



COLUMBUS STATE  
UNIVERSITY

MODEL UNITED NATIONS

# DELEGATE HANDBOOK

A preparation guide for participation in the annual Columbus State University Model United Nations Conference.

## **Table of Contents**

Glossary.....	2
Preparing for the Conference.....	7
The CSUMUN Rules of Parliamentary Procedure.....	8
The CSUMUN Guide to Writing Position Papers.....	10
The CSUMUN Resolution Guide.....	11
The CSUMUN Meeting Record Guide.....	17

# Glossary

(obtained from [www.mnum.org](http://www.mnum.org))

Abstention	<p>An option for Member States during substantive votes. Member States may abstain only if they are “Present” during formal roll call. To abstain means a State is formally counted, but does not vote in favor of or against a substantive motion. Abstentions do not affect the result of voting, as the final total only considers votes for and against the motion.</p> <p>Example: A draft resolution that received 30 votes in favor, 10 votes against, and 40 abstentions would pass because it the votes in favor outnumber the votes against.</p>
Adjournment of Debate	<p>Ends debate on a topic, and on all draft resolutions for that topic, without voting on any proposed draft resolutions. A motion for reconsideration can reopen debate on this topic.</p>
Adjournment of the Meeting	<p>Ends the meeting until the next conference.</p>
Appeal of the Chair	<p>A motion to challenge the decision of the Chair on a specific CSUMUN rule.</p>
Chair	<p>Person who is in charge of leading the committee’s formal debate in accordance with the CSUMUN Rules of Procedure.</p>
Dais	<p>A raised platform or table at the front of the room where the Chair, Co-Chair, and/or Rapporteur(s), are seated. Often, the term “the Dais” is also utilized to refer to these individuals collectively.</p>
Decorum	<p>Overall respect for the formal committee process and speakers.</p>
Dilatory	<p>A motion is dilatory if it may obstruct or delay the will of the committee (e.g. motions to suspend the meeting proposed immediately after several previous suspension motions failed).</p>
Draft Resolution	<p>A working paper that has been accepted by the Dais and is discussed and voted on by the body.</p>
Economic and Social Council (ECOSOC)	<p>The principal organ of the United Nations, responsible for the economic and social work of the organization, in an effort to advance sustainable development.</p>
Explanation of Vote	<p>Allows a sponsor of a draft resolution to explain why they voted against the draft resolution, after it had been amended or changed by a division of the question.</p>
Functional Commissions	<p>Functional commissions are established pursuant to Article 68 of the <i>Charter of the United Nations</i> and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Commission on the Status of Women (CSW) and the</p>

	Commission on Narcotic Drugs (CND).
Friendly Amendments	Amendments proposed by ALL the sponsors of a draft resolution. Once approved by the Dais, these amendments are automatically incorporated.
General Assembly	The main deliberative organ of the UN system, comprised of all Member States of the UN.
Inter-Agency Coordination Mechanisms	On thematic issues that cut across the work of many UN programs, funds, and agencies, an inter-agency coordination mechanism will often be established. These mechanisms are an essential source for information on these thematic issues, as they represent the work of the entire UN system. Examples include UN- Water and the Intergovernmental Panel on Climate Change.
Majority Vote	A threshold at which many motions pass. A motion passes with a simple majority vote if more people vote yes than vote no (in the case of substantive votes, ignoring abstentions). Tie votes fail.
Member State	A country that is a Member of the United Nations, having been granted membership by the General Assembly based upon the Security Council's recommendation.
Model United Nations (MUN)	Educational conferences that simulate the purpose and practices of the United Nations.
Motion	A request to do something during formal debate; motions are voted on by the body. Procedural motions: all Member States and Observers of the committee vote. Substantive motions: only Member States vote.
Motion Out of Order	An invalid motion or a motion used at an incorrect time during the conference.
Non-governmental organization (NGO)	NGOs, also known as civil society organizations or CSOs, are nonprofit groups independent from governments. Normally organized around specific issues, NGOs deliver a variety of public and humanitarian services.
Observer	Non-Member State or organization granted status to participate in deliberations. Observers may not sponsor resolutions or vote on substantive matters, but they may act as a signatory and must vote on procedural matters.
Operative Clause	Information is given about what action the body believes should be taken.
Point of Order	Corrects an error in procedure and refers to a CSUMUN-specific rule.

Preambular Clause	Sets up the historical context and cites relevant international law or policies for a resolution, which justifies future action.
Present	Attendance status that establishes a delegation as present in the committee, with the opportunity to abstain during substantive votes.
Present and Voting	Attendance status that establishes a delegation as present in the committee without the opportunity to abstain during substantive votes; delegations must vote “yes” or “no.”
Principal Organs	Principal organs are established pursuant to the Charter of the United Nations. There are six principal organs of the UN: the General Assembly (Art. 9), the Security Council (Art. 23), the Economic and Social Council (Art. 61), the Trusteeship Council (Art. 86), the International Court of Justice (Art. 92), and the Secretariat (Art. 97). Each organ maintains its own area of responsibility from international peace and security (Security Council) to human rights and economic affairs (ECOSOC). The only organ that is currently inactive is the Trusteeship Council.
Procedural Vote	A vote that takes place on a motion before the body; all delegations present must vote.
Programmes and Funds	Programmes and Funds are established pursuant to Article 22 of the Charter of the United Nations in order to meet needs not envisaged in the founding of the UN, such as addressing the needs of Palestinian refugees, development assistance, food aid, or the environment. They are subordinate to the UN, immediately controlled by distinct intergovernmental bodies, and financed through voluntary contributions rather than assessed contributions.
Quorum	A minimum of one-third of the members of the body, based on the total number of Member States attending the first session.
Rapporteur	Person responsible for maintaining the speakers list, order of the resolutions on the floor, verifying vote counts, and other administrative matters.
Reconsideration	Reopens debate on a topic that was previously adjourned (ended without a substantive vote), including any draft resolutions segments on the floor for that topic.
Regional Commissions	Regional commissions are established pursuant to Article 68 of the Charter of the United Nations and report to the Economic and Social Council. They are also considered a subsidiary organ/body. Examples include the Economic and Social Commission for Asia and the Pacific (ESCAP) and the Economic Commission for Africa (ECA).

Research and Training Institutes	The various research and training institutes were established by the General Assembly to perform independent research and training. The UN Institute for Disarmament Research (UNIDIR) is an example of this type of entity.
Right of Reply	Response to comments that have disparaged the sovereign integrity of a delegate's state.
Secretariat	The Directors, Assistant Directors, Conference Services staff, Under-Secretaries- General, Assistant Secretaries-General, Chiefs of Staff, and Assistant Chiefs of Staff are designates and agents of the Secretary-General and Deputy Secretary- General, and they are collectively referred to as the "Secretariat."
Secretary-General	Member of the CSUMUN Secretariat. Chief logistics officer of the conference.
Security Council	The Security Council is the primary organ of the UN mandated to maintain international peace and security.
Signatories	Member States or Observers who are interested in bringing a working paper forward for consideration.
Specialized Agencies	Specialized agencies are established pursuant to Articles 57 and 63 of the Charter of the United Nations. There are currently more than 14 specialized agencies that have an agreement with the UN that work under the auspices of ECOSOC. Each agency has a separate function it carries out on behalf of the UN; they have their own principles, goals, and rules. In addition, they control their own budgets and have their own governance structure.
Sponsors	Member States who created the content of a working paper and will be most responsible for ensuring that it will be voted on as a draft resolution. There must be at least one sponsor.
Subsidiary Organs	Subsidiary organs (or bodies) are established pursuant to Articles 22 and 29 of the Charter of the United Nations. A subsidiary body falls under the purview of the principal UN organ it reports to and was created by (the General Assembly, the Economic and Social Council, or the Security Council). The subsidiary bodies fluctuate in number from year to year, according to the changing requirements of the main organ concerned. Both the General Assembly and the Economic and Social Council, for instance, often create subsidiary bodies to assist them in new fields of concern and dissolve others. Examples include the Human Rights Council (HRC) and the UN Human Settlements Programme (UN-Habitat).
Substantive Vote	Votes taken during voting procedure to accept a draft resolution, an unfriendly amendment, and/or the annex to a draft resolution (division of the question); results are disclosed after counting by the Dais.

Suspension of the Meeting	Informal debate for a brief period of time. Often incorrectly referred to as “caucusing.” Delegates do not need to state a purpose for suspending the meeting.
United Nations (UN)	An intergovernmental organization, coined in 1942 and officially established in 1945, designed to promote international cooperation.
United Nations Bibliographic Information System (UNBISNET)	This source lists all UN documents archived by the UN Dag Hammarskjöld Library and includes landmark UN documents, resolutions of UN bodies, meeting and voting records, and press releases.
United Nations Official Documents System (UNODS)	A database provided by the UN System, covering all types of official UN documentation after 1993.
United Nations System Chief Executives Board for Coordination (CEB)	The UN System Chief Executives Board for Coordination is the longest-standing and highest-level coordination forum of the UN system. While not a policymaking body, the CEB supports and reinforces the coordinating role of intergovernmental bodies of the UN system on social, economic, and related matters. Most importantly, the CEB facilitates the UN system's collective response to global challenges, such as climate change and the global financial crisis.

# Preparing for the Conference

---

*Participating in a Model UN conference can be very overwhelming if you are not properly prepared. According to the United Nations, there are certain steps taken to ensure that delegates are properly prepared for a conference. You may refer to their MUN Guide GA ([Model United Nations Page](#)) for full details. Below is a shortened list on how to properly prepare for the CSUMUN Conference.*

1. Become familiar with the [UN Charter](#).
2. Research the United Nations system, particularly the six [Main Organs](#) of the United Nations and how they relate to the General Assembly.
3. Research the history, culture, political structure, current issues, and statistical data of the countries you have been assigned to for the Conference. You are a delegate from your assigned country. You need to be able to accurately represent the viewpoints of your respective country.
4. Have an understanding of the viewpoints of the other countries participating in the Conference. This will come in handy when attempting to decipher which countries will be in agreement with your position and which countries will be opposed.
5. Research the background of the assigned topics (i.e. history of topic, your country's position, other countries' positions, statistical data, etc.)
6. Familiarize yourself with [Robert's Rules of Order](#).
7. Know [Parliamentary Procedure](#).
8. Create a binder of all of your research and bring it with you.
9. Understand how to write a [Draft Resolution](#).
10. Know the difference between [Moderated Caucusing](#) and [Unmoderated Caucusing](#).

**Below are some useful resources to better help you in preparing for the Conference:**

[The CIA World Factbook](#): a good resource for obtaining information about the history, people, government, economy, energy, geography, communications, transportation, military, and transnational issues for over 200 countries.

[The BBC Country Profiles Archive](#): provides a quick insight to a country's political history and economic background.

[The Library of Congress Country Studies Collection](#): a good resource for researching the detailed historical data of a country. Some of the books in this collection are on countries that no longer exist in their original configurations (such as East Germany and the Soviet Union) and include studies on successor states in some cases.

# The CSUMUN Rules of Parliamentary Procedure

---

*“Parliamentary procedure” is a set of rules intended to guide debates towards ordered, inclusive, and respectful compromise. For CSU Model UN, our intention is to utilize only a handful of motions that are used in the official United Nations. There are multiple reasons for this:*

1. *CSUMUN is intended to be an introduction for Model UN*
2. *The reduced rules are more inviting for new schools to get involved in CSUMUN*
3. *The reduced rules allow the delegates to focus more on the issues of the topics and working with one another, rather than spending unnecessary time debating the rules.*

## Beginning the Debate

- At the beginning of the session, the chair shall simply call the session to open and open debate.
- A delegate should then “move to set the agenda”, and a second delegate should “second the motion”. This debate is over which topic should be debated first. For each of the four topics, the chair will call on two delegates to argue why the topic should be debated first.
- After these eight arguments have been made, the chair will move for a vote on the agenda. The topic that receives the most votes will be debated first, the motion that receives the second most votes will be debated second. There can be another debate to set the agenda regarding the remaining two topics after the conclusion of the first two topics.

## During a Debate

<b>What is it</b>	<b>What do you say</b>	<b>What does it mean</b>	<b>Does it need a second</b>	<b>Is it debatable</b>	<b>What vote is needed to pass</b>
Correction	“Point of information...”	There’s something we should all know about.	No	No	No Vote
Complaint	“I raise a point of personal privilege.”	We need to resolve the following problem.	No	No	No Vote
Confusion	“Point of clarification...”	I’m confused...explain this situation more clearly.	No	No	No Vote
Order	“I raise a point of order.”	Calling someone / committee out for not following the rules	No	No	No Vote

Dilatory	Chair: "I rule that motion dilatory"	Chair believes motions are unnecessarily delaying the process	No	No	Chair's Decision
Moderated Caucus	"I move for a moderated caucus of ___ minutes"	Discussion, one-by-one at the microphone for ___ minutes	Yes	No	50% + 1 (majority)
Unmoderated caucus	"I move for an unmoderated caucus of ___ minutes"	Discussion in small groups for ___ minutes	Yes	No	50% + 1 (majority)

### Ending a Debate

What is it	What do you say	What does it mean	Does it need a second	Is it debatable	What vote is needed to pass
Close Debate	"I move the question..."	I think that we should vote.	Yes	No	67%
Unanimously Close Debate	"I call the question..."	Let's vote – we've all had enough discussion.	No	No	100% Consensus
Roll Call Vote	"I move for a roll call vote"	Each delegation will be called on one-by-one and vote by voice	Yes	No	A motion and a second
Table	"I move to table this motion until..."	We need more time to think about this.	Yes	No	50% + 1 (majority)
Remove from the Table	"I move to take up from the table..."	Let's talk about this again.	Yes	No	50% + 1 (majority)

\*adapted from <https://www.nsaspeaker.org/wp-content/uploads/2014/12/Management-Meeting-Parliamentary-Procedure-Basics.pdf> & <https://sites.google.com/site/hismun/guide-to-parliamentary-procedure>

# The CSUMUN Guide to Writing Position Papers

---

*A “position paper” is a paper that you write in preparation for a Model UN Conference that gives a brief and clear description of a State’s, or country’s, perspective and position on an assigned topic. The goal of your position paper is to gain support for your country’s ideas in resolving the issue. According to [bestdelegate.com](#), writing a great position paper can not only help you to know and understand the position a certain country (or State) has on a topic, but it also prepares you to possibly win awards at the Conference. For more details on how to write a position paper, you may visit the [UN Delegate Preparation Web Page](#) or [bestdelegate.com’s How to Write a Winning Position Paper](#) page. Below is a brief list on how to successfully write a position paper.*

1. **Do Your Research** – Research is a very important component of successfully writing a position paper. Most people do not have knowledge of points of view on topics outside of their own points of view. It is important to be able to accurately express the points of view of the country that you are representing at the Model UN Conference. Great sources to consider are speeches made by the Heads of State of the country you are representing; agreements or resolutions that your country has ratified; any reports that your country has made; government programs on an issue; etc. Make sure your sources are credible!
2. **Topic Backgrounds** – Keep this information short and concise. While topic backgrounds for a country are important to know and understand, you do not want the entire paper to be on the history of the issue. For example, the background topic of immigration would include the definition of immigration, a brief history of the issue of immigration, statistical data on the impact of immigration for that country, etc. You would not spend too much time giving all of the details of the history of the topic. An overview will suffice.
3. **Past United Nations Actions** – According to [bestdelegate.com](#), knowing the efforts the United Nations has made to address the issue (and what programs, events, or agreements your country has participated in) is beneficial because you can build upon what has previously been done. It is also a great way to find out what other countries have participated in these efforts and use them as allies in committee at the Conference.
4. **Country Policy** – This is perhaps one of the most important parts of your paper. Make sure that you write about your country’s perspective on the issue (not your own views) and make sure to keep to the facts. Remember, the reason for the position paper is to have a solid foundation on which to present your country’s views and rational on the issue.
5. **Proposed Solutions** – This section of the paper focuses on possible solutions for the issue. The goal is always to practice diplomacy in resolving issues. You should keep in mind that your proposed solutions should ensure long-term sustainability and not just be a temporary “band-aid” for the issue. Nor should they negatively impact another country as this could cause that country to eventually become resentful and possibly lead to war.

# The CSUMUN Resolution Guide

---

*Your goal at the CSUMUN Conference is to get a resolution for each of your respective topics passed through your committee by the end of the Conference. A resolution is a legal document that indicates what the issue is and what the solution(s) are to combat the issue. It is important when drafting a resolution to consider all countries involved and to create a solution that has long-term sustainability. After all, the purpose of the United Nations is to promote peace and sustainability throughout the globe. There are three stages of writing a resolution: the Working Paper, the Draft Resolution, and the Final Resolution. Below is the Evolution of the Resolution.*

1. **Working Paper:** This is the beginning point of a Resolution. The document is referred to a “working paper” until the dais accepts it. At this stage, you can flush out your ideas and make edits. The dais may ask you to make several edits to the document as well. You may even be asked to merge your working paper with another group’s working paper, depending on whether or not there are other working papers that have similar ideas. A working paper must have the following attributes to be accepted as a Draft Resolution:
  - must have at least one sponsor.
  - a combination of signatories and sponsors to equal 25% of the committee present during the first session (Signatories are Member States who would like to see the idea debated and do not necessarily have to agree with the idea).
  - Sponsors have had substantive additions either through direct clauses or impactful ideas to the working paper. (These are the only individuals called to the Dais when edits are returned).

## Sponsors V. Signatories:

Each working paper will require a certain number of sponsors and signatories, to be considered as a draft resolution. The number required will vary by committee and will be announced by the Dais during the first committee session.

### If you are a **SPONSOR** to a working paper:

- You actively assist in the authoring of the paper and you agree fully with the substance
- You must vote in favor of the working paper should it become a draft resolution
- You must approve all modifications and immediate changes to the draft resolution

### If you are a **SIGNATORY** to a working paper:

- You do not have to agree with the substance of the paper, only that you want to see it debated
- You may vote in favor, against, or abstain should it become a draft resolution
- You may introduce amendments without the consent of the sponsors

2. **Draft Resolution:** Once a working paper is accepted by the dais, it becomes a Draft resolution. Draft resolutions will be titled based on the topic being discussed and in the order they are selected. The topics are numbered based on how the delegates have ordered them on the agenda and not necessarily how they are ordered in the background guide. They are numbered in the order in which they are received.

For example: If during topic 1 a working paper is submitted and accepted by the dais it is titled “Draft Resolution 1-1”. When a second working paper is submitted and accepted (during topic 1) by the dais, it is titled “Draft Resolution 1-2”. When a working paper is submitted and accepted by the dais during topic 2, it is titled “Draft Resolution 2-1”, and so on.

The format of a Draft Resolution looks like this:

	Resolution __/__/__
<p>_____ <b>Committee</b></p>	
<p>Sponsors: _____, _____, _____, _____</p>	
<p>Signatories: _____, _____, _____, _____</p>	
<p>Topic: _____</p>	
<p>The _____ (committee),</p>	
<p>Preambulatory clause (reasons the problem is being addressed) [use commas to separate preambulatory clauses],</p>	
<p>Preambulatory clause,</p>	
<p>Preambulatory clause,</p>	
<p>Preambulatory clause,</p>	
<ol style="list-style-type: none"> <li>1. Operative clause (offers solutions/action oriented/verbs underlined, they need to be numbered); [use semicolons to separate operative clauses];</li> <li>2. Urges</li> <li>3. Requests</li> <li>4. Calls</li> <li>5. Stresses</li> <li>6. Calls</li> <li>7. Requests. <b>[end resolutions with a period]</b></li> </ol>	

## Preambulatory Clause vs. Operative Clause

### **PREAMBULATORY CLAUSE**

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma.

Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and General statements on the topic, its significance and its impact.

### **SAMPLE PREAMBULATORY PHRASES**

<b>Affirming</b>	<b>Desiring</b>	<b>Having considered</b>	<b>Noting with approval</b>
Alarmed by	Emphasizing	Having considered	Observing
Approving	Expecting	further	Reaffirming
Aware of	Expressing its	Having devoted	Realizing
Bearing in mind	appreciation	attention	Recalling
Believing	Expressing its	Having examined	Recognizing
Confident	satisfaction	Having heard	Seeking
Contemplating	Fulfilling	Having received	Taking into account
Convinced	Fully alarmed	Having studied	Taking into account

### SAMPLE PREAMBULATORY PHRASES

<b>Affirming</b>	<b>Desiring</b>	<b>Having considered</b>	<b>Noting with approval</b>
Declaring	Fully aware	Keeping in mind	Taking into
Deeply concerned	Fully believing	Noting with regret	consideration
Deeply conscious	Further deploring	Noting with deep	Taking note
Deeply convinced	Further recalling	concern	Viewing with
Deeply disturbed	Guided by	Noting with satisfaction	appreciation
Deeply regretting	Having adopted	Noting further	Welcoming

### **OPERATIVE CLAUSE**

Operative clauses identify the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a period.

### SAMPLE PERATIVE PHRASES

<b>Accepts</b>	<b>Deplores</b>	<b>Emphasizes</b>	<b>Notes</b>
Affirms	Designates	Encourages	Proclaims
Approves	Draws the attention	Endorses	Reaffirms

### SAMPLE PERATIVE PHRASES

<b>Accepts</b>	<b>Deplores</b>	<b>Emphasizes</b>	<b>Notes</b>
Authorizes	Emphasizes	Expresses its	Recommends
Calls	Encourages	appreciation	Regrets
Calls upon	Endorses	Expresses its hope	Reminds
Condemns	Expresses its	Further invites	Requests
Confirms	appreciation	Further proclaims	Solemnly affirms
Congratulates	Expresses its hope	Further reminds	Strongly condemns
Considers	Further invites	Further recommends	Supports
Declares accordingly	Deplores	Further requests	Takes note of
	Designates	Further resolves	Transmits
	Draws the attention	Has resolved	Trusts

When a working paper is accepted by the Dais to become a Draft Resolution, the signatories and sponsors are removed and this becomes a document of the body. The delegates are then given the opportunity to present their Draft Resolutions one by one until everyone has had a chance to present. The committee Chair then calls for a vote.

3. **Resolution:** Once the committee votes on and accepts a Draft Resolution, it becomes a Resolution. This is the final stage of the document in committee. At this point, no changes can be made. This process continues for each topic.

# The CSUMUN Meeting Record Guide

---

*The United Nations keeps track of statements made during each committee meeting by issuing documents called “Meeting Records”. There are typically two types of Meeting Records, the Verbatim Record and the Summary Record. The Verbatim Record is a full, first-person account of the meeting and has the abbreviation PV in the index (example: S/PV.6826 – see “Example Verbatim Record” document in “Resources” folder). The Summary Record is a third-person, condensed account of the meeting and has the abbreviation SR in the index (example: A/C.4/66/SR.10 – see “Example Summary Record” document in “Resources” folder).*

*For the purpose of the CSUMUN Conference, we will issue Summary Records for each committee. Below is a brief guide on keeping Summary Records for the CSUMUN Conference.*

---

## **Index Guidelines:**

The index of a Meeting Record is used to catalog the meeting records, similar to how a card catalog is used at a library. The index includes: Letter or Symbol Representing a Main Body of the United Nations/Committee Number/Session Number/Summary Record Number (Ex: A(General Assembly)/C.4(Fourth Committee)/66(Sixty-Sixth Session)/SR.21(Summary Record of the 21<sup>st</sup> Meeting). Please be sure to put the date underneath the index of your meeting records (see uploaded example documents for your reference).

There are four main bodies/committees represented at the CSUMUN conference. Each body/committee is assigned its own Letter or Symbol. For the purpose of our conference, below are the letters/symbols assigned to each body/committee:

- General Assembly – **A**
- ECOSOC – **E**
- International Summit – **I**
- Security Council – **S**

The Committee Number is used to represent which particular committee, or subsidiary organ, under a main body of the United Nations is being referenced in the meeting records. For example, General Assembly has over 12 committees, each with their own committee number. For the purpose of the CSUMUN, we will use the number 1 as our Committee Number as there is only one committee of each main body being represented.

The Session Number is typically used to indicate the number of sessions, or years, a particular committee has met. For the purpose of the CSUMUN Conference,

the session number will be 25 as the Columbus State University Model United Nations Conference has been running for over 25 years.

The Summary Record typically indicates the numerical order of each meeting. For the purpose of this conference, the Summary Record Number will be used to indicate the time slot during which the meeting records were taken. Please use the table titled “Summary Record Numbers by Committee” (below) to determine the appropriate Summary Record Number for your meeting records.

Summary Record Numbers by Committee:

<b>General Assembly</b>	<b>ECOSOC</b>	<b>International Summit</b>	<b>Security Council</b>
Day 1 5-6PM <b>SR.1</b>	Day 1 5-6PM <b>SR.1</b>	Day 1 5-6PM <b>SR.1</b>	Day 1 5-6PM <b>SR.1</b>
Day 1 6-8PM <b>SR.2</b>	Day 1 6-8PM <b>SR.2</b>	Day 1 6-8PM <b>SR.2</b>	Day 1 6-8PM <b>SR.2</b>
Day 2 8-10AM <b>SR.3</b>	Day 2 8-10AM <b>SR.3</b>	Day 2 8-10AM <b>SR.3</b>	Day 2 8-10AM <b>SR.3</b>
Day 2 10-11AM <b>SR.4</b>	Day 2 10-11:30AM <b>SR.4</b>	Day 2 10AM-12PM <b>SR.4</b>	Day 2 10AM-12:30PM <b>SR.4</b>
Lunch from 11AM-12PM	Lunch from 11:30AM-12:30PM	Lunch from 12PM-1PM	Lunch from 12:30PM-1:30PM
Day 2 12-2PM <b>SR.5</b>	Day 2 12:30-2PM <b>SR.5</b>	Day 2 1-3PM <b>SR.5</b>	Day 2 1:30PM-3PM <b>SR.5</b>
Day 2 2-3PM <b>SR.6</b>	Day 2 2-3PM <b>SR.6</b>		

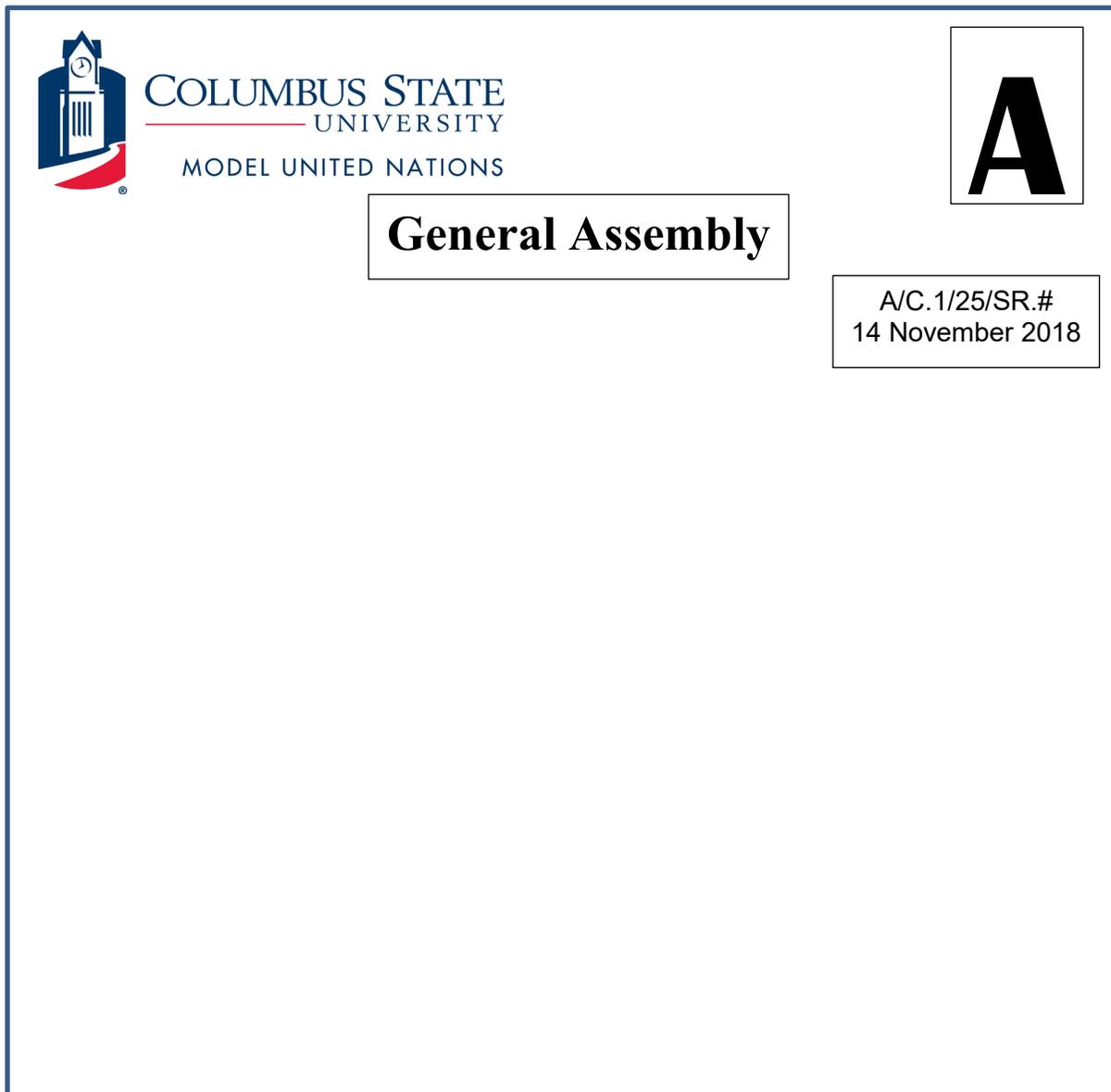
**Example of Meeting Records Index for CSUMUN:**

E/C.1/25/SR.1  
31 October 2018

## **Heading and Logo:**

The heading of each Meeting Record will have the name of the committee being represented along with the approved Columbus State University Model United Nations logo. The margins for the document should be set to “narrow”. The logo should be placed in the upper left-hand corner of the Header. The logo can be located on the [CSUMUN Page](#). Depending on the committee being represented, the assigned Committee Letter should be placed in the upper right-hand corner of the Header using Britannic Bold, Font Size 65. The name of the committee should be centered in the body of the document and typed using Times New Roman, Bold, Font Size 20. Press Enter to move to the next line in the document. The index should be placed on the right side of the document, and centered (see example below), using Times New Roman, Font Size 10. This template should be created and ready to go PRIOR to the day of the Conference so that you do not miss any important minutes from your respective committee session.

Below is an example of what one should look like.



The image shows a template for a meeting record header, enclosed in a blue border. On the left is the Columbus State University Model United Nations logo, which includes a stylized building icon and the text "COLUMBUS STATE UNIVERSITY" and "MODEL UNITED NATIONS". In the center, the text "General Assembly" is displayed in a large, bold, black font within a white rectangular box. On the right side, there are two more white rectangular boxes: the top one contains a large, bold, black letter "A", and the bottom one contains the text "A/C.1/25/SR.#" and "14 November 2018" stacked vertically.

## **Body of Meeting Record:**

The body of the meeting record should begin with the time the meeting was called into order and end with the time the meeting rose. For the purposes of the CSUMUN, the time the meeting was “called to order” will be the time each new Summary Record begins (see “Summary Record Numbers by Committee” Chart on page 2 of this document for times). The time each meeting ends, or changes Rapporteurs, will be the time the meeting “rises”. Each person that speaks will have their name typed in bold lettering at the beginning of their respective paragraph. Each paragraph will be numbered, beginning with the number 1. Agenda items discussed will also be typed in bold lettering. Below is an example of what it should look like.



### **General Assembly**

A/C.1/25/SR.#  
14 November 2018

*The meeting was called to order at 1:00pm.* ← **Times New Roman, Italics, Font Size 12**

1. **Ms. Jane Smith**, Chair of the International Summit, stated that corruption in the governments of Latin American countries has reached its peak and, as such, she moved to have this issue added to the agenda for deliberation on how the committee should proceed while maintaining the goal of peace and prosperity on a global scale.
2. The recent outbreaks of violence in México were of particular concern in today’s committee session as it was brought to the attention of the committee that the United States/México border has become more and more unstable due to the increase in drug trafficking activity and kidnappings for ransom by the cartels. ← **Times New Roman, Font Size 12**

#### **Agenda item 2: Effects of Drug Trafficking on a Global Scale**

3. **Mr. John Doe** (Canada) said that there have been some disturbances along the eastern side of the United States/Canadian border and he respectfully requested that the committee disclose any information they may have on drug trafficking in that area.
4. **Ms. Fulanita** (Argentina) stated that she had recently visited the eastern side of the United States/Canadian border and that she did not notice any disturbances during her two week visit.

*The meeting rose at 3:30pm.*

**Sources:**

[www.mnum.org](http://www.mnum.org)

<http://research.un.org/en/docs/meetings>

<https://research.un.org/en/docs/ecosoc/meetings>

<https://bestdelegate.com/how-to-write-a-winning-position-paper/>

[https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)