



CATMUN



Delegate Handbook

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CATMUN

CATMUN is a three-day relations simulation for high school students held annually at the Colegio Americano de Torreón in Torreón, México.

Each October, several schools congregate at our campus to confront and debate issues of international importance. In participating at CATMUN, delegates experience first-hand the challenges of negotiation, and international relations by assuming the roles of United Nations representatives and members of other decision-making bodies.

CATMUN 2019 is the cusp of a legacy stretching back to Colegio Americano de Torreón's first Model United Nations club. This fourth iteration will consist of five committees: Futuristic Security Council, Security Council, General Assembly, Gabinete Presidencial Mexicano, Consejo de la Unión Europea; two will be held in Spanish to allow for more local schools to be able to participate.

Each school attending the conference will be assigned one or more countries, and each country will be represented by one delegate in each committee.

The CATMUN staff is composed entirely of Colegio Americano de Torreón's High School students, who are arranged as follows:

The Secretariat consists of the five most senior ranking members of the CATMUN staff: the Secretary-General, the Assistant Secretary-General and three Under Secretaries. Each member of the Secretariat leads one of the five organs, described below. Throughout the year, they have been dedicated to providing an unprecedented experience to the participants of CATMUN 2019, and their top priority is to ensure that the conference is rewarding and enjoyable for all. As well this year, it has been complemented with Director, for the correct preparation and functioning of the event.

The **Documentation** staff is responsible for the issues discussed during the simulation, prepares the topic areas and the Background Papers.

The **Logistics** staff is responsible for overseeing committee proceedings and ensuring that all aspects have been addressed.

The **Hospitality** staff is responsible of helping out local and out-of-town delegates' well-being. They also work to bring as much excitement to as many committees as possible.

The **Public Relations** staff are in charge of making the simulation a reality by contacting sponsors, schools and holding events during the conferences.

The **Finance** staff is responsible for all financial aspects of the conference, including the collection of participation fees, the recruitment of advertisers and sponsors and the reconciliation of accounts.

Conference Information

Tentative Schedule

You can see the updated schedule information in the CATMUN website. Please note that this is a tentative schedule designed to give delegates and faculty advisors an idea of what to expect at CATMUN. All times listed here are subject to change. A more detailed final schedule will be published the week before the simulation in the CATMUN website.

Dress Code Policy

In simulation of the United Nations, we at CATMUN strive for professionalism in all aspects of the conference. Delegates are expected to follow a dress code during all committee sessions and conference events. At most times, the prevailing dress code will be Western business attire, although national attire and religious attire from a delegate's country of origin are also permitted.

Western business attire requires that delegates dress in a suit jacket, slacks or skirt, dress shirt (with tie if applicable), and dress shoes. Hats and caps are not allowed.

At all times, we ask that delegates and faculty advisors exercise good sense when interpreting the dress code. Delegates who are dressed inappropriately for any event may be asked to change into more appropriate attire.

Awards Policy

We at CATMUN are primarily concerned with providing each delegate an enjoyable and educational experience. We believe firmly that this conference is an opportunity for students to learn about international relations, public speaking, and the challenges of high-stakes diplomacy through first-hand experience. Above all else, we hope that delegates leave the conference as better informed global citizens who are better able to engage others in conversations about important world issues than when they first arrived. However, we also value the recognition of students and delegations that have contributed to the conference in exemplary ways. At Closing Ceremonies, the Secretariat will announce individual and delegation awards.

Each committee Director, in consultation with his or her committee staff, will determine individual awards on the basis of the following criteria:

- + Ability to work with and persuade other delegates through in-depth explanations and convincing arguments;
- + Quality of position papers;
- + Attendance at all committee sessions;
- + Adherence to all CATMUN policies;
- + Exhibition of a desire to compromise, while adhering to the policies and interests of the assigned individual or country;
- + Ability to develop and convey pragmatic and actionable solutions, both orally and in written form;
- + Exhibition of an in-depth understanding of the intricacies of the topic area(s); and,
- + Skill and effectiveness in caucusing, resolution-writing, and debate

Conference Preparation

There are three equally important aspects of delegate preparation: functional, substantive, and positional preparation. Functional preparation equips the delegates with basic tools, including an understanding of the rules necessary to perform in committee. The substantive element provides a groundwork of specific information on the topic areas. Finally, positional preparation requires the students to adopt perspectives that are not their own. With this in mind, the CATMUN Secretariat provides three tools to aid you: this Delegate Handbook, Background Papers, and position papers. Together, these will ensure you will be ready for the conference. Beyond reading and understanding the material we have provided, the more practical experience you can acquire through debate, resolution-writing, making presentations, and the like, the better prepared you will be.

Background Papers

The Background Papers are a result of extensive research and effort on the part of the Directors and are the foundation of substantive preparation for each committee. We suggest that you read them, discuss them, and read them again. If a delegate has not read and absorbed the information in the Background Paper, he or she will not be able to contribute effectively to the committee.

An early start on the Background Papers will enable you to fully understand the topics and begin to flesh out your own ideas. Remind yourself that you must act as policymakers, analyzing and molding the information you have received into solutions and resolutions. Discussions with other delegates will also help you develop your ideas.

While the Background Paper will provide most of your substantive preparation, independent research is useful, rewarding, and necessary for a successful conference. To this end, we have included a section in the Background Papers called “Suggestions for Further Research.” Research on the topic areas should be carried out in conjunction with the exploration of country policies and position papers.

Position Preparations

CATMUN requires delegates to adopt the position of a specific country throughout the UN simulation. This is a key element of the “international” experience of model UN as it forces delegates to examine the perspectives, problems, and policies of another country at a very fundamental level. It is also one of the most difficult aspects of MUN because students must confront inherent biases of their own national perspectives and historical information.

The position papers are the focus of positional preparation before the conference. Although relatively short, we ask you to spend time and effort on researching and writing them. We encourage you to reach out to UN Missions or UN Depositories for country-specific policies and copies of UN documents, respectively. The position papers give you practice in the UN style of writing and policy-making.

Where to begin your research

Materials prepared by the CATMUN staff are not meant to be a substitute for your individual research. Instead, they should provide a starting point, inspiring you to ask yourself questions about the issues at hand. The best-prepared delegates are those that take the provided materials as the beginning of their research and delve deeper into the topic areas. Beyond CATMUN materials are a host of information services, beginning with United Nations sources. UN resources often have compiled statistics, charts, and graphs which you may find helpful in understanding the issues. Most UN document centers carry transcripts of UN meetings; perhaps the best way to understand your country’s position is to see it iterated by its ambassador. Specific resources to investigate include:

- Yearbook of the United Nations: The Yearbook is a good starting point for your research. The Yearbook will provide you with general information on what has been done on your topic during any particular year. It also provides very helpful references to previous articles and resolutions.
- United Nations Chronicle: This magazine gives you general information on the proceedings of the UN. Keep an eye out for special reports on your topic area, which will inform you about the topic and nations’ positions on it.
- UN Document Index: This index for all UN documents comes in three different versions: UNDI (1950-1973), UNDEX (1970-1978), and UNDOC (1979-present).

Depending on which of the three you are using, you will find a subject index, a country index, and an alphanumeric list of all documents published (this is useful because each committee has its own unique alphanumeric prefix and thus you can find all the documents put out by a committee during a certain year regardless of the specific topic).

- UN Resolutions: This series is both valuable and very easy to use. The index is cumulative from 1946, which means that you need only check the most current index to find all the resolutions on your topic that the UN has ever passed. The resolution voting records (located in the front of the book) will indicate where your country and others stood on the issues.
- Other UN Sources: Depending on the topic, there might be additional relevant UN sources. Check for books and special reports put out by your committee.

Beyond United Nations sources, however, are general sources of information. Investigate your school and local libraries. Check out journals, periodicals, and newspapers for more current sources. Don't forget to ask the librarians for assistance.

- Books: Up-to-date books are likely to give you a depth and thoroughness unobtainable from UN sources or periodicals. Book research, however, can take a good deal of time, so use discretion when selecting books.
- Periodicals: Periodicals are useful for easy-to-understand, current information on topics (the Reader's Guide to Periodical Literature and Infotrac serve as an index for these materials). Don't expect them to supply you with the depth of information you will need for the Conference.
- People: An often neglected source, people can aid you greatly in your research. Some people to keep in mind are: librarians, fellow delegates, faculty advisors, and your committee's Director, Moderator, and Assistant Directors. Not only can these people help you find what you are looking for, but they may also recommend new sources that you had not considered. Do not hesitate to email your committee Director. He or she has spent the entire summer doing research for the Background Guide and will be happy to answer any questions.
- Embassies and Consular Offices: Contact the embassy or consular office of the country that you are representing. These places are very glad to help you in your research by mailing statistical data and other unclassified information.

Position Papers

Once you have completed your preliminary research, you are ready to write your position paper. Unless otherwise indicated in the respective committee background guide, CATMUN requires delegates to write one single-spaced **page** paper for each topic area. These papers

should be submitted online no later than October 18. Each position paper has three basic parts: your country's national interests, your country's national policies, and your opinion on potential resolution components.

National interests are what a country would like to see happen in the world (e.g. Cameroon, a lesser developed country troubled by terrorism, wants to reduce the incidence of terrorism to stabilize its government). These interests are not subject to compromise, but instead generally idealized goals or methods of solving specific problems.

National policies are the country's attempts to secure its interests (e.g. Cameroon, in an effort to combat terrorism, has sought to enter into new extradition treaties). These policy positions are usually open to negotiation.

Your opinions on potential resolution components are your responses to the "Proposed Solutions" and "Questions A Resolution Must Answer" sections of the Background Guide. Although these sections provide flexibility, you need to keep in mind the interests of your nation. Possible resolutions must be consistent with your country's national interests and current national policies (e.g. Cameroon feels that any resolution on the prevention of terrorism must assign to the injured state the right to try the terrorists. In addition, Cameroon would not be averse to the establishment of an international information network on terrorism. Cameroon, however, will not support any resolution that allows terrorist acts to be protected from extradition under the political offense exception doctrine).

Writing position papers benefits you in many ways. The staff read the position papers and summarize them in order to gauge what the committee will be like and to see how delegates have prepared for the conference. Most importantly, writing a position paper makes you think about the information you have researched and helps you to express ideas concisely and clearly, making you better prepared for the conference.

How to write a position paper

The structuring of the position papers is intended to elicit responses from the delegates that provide a clear picture of a nation's stance on a particular topic area. By providing an outline of a position paper, we hope that delegates will be able to illustrate clear knowledge of their country's policies and interests instead of simply reiterating parts of the Background Guide. However, all delegates should also read the section on position papers in their Background Guides and heed their director's specific instructions.

A position paper should include three sections, outlined below:

- Background of the Topic
 - In your country's opinion, what are the main elements of the problem?
 - What are the roots of those elements?

- Position taken by your delegation
 - What are your national interests in the situation?
 - What are your nation's policies on the topic?
 - What steps would you like to see taken to deal with the problem?
- Proposed Solutions
 - What does your nation believe needs to be done to solve the problem?
 - What do you predict will be the main opposition to your proposals?

Position papers should roughly adhere to the following form, with the Country, the Committee, and the Topic included at the top. Please limit each topic area to one single-spaced typed **page**. Please do not forget to include a reference list at the end, in APA format or following the United Nations' Editorial Manual [\[1\]](#). A sample position paper may be found in the Appendix.

Committee Dynamics

The Stages of Committee Session

The committee session are governed by the rules of parliamentary procedure. Committee time is divided between formal debate and caucus. During formal debate, delegates have the opportunity to share their views with the entire committee, and the parliamentary rules of procedure are in force. Delegates make speeches, take questions and comments, and debate resolutions and amendments.

While formal debate can further the work of the committee, delegates who lack an understanding of the rules can hamper the progress of an otherwise productive committee session. Thus, in order to prevent misunderstandings and delays during formal committee debate, delegates must have a comprehensive understanding of the rules and their use. In large General Assembly committees, the Speakers List can become quite long, with speakers waiting an hour or more to speak, but yielded time,

questions, moderated caucus and comments from the floor, as well as the proposal of amendments, keep the debate current.

Thus, knowledge of the rules is vital for airing your views through one of these mechanisms. Committee meetings over the course of the weekend will roughly adhere to the following pattern. The five stages of committee progress are: Agenda, Working Papers, Resolutions, Amendments, and Decision.

Agenda

The first committee session is Thursday night. The main goal of the evening is to set the agenda. Essentially, the committee will decide if it wants to discuss topic area A or B. Once the topic of discussion is selected, a speakers list will be opened, and delegates will sign up in order to give opening remarks and opinions in a formal setting. At some point, a delegate usually calls for a caucus in order to discuss ideas in an informal manner. An unmoderated caucus is a break in formal debate where delegates may speak to one another directly for a certain amount of time free from the constraints of parliamentary procedure. Towards the end of this first session, some delegates will begin writing working papers that will be presented at the following session.

Working Papers

Working papers are the first step towards a resolution. They are the result of caucusing and coordinated writing efforts by the delegates. A working paper provides the delegates with exactly what the name suggests—something to work on. It is the first attempt to place the abstract ideas from debate and position papers into written form. Working papers are concrete in that they are relatively formal, yet they are also flexible because they are not bound by the format of resolutions. They are usually one page proposals and help to focus discussion on certain aspects of the entire topic at hand (see the sample working paper).

Likewise, as the papers themselves are rough drafts, they can be combined or altered to piece together a coherent resolution. This is key. In the working paper stage, it is very important for the committee to gain as much consensus as possible. During this interim step toward a resolution, some of the most valuable debate takes place. If problems are dealt with during this phase, the resolution process will usually be much smoother. The director has power over the working paper process; the paper must be approved by the Director (but requires no delegate signatures) before it can be copied and handed out.

Please note that there is no set format for working papers; the sample working paper attached as an appendix at the end of this guide is just one example of a possible working paper.

Resolutions

Your solution to the problems that the committee confronts take the form of a resolution. Resolutions represent the committee's final attempt to draw together the interests of many competing nations into a comprehensive solution that serves the interests of the collective world community. From the procedural perspective, the resolution is the formal document upon which the committee will take action via the amendment and voting processes.

A resolution is a complex document that follows a strict format (see sample draft resolution on the appendix) and reflects the negotiation, debate, and innovative proposals that the

committee has produced. Before a resolution can be formally introduced into a committee, it must receive the approval of the Director.

The Director will sign a resolution if it demonstrates an adequate understanding of the issue, answers the questions posed in the Background Paper, and has a wide base of support. A well written resolution exhibits the following qualities:

- Familiarity with the problem: Relevant background information and previous UN actions should be referenced. In addition, a good resolution should keep in mind the actual power and influence of the committee. An ambiguous, unenforceable resolution is useless.
- Recognition of the issues. At the very least, the resolution should address the ideas in the "Questions a Resolution Must Answer" section of the Background Guide.
- Concision. Every clause and phrase has a purpose.
- Good form. An otherwise sound resolution may suffer from clumsy grammar or sloppy format.

The heading of a resolutions should include the committee name, the list of signatories, and the topic addressed by the resolution. Note that there are no sponsors of a resolution. The body of the resolution is written in the format of a long sentence.

- The resolution begins with "The General Assembly," for all GA committees, and with "The Economic and Social Council," for all ECOSOC committees. The Regional Bodies and Specialized Agencies committees use their own names as the introductory line. The rest of the resolution consists of clauses, with the first word of each clause underlined.
- The next section, consisting of preambulatory clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow. Each clause in the preamble begins with an underlined participle and ends with a comma. A list of suggested preambulatory clauses may be found on the appendix.
- Operative clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense, active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semicolon except the last, which ends with a period. A list of suggested operative clauses may be found on the appendix.

Of course, compromise on resolutions is not always possible, as delegates must also protect their own national interests. Thus, every CATMUN resolution proposed does not have to be based entirely on compromise and consensus. Such a demand would ignore the essential national interests of the member nations of the UN. Compromise is not an end in itself, and neither is "the compromise resolution." Delegates should never feel forced to unduly compromise their national interests for the sake of consensus.

To be accepted by the dais, a resolution must be able to be passed in its current form. This includes answering all of the “Questions a Resolution Must Answer” outlined in the committee’s Background Guide.

Amendments

As not everything can be worked out prior to the introduction of resolutions, it is expected that amendments to resolutions will be presented on the floor. The amendment process allows delegates to alter parts of a resolution without scrapping the entire document, strengthening consensus on the resolution by allowing delegates to change sections upon which they disagree.

However, delegates must be aware of the direction in which the amendments are steering the committee. If the amendments are not substantive, they merely ensnarl the committee in procedure. Procedure is important for amending resolutions particularly because there are no friendly amendments at HMUN; it is not possible for a resolution to be changed after it has been introduced without a vote.

Reaching a Decision

After debate on a resolution has been closed, voting procedure is fairly standard. There is no turning back once debate has been closed; the committee moves directly into voting procedure. The voting itself, however, can then be altered by moving for a roll call vote, division of the question, or reordering the resolutions.

By adopting a resolution, the committee has agreed by a majority vote that the resolution is the best possible solution to the current problem. Discussion of the second topic area begins once a resolution on the first topic has been passed or the committee has moved to close debate on the topic after a proposed resolution has failed. Committees rarely address the second topic area, which is perfectly fine if the quality of debate is excellent. The goal and philosophy of CATMUN prioritizes the quality of debate and dedicated work in the committee, as stated before it is not only about researching information and data, but about having the qualities of diplomacy and working as a team with other delegations to find the best solution possible for the topic being discussed.

After having compiled extensive research on the topic areas and an understanding of your country’s stance on the issue, you are now ready to try to solve the problem while keeping your national interests in mind. But you may be unsure of how the actual committee will run. Because the United Nations strives to include every member of the international community, its membership is very large. As a result, debate must follow an organized procedure to be productive. CATMUN strives to simulate that process and has adopted a series of rules with which to conduct debate; therefore, organization and respect while other delegates speak is essential for the complete understanding and enrichment of the debate itself. The delegates must search at all times these main factors: position,

diplomacy, teamwork, and flexibility with additions to the solution. Keeping in mind all these relevant variables during the caucus, can lead to diplomatic resolutions.

Appendix

Sample Position Paper

Committee: United Nations Office on Drugs and Crime

Topic: Strengthening the Regulation of International Drug Trafficking

Country: Turkey

Delegate Name: Juan Pérez

School: Colegio Americano de Torreón



Good morning/afternoon honorable chair and fellow delegates.

In the Republic of Turkey, drugs have always been a big problem. Over the past year there were 28,656 clients in the OST, which stands for Opioid Substitution Treatment. In 2012 162 drug-included deaths were reported 156 males and 6 women. Also in that year 912 hepatitis C virus infections and 156 hepatitis B infection cases were reported, the infections were caused by misuse of syringes. This not only an internal problem but also an external one. 7 kg of heroin, 104 kg of cocaine, 0.5kg of opium, over 30 kg of cannabis, 8,795 pills, 1,568 capsules and 0.3l of narcotics were found on Turkish coast in 2012. Also in 2012, 83 133 drug law offences were registered. 86% was for possession of drug and the main drug that was possessed was cannabis commonly known as marijuana. The Europol's EU Drug Market Report mentions the Black Sea as the new cocaine entry point to Europe. Three main routes affect the country of Turkey: the Balkan route, the northern Black Sea and the eastern Mediterranean route.

Over the years a stronger bond has been created within the borders of our fellows neighbors, but this isn't enough. The fact that not every country of the Black Sea is in the organization, means weaker bonds among us. The country of Turkey has created an organization called The National Drug Coordination Committee. The Turkish Monitoring Centre for Drugs and Drug Addiction, as well as the General Directorate of Security represent this committee. In an international level, Turkey has signed the UN drug control treaties and also signed the "Agreement on illicit traffic by sea, implementing Article 17 of the United Nations Convention against illicit traffic in narcotic drugs and psychotropic substances". In addition Turkey has become a member of the Group of Major Donors of the UNODC by increasing its voluntary contributions and has been re-elected as a member of the CND for the term 2006-2009.

The Turkish delegation would like to create a new organization that will create strict regulations in countries' borders. That means that in the border of every country, regulations will be revised and new laws will be created. This will have a positive effect because drug trafficking will be decreased. All drugs acquired will be destroyed.

References

European Monitoring Centre for Drugs and Drug Addiction, *Country Drug Report*, 2016.

European Monitoring Centre for Drugs and Drug Addiction, *EU Drug Markets Report*, 2016.

Sample Working Paper

Committee: The General Assembly,

Topic B: World Food Summit: five years later

Working Paper 1 - World Food Summit

Recalling its resolution 51/171 of 16 December 1996, in which it welcomed the outcome of the World Food Summit, held in Rome from 13 to 17 November 1996,¹

Recalling also its resolution 55/2 of 8 September 2000, by which it adopted the United Nations Millennium Declaration,

Recalling further its resolutions 55/162 of 14 December 2000 and 56/95 of 14 December 2001 on the follow-up to the outcome of the Millennium Summit,

1. Welcomes the holding of the World Food Summit: five years later, which was organized by the Food and Agriculture Organization of the United Nations in Rome from 10 to 13 June 2002;
2. Urges Member States to implement in a coordinated manner and in close cooperation with relevant bodies of the United Nations system, as well as international and regional financial institutions, the Declaration of the World Food Summit: five years later International Alliance against Hunger;
3. Requests all relevant organizations of the United Nations system, in particular the Food and Agriculture Organization of the United Nations, the World Food Programme and the International Fund For Agricultural Development, as well as the international and regional financial institutions, to pursue, at the global, regional and country levels, the implementation of the outcome of the World Food Summit: five years later in the context of the achievement of the internationally agreed development goals, including those contained in the United Nations Millennium Declaration, in particular the goals of halving the levels of hunger and absolute poverty by 2015, and in the context of relevant follow-up to the Fourth Ministerial Conference of the World Trade Organization, the International Conference on Financing for Development and the World Summit on Sustainable Development.

Sponsors: USA, France, UK, Brazil & Mexico

Sample Draft Resolution

DRAFT RESOLUTION 1.1

Security Council

Topic A: The Situation in the Islamic Republic of Iran

Signatories: Gabon, Brazil, Uganda, Somalia

Believing that a diplomatic approach is the most effective way to finding an appropriate solution to the issue at hand,

Bearing in mind that uranium enriched to 20% is the requisite for nuclear energy and medical isotope production, which is an inalienable right of every country under the NPT,

Realizing that further economic sanctions are not an efficient method to proceed with this matter, in this case,

Emphasizing that all member states should refrain from making aggressive statements against other members,

Fully aware of the role of the IAEA with regards to nuclear programmes,

Recalling SC/Res/1853 and SC/Res/1803,

Observing that certain countries have not signed or ratified the non-proliferation treaty,

Acting under Chapter VII of the Charter of the United Nations Organisations,

- 1) Demands that all member countries abide by the equal standards set in relation to the Nuclear Proliferation;
 - a) Suggests that all countries, if they haven't already, to sign the non-proliferation treaty;
- 2) Affirms that an exchange nuclear program would be the best compromise;
 - a) The Iranian government would simultaneously exchange low enriched Uranium for 20% (High) enriched Uranium, involving the member states of France, Russia and the People's Republic of China;
 - b) That this process would be wholly supervised and regulated by the IAEA;
 - c) The IAEA must submit quarterly reports on the progress of the same to the Security Council;

- 3) Has resolved that the Iranian government will allow full inspection and co-operation with the IAEA in reference to the nuclear programme;
- 4) Emphasizes talks with the P5+1 and Iran will only be convened through impartial mediators such as but not limited to Turkey and Gabon;
- 5) Strongly condemns the imposition of further economic sanctions on Iran;
 - a) If Iran does not comply with this Resolution, then previous sanctions will still take effect;
 - b) Conversely, all previous sanctions will be lifted if Iran obliges to above mentioned clauses;
- 6) Decides to be actively seized in this matter.

Resolution Formatting Guidelines

Heading

The title should be centered, in capital letters, above the body of the draft resolution. The next two lines should list the name of the committee and the title of the topic, left-aligned. Draft resolutions require the approval of the Director and the signature of fifty percent of the members in General Assembly committees, thirty percent of the members in the Economic and Social Council committees and Regional Bodies, and five members in the Security Council and others. Signatories should be listed in alphabetical order at the top of the first page of the draft resolution.

Body

The body of a resolution is written in the format of a long sentence, with the following rules:

- The committees of the General Assembly and Economic and Social Council should begin their resolutions with "The General Assembly" and "The Economic and Social Council," respectively. All other committees should use their own names in the introductory line. The rest of the resolution is composed of two sets of clauses.
- The first set consists of preambulatory clauses, which describe the problem being addressed, recall past actions taken, explain the purpose of the resolution, and offer support for the operative clauses that follow. Each clause in the preamble begins with an italicized (or underlined, if handwritten) word or phrase and ends with a comma.
- The second set consists of operative clauses, which are numbered and state the action(s) to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used to begin preambulatory clauses. These verbs are underlined. All operative clauses, except the last, which ends with a period, are followed by semi-colons.

Preambulatory Phrases

Affirming	Having considered
Alarmed by	Having considered further
Approving	Guided by
Aware of	Having adopted
Bearing in mind	Having devoted attention
Believing	Having examined
Cognizant of	Having heard
Confident	Having received
Contemplating	Having studied
Convinced	Keeping in mind
Declaring	Noting further
Deeply concerned	Noting with approval
Deeply conscious	Noting with deep concern
Deeply convinced	Noting with regret
Deeply disturbed	Noting with satisfaction
Deeply regretting	Observing
Desiring	Reaffirming
Emphasizing	Realizing
Expecting	Recalling
Expressing its appreciation	Recognizing
Expressing its satisfaction	Referring
Fulfilling	Seeking
Fully alarmed	Taking into account
Fully aware	Taking note
Fully believing	Viewing with appreciation
	Welcoming

Operative Clauses

Accepts	Has resolved
Affirms	Notes
Approves	Proclaims
Authorizes	Reaffirms
Calls for	Recommends
Calls upon	Regrets
Condemns (SC only)	Reminds
Confirms	Requests
Congratulates	Resolves
Considers	Solemnly affirms
Declares accordingly	Strongly condemns
Demands (SC only)	Supports
Deplores	Takes note of
Designates	Trusts
Draws attention	Urges
Emphasizes	Welcomes
Encourages	
Endorses	
Expresses its appreciation	
Expresses its hope	
Further invites	
Further proclaims	
Further recommends	
Further reminds	
Further requests	
Further resolves	