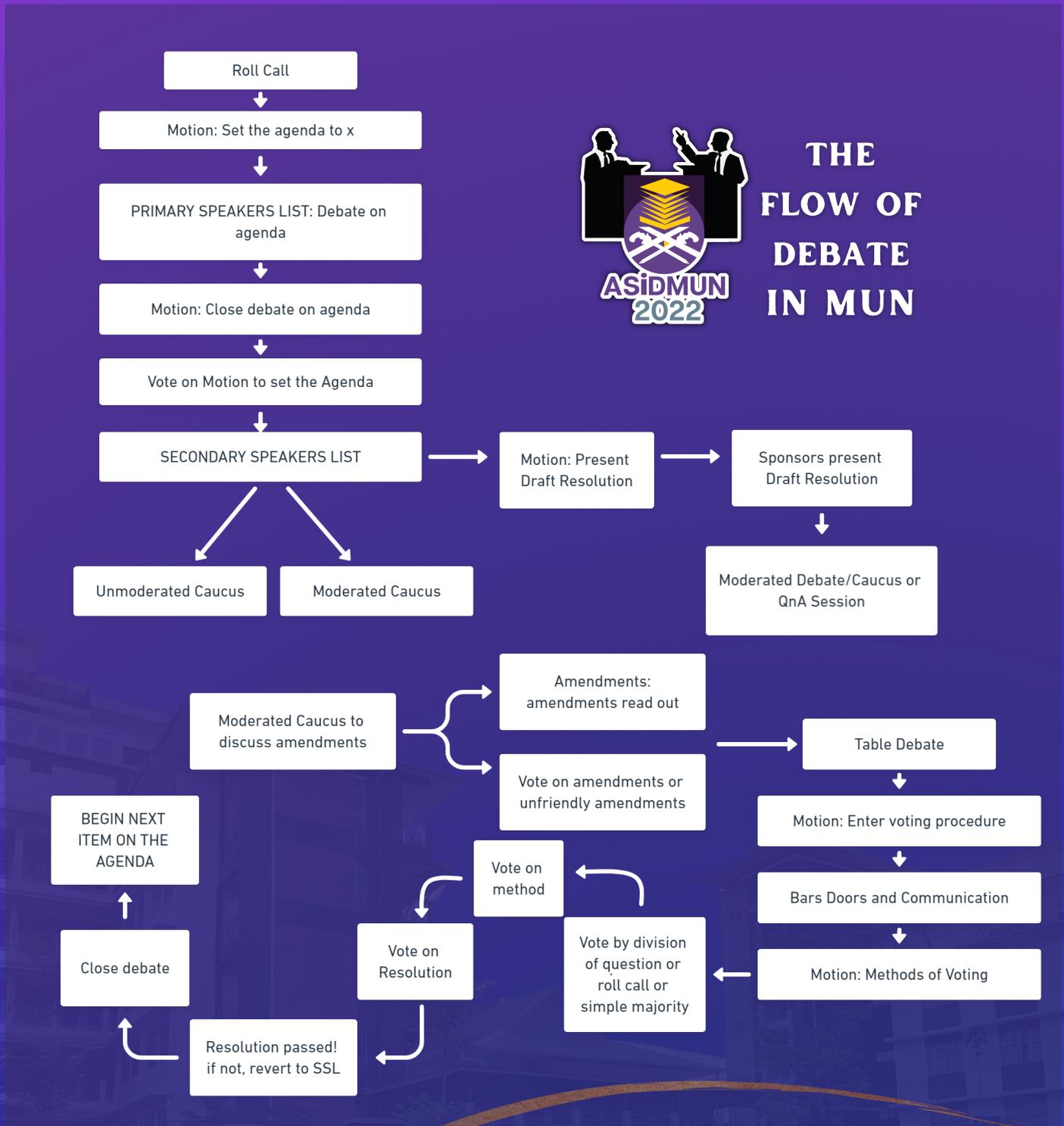
A motion to divide the question only applies to complete operative clauses. Individual words, phrases or subclauses must be changed through amendments. After debate is tabled, but prior to the resolution coming to a vote, a delegate may motion to divide the question and indicated which clause(s) they would like to vote upon separately.

A substantive vote will occur to decide whether or not to pass the divided clause(s). If the vote passes, the clause(s) become an annex to the original resolution. Even if the rest of the resolution were to fail, the annexed portion(s) still remain valid and observed by the committee. If the substantive vote fails, the clauses are thrown out. After all of the divisions are voted upon, the committee votes on the remaining clauses in the original resolution.

# FLOW OF DEBATE



The following flowchart aims to give delegates a preliminary understanding to the flow of debate in a typical Model UN committee. Delegates should feel free to request the assistance of a dais member in times where they are unsure of the state of the flow of debate in a committee session.



# 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.

## SAMPLE PRE-AMBULATORY PHRASES

Affirming	Emphasising	Keeping in mind	Taking into consideration
Alarmed by	Expecting	Noting with regret	Reaffirms
Approving	Fully alarmed	Noting with deep concern	Recognises
Aware of	Fully aware	Noting with satisfaction	Recommends
Bearing in mind	Fully believing	Noting further	Regrets
Believing	Further deploring	Noting with approval	Resolves
Confident	Further recalling	Observing	Requests
Contemplating	Guided by	Reaffirming	Strongly condemns
Convinced	Having adopted	Realising	Supports
Declaring	Having considered	Recalling	Transmits
Deeply concerned	Having examined	Recognising	Trusts
Deeply disturbed	Having heard		Urges
Deeply regretting	Having received		
	Having studied		

## SAMPLE PRE-AMBULATORY PHRASES

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

# SAMPLE RESOLUTION PAPER



(All Times New Roman 12 point)

**Draft Resolution (number here):**

**Topic:**

**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 Sponsors and Signatories has to be at least one-fourth of the size of the committee - signatories do not necessarily support the resolution, but want to see it debated)

*The [Committee Name],*

*Noting that pre-ambulatory clauses outline the issue at hand,*

*Recognizing that there is no indentation before each pre-ambulatory clause,*

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

*Recalling that pre-ambulatory clauses begin with italicized pre-ambulatory phrases,*

*Bearing in mind that a comma is used at the end of each pre-ambulatory clause,*

*Taking note that documents in the resolution must be accompanied with their titles, dates, and numbers,*

*Keeping in mind that pre-ambulatory clauses cannot be amended,*

*Noting further that pre-ambulatory 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 one line for each sub-clause;
  - c. With a semi-colon at the end of each sub-clause;
  - d. 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 always ends with a period.

# POSITION PAPER



(All Times New Roman 12 point)

A position paper is a short document, prepared by delegates, outlining and explaining a country's stance on the topic being discussed in council, past actions taken regarding the topic and possible solutions to address the topic. Position paper should be no longer than 2 pages (without bibliography). Essentially, a position paper should address the following points:

## 1. Topic Background

- A very brief history of the topic and its issues
- Past international Actions taken
- According to your country, what are the main issues pertaining to the topic, and why?

## 2. Your Country's Stance

- What are your country's interests in the topic?
- What is your country's stance on the topic?
- Policies and actions your country has implemented pertaining to the topic

## 3. Possible Solutions

- What solutions would your country suggest to tackle the problem?
- Develop and enhance existing solutions or implement completely new ones?

## 4. All delegates are to adhere to the following format for their position papers:

- Position papers strictly must be written in English only
- Use Arial font, Justified text, Size 12 with 1.15 Line spacing
- Must be not be longer than 2 pages (without bibliography)
- Insert a bibliography at the end. Either MLA, APA, Chicago, Harvard or OSCOLA Format should be used.
- The use of italics, underline and bold texts are allowed.
- The position paper must be submitted in PDF format. Any other format will not be accepted.
- Position papers should be titled in the following format: ASiDMUN2022 Position Paper [Committee Name]\_[Country]



# ASiDMUN 2022