



ST. PATRICK

HIGHER SECONDARY SCHOOL

PUDUCHERRY

SPMUN '26

ST. PATRICK MODEL UNITED NATIONS

EDITION 1

Delegate Handbook

Everything you need to walk into committee prepared

*Read this before you arrive.
It is shorter than it looks.*

30TH & 31ST OCTOBER 2026



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WELCOME

If this is your first Model UN, the vocabulary will look forbidding — moderated caucus, operative clause, points of order. Do not be put off. The whole procedural system amounts to about fifteen terms, all of them defined in this handbook, and every one of them exists for a simple reason: to let twenty-five people argue productively without talking over one another.

What SPMUN actually asks of you is older and simpler than the jargon. You will be given a country. You will learn what that country believes and why. You will walk into a room of people representing other countries, some of whom want the opposite of what you want, and you will try to write something all of you can sign. That is the entire exercise.

How to use this handbook

Read it in three passes rather than one sitting.

- **Now, before you research:** pages 4 to 7. These explain what a delegate does and how the two days will unfold. Twenty minutes.
- **While you prepare:** pages 12 to 16 — researching your country, writing your position paper, building your opening speech. Return to these as you work.
- **The night before, and during committee:** pages 8 to 11 and 17 to 19 — the procedural pages. Skim them the night before; keep the reference card beside you in committee.

ONE THING TO FIX IN YOUR MIND

You are not representing your own opinions. You are representing a country's position, faithfully, including the parts you personally disagree with. A delegate of a nation who argues that nation's case well — especially an unpopular case — impresses an Executive Board far more than one who quietly drifts toward what they personally think is right.

If you get stuck

Write to stpatrick2026@gmail.com. Questions about your country, your agenda or the procedure are welcome and will be answered before the conference. There is no such thing as a question that is too basic — every delegate in the room was a first-timer once, including the ones who look most certain.



WHAT MODEL UN ASKS OF YOU

Your role

You are a diplomat. For two days you are not a Class 9 student from Puducherry with opinions about the world; you are the representative of a sovereign state with interests, obligations, allies and a voting record. Everything you say in committee is said on behalf of that state.

This has a practical consequence that catches out new delegates: you may not invent policy. If your country has never signed a treaty, you cannot announce in committee that it now supports it. What you can do — and what skilled delegates do constantly — is find the space within your country's real position where agreement with others becomes possible.

The four things you will be doing

Researching	Finding out what your country has actually said and done on this agenda — its votes, its treaties, its laws, its statements at the UN.
Speaking	Making that position clear to the room, in ninety seconds, without notes if you can manage it.
Negotiating	Finding the delegates whose interests overlap with yours, and building a bloc with them.
Drafting	Turning what your bloc agrees on into a written resolution that can survive a vote.

What it is not

It is not a debate competition. You are not scored on defeating the delegate opposite you; you are scored on what the committee produces and on your contribution to it. A delegate who wins every exchange and ends the conference with no allies and no clause in the final resolution has misunderstood the game.

It is also not a quiz. Nobody expects you to know everything about your country. You are expected to know your agenda deeply, your country's position on it precisely, and enough about your neighbours' positions to know who might join you.

THE SKILLS YOU ARE ACTUALLY BUILDING

Reading a source and citing it honestly. Holding a room's attention for ninety seconds. Disagreeing with someone without insulting them. Finding the sentence everybody can sign. These transfer to every room you will ever stand in — an interview, a viva, a boardroom, a courtroom. The committee is just where you practise them first.



YOUR CONFERENCE AT A GLANCE

The four committees

COMMITTEE	AGENDA
UNHRC	Ensuring the right to education for children in conflict-affected regions.
WHO	Adolescent mental health — academic stress, screen dependence and access to counselling.
AIPPM	Building an Indian Framework for Responsible AI and Deepfake Governance while Safeguarding Freedom of Speech and Democratic Processes.
UNGA-DISEC	Curbing the illicit trafficking of small arms and light weapons.

Each committee seats 25 delegates and sits in its own room for the whole conference. You are allotted one committee and one country, and you remain in that committee for all four sessions.

The two days

DAY 1 — 30 OCT

08:00 – 09:00 Registration
09:00 – 09:45 Opening Ceremony
10:15 – 12:30 **Committee Session I**
12:30 – 01:30 Lunch
01:45 – 03:45 **Committee Session II**
03:45 – 04:15 High Tea
04:15 – 05:30 Cultural Gala

DAY 2 — 31 OCT

09:30 – 12:30 **Committee Session III**
12:30 – 01:30 Lunch
01:45 – 03:45 **Committee Session IV**
03:45 – 04:15 High Tea
04:15 – 05:30 Closing Ceremony & Awards

READ THIS TWICE

All four committees meet **at the same time** during each session, each in its own room. "Committee Session II" is a time slot, not a committee — it is the second sitting of every committee. You will attend Sessions I, II, III and IV, all of them in your own committee room.

Who sits at the front

Your **Executive Board** runs the committee: a **Chairperson**, who directs debate and rules on procedure; a **Vice-Chairperson**; and a **Rapporteur**, who keeps the record and handles the documents. Their rulings are final. They also decide the awards, which means everything you do in the room is being watched more attentively than you think.



THE ARC — SESSIONS I & II

SESSION I Day 1, 10:15 am – 12:30 pm · Establishing positions

The Chair opens with **roll call**. Raise your placard and answer "*present*" or "*present and voting*". The difference matters: a delegate who is "present and voting" gives up the right to abstain later. Unless you have a reason, say "*present*".

With a single agenda per committee, setting the agenda is a formality and takes minutes. The session then opens the **General Speakers' List** — the GSL — and this is the heart of Session I. Delegates speak in turn for ninety seconds each, stating their country's position. Your opening speech, which page 15 shows you how to build, is delivered here.

Once the room has heard from everyone, the Chair entertains **moderated caucuses**: shorter, sharper debates on one narrow sub-question at a time. By the lunch bell you should know which delegates think as you do, and which will need persuading.

YOUR JOB IN SESSION I

- Speak in the GSL. Do not wait for a better moment; there isn't one.
- Write down every country whose position overlaps with yours. You will need that list at 1:45.
- Raise your placard in at least two moderated caucuses.

SESSION II Day 1, 1:45 pm – 3:45 pm · Blocs form

More moderated caucuses, digging into specific sub-issues — financing, enforcement, monitoring, whatever your agenda turns on. Then the first **unmoderated caucus**: the Chair suspends formal debate for fifteen or twenty minutes and you get up, cross the room, and negotiate face to face.

It looks like chaos. It is the most important part of the conference. Alliances form here, not in formal debate, and the delegates who spend it sitting down are the delegates who find themselves outside every bloc on Day 2.

YOUR JOB IN SESSION II

- Approach three delegates from your list during the first unmoderated caucus. Open with what you agree on, not what you want.
- Agree with your emerging bloc on **two or three concrete proposals** — not vague principles.
- Volunteer to hold the pen. Whoever drafts controls what the bloc actually says.



THE ARC — SESSIONS III & IV

SESSION III Day 2, 9:30 am – 12:30 pm · Drafting

The longest block of the conference, and deliberately so. Blocs write **working papers** — informal drafts setting out proposed solutions — and circulate them. The Executive Board reads them, gives feedback, and once a paper meets the format requirements and carries enough sponsors and signatories, the Chair may allow it to become a **draft resolution**.

Formal debate continues in parallel, and blocs frequently merge here, discovering that two papers propose much the same thing in different words. Expect this session to feel untidy. That is the work happening rather than failing to happen.

YOUR JOB IN SESSION III

- Get your bloc's ideas onto paper early. A mediocre draft at 10:30 beats a brilliant one at 12:25.
- Read the other blocs' papers. Find the clause you could live with and offer to merge.
- Check the format before submitting — the Rapporteur will send it back otherwise.

SESSION IV Day 2, 1:45 pm – 3:45 pm · Resolution and vote

Draft resolutions are formally **introduced** and read to the committee. Delegates then propose **amendments**: friendly amendments, accepted by the sponsors, are folded in without a vote; unfriendly amendments are debated and voted on separately.

The Chair then moves the committee into **voting procedure**. The doors close. Nobody enters or leaves, no notes pass, and no points are in order except those concerning the vote itself. Each draft resolution is voted on in turn and passes on a simple majority.

Debate is then closed, the Executive Board finalises its award decisions, and the committee rises for the Closing Ceremony at 4:15.

YOUR JOB IN SESSION IV

- Speak on your bloc's resolution when it is introduced. This is your last scored contribution.
- Vote as your country would vote — not as your friends do, and not as you personally would.
- If your resolution fails, say so gracefully. Chairs notice how delegates lose.



THE FLOW OF DEBATE

Committee is always in one of three states: formal debate on the General Speakers' List, a moderated caucus, or an unmoderated caucus. Everything else is the machinery for moving between them.

1 • Roll call

The Rapporteur reads the countries alphabetically. Raise your placard; answer *present* or *present and voting*. Roll call also establishes **quorum** — the minimum number of delegates required for the committee to conduct business, normally one quarter of the members.

2 • Setting the agenda

Where a committee has more than one topic, delegates move to debate them in a chosen order. SPMUN committees each have a single agenda, so the Chair will take a formal motion and move on within minutes.

3 • The General Speakers' List

The default state of committee. Delegates who wish to speak raise their placards; the Chair records the order and calls them in turn. The standard speaking time is **ninety seconds**, and the Chair may vary it by motion.

When your speech ends before your time does, you **yield** your remaining seconds. There are three yields: to the **Chair** (the plain choice — the time is simply returned); to **questions**, which invites the committee to question you; or to **another delegate**, handing them your remaining time. Yielding to questions is confident and Chairs reward it, but only attempt it when you know your brief.

The GSL never closes on its own. If it exhausts itself and no delegate adds their name, debate automatically closes and the committee moves to voting — which is why Chairs watch it carefully and why you should keep your name on it.

4 • Caucuses

Debate leaves the Speakers' List by motion, into either form of caucus. Page 9 explains both.

5 • Closing

Debate ends either by a motion to **close debate**, which sends the committee straight into voting procedure, or by a motion to **adjourn**, which ends the committee's work for the conference. A motion to **suspend** debate is the ordinary one for lunch and high tea.

THE ONE HABIT THAT SEPARATES PREPARED DELEGATES FROM THE REST

Keep a running sheet: every country, what they want, and whether they are with you, against you or undecided. Update it whenever someone speaks. By Session III you will be the delegate who knows where the votes are, and blocs will form around you rather than without you.



CAUCUSING

Moderated caucus

A focused debate on one narrow question, still run by the Chair. A delegate moves for it and must specify three things: the **topic**, the **total duration**, and the **speaking time** per delegate. For example:

"Motion for a moderated caucus on the financing of education in emergencies, total time ten minutes, speaking time forty-five seconds."

The arithmetic must work: ten minutes at forty-five seconds allows thirteen speakers. A Chair will rule a motion dilatory if the numbers do not divide sensibly, so do the division before you raise your placard.

Moderated caucuses are where committees make real progress, because they force the room off general statements and onto specifics. If debate is drifting, propose one. Chairs notice the delegate who rescues a stalling committee.

Unmoderated caucus

Formal debate is suspended for a set period and delegates negotiate directly — moving around the room, forming groups, drafting together. The motion needs only a **total duration**, usually fifteen or twenty minutes.

This is where the conference is actually decided, and it is also where new delegates most often waste their time. Three rules make the difference:

- **Move.** Stand up and cross the room. The delegates who stay in their seats end up in nobody's bloc.
- **Open with agreement.** "We share your concern about enforcement" opens a conversation. "We disagree with your position" closes one.
- **Leave with something written.** A name, a phone-less scrap of paper with two agreed clauses, an agreement to co-sponsor. Vague goodwill evaporates the moment formal debate resumes.

ON BLOCS

A bloc is a group of delegates who intend to write a resolution together. They usually form around shared interests — regional neighbours, economic peers, states facing the same problem — but the best blocs cut across the obvious lines. A resolution sponsored by countries nobody expected to agree carries far more weight in a vote than one signed by the usual allies.

Note-passing

During formal debate you may send written notes to other delegates through the Executive Board's volunteers. Notes are for negotiation, not conversation: the Board reads them, and a delegate whose notes are all social chatter is telling the Board exactly how seriously to take them.



POINTS

A **point** raises a concern. It does not change what the committee is doing — that is what a motion does. There are four, and you will use two of them.

POINT

WHEN TO USE IT

Point of Personal Privilege

Your physical comfort is impeding your participation — you cannot hear the speaker, the room is too cold, you need to leave briefly. **This is the only point that may interrupt a speaker**, and only when the problem is that you cannot hear them.

Point of Order

The rules of procedure are being broken — by another delegate or, politely, by the Chair. Raise it immediately. It may not interrupt a speaker. Do not use it to disagree with what a delegate said; it concerns procedure only.

Point of Parliamentary Enquiry

You have a question about the procedure itself: what motion is in order, how much speaking time remains, whether a document may be introduced. Never interrupts a speaker. **Use this freely** — it is the beginner's friend and no Chair thinks less of you for it.

Point of Information

A question addressed to a delegate who has just spoken, available only when that delegate has yielded to questions. Phrase it as a question, not a speech.

How to raise one

Raise your placard and wait to be recognised. When the Chair acknowledges you, state the point by name, then the substance:

"Point of parliamentary enquiry — would the Chair clarify how much time remains in this moderated caucus?"

Right of reply

If a delegate impugns the personal or national dignity of your country, you may request a **right of reply** from the Chair, in writing. It is granted sparingly and is not a device for continuing an argument. Requesting one over an ordinary policy disagreement marks you as a delegate who does not know the difference between an insult and a rebuttal.

THE MOST COMMON FIRST-TIMER ERROR

Using a **point of order** to say "the delegate of France is wrong about the treaty". That is a substantive disagreement, and the place for it is the floor — a speech, a moderated caucus, or a point of information if the delegate has yielded to questions. A point of order is only for a breach of the rules.



MOTIONS

A **motion** proposes that the committee change what it is doing. Motions are voted on procedurally — a simple majority carries, and every delegate present must vote; there are no abstentions on procedure.

MOTION	YOU MUST SPECIFY	EFFECT
Open debate	—	Begins the committee session after roll call.
Open the General Speakers' List	Speaking time	Starts formal debate. Normally ninety seconds per speaker.
Moderated caucus	Topic, total time, speaking time	Focused debate run by the Chair on one narrow question.
Unmoderated caucus	Total time	Suspends formal debate for direct negotiation.
Extend a caucus	Additional time	Continues the current caucus. Usually allowed once.
Introduce a draft resolution	Document number	Brings an approved draft before the committee to be read and debated.
Close debate	—	Ends debate and moves the committee immediately into voting procedure. Requires a two-thirds majority in most rule sets.
Suspend debate	—	Pauses the committee for lunch or high tea. Debate resumes where it stopped.
Adjourn debate	—	Ends the committee's work for the conference. Taken at the close of Session IV.

Precedence

When several motions are on the floor at once, the Chair takes them in order of **disruptiveness** — the motion that changes the committee's state most is considered first. Roughly: adjourn, then close debate, then unmoderated caucus, then moderated caucus with the longest total time first. You do not need to memorise this; the Chair will order them. It is useful only to know that a motion for an unmoderated caucus will be put to the vote before a competing motion for a moderated one.

HOW TO PHRASE IT

"Motion to suspend formal debate and move into an unmoderated caucus for a total time of fifteen minutes, for the purpose of bloc formation and drafting."

"Motion for a moderated caucus on enforcement mechanisms, total time twelve minutes, speaking time sixty seconds."



RESEARCHING YOUR COUNTRY

Good research is narrow, not broad. You do not need your country's history; you need its position on one agenda, and the evidence that it holds that position.

What to find, in order

1. **The agenda itself.** Start with the **Committee Study Guide** your Executive Board circulates. Understand the problem before you look for your country in it.
2. **Your country's voting record.** How did it vote on the relevant General Assembly resolutions? Did it abstain, and did it explain why? An abstention with a stated reason is often the single most useful fact you will find.
3. **Treaties.** Which relevant instruments has your country signed, ratified, or pointedly not signed? Signature and ratification are different things and delegates are caught out by the difference.
4. **Domestic law and policy.** What has your country actually done at home about this problem? Concrete national legislation is powerful evidence in committee.
5. **Statements.** What has your Permanent Representative said at the UN on this agenda? Their words are your words.
6. **Allies and opponents.** Which countries share your position? Which will resist it, and on what grounds? Draw up the list before you arrive.

Where to look

un.org	The organisation's own site — committee mandates, press releases, meeting coverage.
digitallibrary.un.org	The UN Digital Library. Resolution texts and, crucially, voting records.
Your country's mission to the UN	Official statements, explanations of vote, national positions.
Foreign ministry website	Policy statements and treaty status.
treaties.un.org	Who has signed and ratified what, and with which reservations.
Reuters, AP, national dailies	Recent developments the Committee Study Guide predates.

ON SOURCES

Use primary sources wherever you can — the resolution text, the treaty, the statement — rather than someone's summary of them. Encyclopaedia entries and AI assistants are useful for orientation and unacceptable as citations. Everything you assert in your position paper must be traceable to something a Chair could look up.



THE POSITION PAPER

One page, four sections, at least three credible sources. It is submitted before the conference, it is read by your Executive Board, and it is the first thing that shapes their view of you.

Format requirements

- **One side of A4.** Not two. The discipline of fitting a country's whole position onto one page is part of the exercise.
- **Header block** naming the committee, the country you represent, the agenda, and your name and school.
- **Four sections**, in the order below, each with the heading shown.
- **Minimum three credible sources**, listed at the foot.
- Submit by **[submission deadline]** to **stpatrick2026@gmail.com**, as a PDF named *Committee_Country_YourName.pdf*.

The four sections

I. The Problem as [Country] Sees It	Not a general description of the issue — your country's <i>reading</i> of it. What does your government think the real problem is? Lead with a figure or a fact that frames it your way.
II. [Country]'s Past Actions and Votes	The evidence. Treaties signed or refused, votes cast and explained, domestic legislation, funds contributed. This section is where a well-researched paper separates itself from a guessed one.
III. [Country]'s Proposed Solutions	Three to five numbered proposals, each specific enough to become an operative clause. "Increase cooperation" is not a proposal. "A binding thirty-day response commitment to trace requests" is.
IV. What [Country] Seeks from This Committee	What you will support, what you will not accept, and who you invite to work with you. State your red line plainly — it tells the Board you understand your country's limits.

WHAT CHAIRS ARE LOOKING FOR

- **Accuracy** — does this paper reflect what the country actually believes?
- **Evidence** — are the claims sourced, and are the sources real?
- **Specificity** — could the proposals in Section III be voted on as written?
- **Voice** — does it read as a government speaking, or as a student summarising?

Plagiarised papers are disqualified from award consideration. This includes text generated by an AI assistant and submitted as your own. Use whatever tools help you understand the agenda; the words you submit must be yours.



POSITION PAPER — A WORKED EXAMPLE

Extracts from a model paper. India in DISEC, on the illicit trafficking of small arms.

HEADER BLOCK

Committee: UNGA — Disarmament and International Security Committee

Country: Republic of India

Agenda: Curbing the illicit trafficking of small arms and light weapons

Delegate: [name], [school]

I. The Problem as India Sees It

"More than one billion firearms circulate in the world today, of which roughly 85 per cent are held by civilians. These weapons do not begin wars; they sustain them, long after ceasefires are signed. India therefore rejects the framing of small arms as a purely humanitarian file. For India, it is a security file... the central failure of the international regime is that it disciplines States while the weapons end up with those who are not States."

Note how the section opens with a figure, then turns it into an argument. It does not describe the problem neutrally — it frames it the way India needs it framed.

II. India's Past Actions and Votes

"India abstained in the General Assembly vote adopting the Arms Trade Treaty on 2 April 2013 and has not signed it. India's objections, stated on the floor by Ambassador Sujata Mehta, were twofold: the Treaty is weighted in favour of exporting States... and it fails to prohibit transfers to non-State actors."

A date, a named ambassador, and the stated reasoning. This is what "evidence" means. Compare it with "India has concerns about the Arms Trade Treaty" — same claim, no authority.

III. India's Proposed Solutions

"1. An operative commitment that States shall not transfer small arms and light weapons to non-State actors not authorised by the receiving State. This is India's principal ask.

3. Regional tracing hubs with a binding thirty-day response commitment to trace requests. India offers to host and finance such a hub for South Asia and the Indian Ocean region."

Each proposal could be lifted into a resolution as an operative clause almost unchanged. That is the test.

IV. What India Seeks from This Committee

"India will support strong operative language on marking, tracing, stockpile management, border cooperation and capacity-building, and will actively co-sponsor such text. India will not support language that constrains the sovereign right of States to acquire arms for legitimate self-defence... India invites all delegations, particularly those of the Global South, to place the non-State actor clause in the operative section and not in the preamble, where it would have no effect."

Support, red line, invitation — in that order. The last sentence tells the room exactly what India will be negotiating for.



YOUR OPENING SPEECH

Ninety seconds is about 220 words. That is five or six sentences of substance — no more. Write it out, time it aloud, then reduce it until it fits comfortably rather than exactly.

The five-part structure

1 · Hook	One sentence. A number, an image, or a consequence that makes the room look up. Never open with "Honourable Chair, distinguished delegates, today we are gathered..."
2 · Framing	One or two sentences on what your country believes the real problem is. This is where you plant your flag.
3 · Credentials	One or two sentences of evidence — what your country has done, signed, funded or refused. This is what makes the room believe you.
4 · Proposals	Two or three concrete things you want the committee to do. Number them aloud; delegates write them down.
5 · Invitation	One sentence inviting cooperation. Name the countries or the group you want to hear from. This is how blocs start.

A model speech

"Honourable Chair — more than one billion firearms are in circulation today, and eighty-five per cent of them are in civilian hands. They do not start wars. They keep them going long after the ceasefire is signed.

India submits that this committee has been solving the wrong problem. Every instrument now in force disciplines States, while the weapons end up with those who are not States — with terrorists, insurgents and criminal syndicates. Along India's Punjab border alone, security forces seized two hundred and seventy-two drones carrying weapons and explosives in a single year.

India abstained on the Arms Trade Treaty in 2013 for precisely this reason, and said so on this floor. But India implements the Programme of Action, reports annually, and has tightened its own Arms Act to impose life imprisonment for organised trafficking.

India therefore asks this committee for three things. First, an operative commitment against transfers to unauthorised non-State actors. Second, universal marking at manufacture and at import, extended to ammunition. Third, regional tracing hubs with a binding thirty-day response — and India offers to host and finance one for South Asia.

India invites every delegation of the Global South to work with us on that first clause. Thank you, Chair."

218 words. Roughly ninety seconds delivered calmly.

Delivery

- Stand if the Chair permits it. Address the Chair, then the room.
- Speak more slowly than feels natural. Nervousness accelerates everyone.
- Look up. Notes on the desk, not in your hands — hands shake and paper amplifies it.
- Finish early rather than being cut off. "India yields its remaining time to the Chair" is a clean, confident ending.



SPEAKING & DIPLOMATIC LANGUAGE

Speaking in a moderated caucus

Forty-five seconds, not ninety. There is no room for a hook or a framing paragraph — make one point, support it, and stop. The most effective caucus speeches answer the delegate who spoke immediately before you, by name and by argument.

"India thanks the delegate of Germany, but would draw the committee's attention to a difficulty. A marking obligation that stops at manufacture leaves every weapon already in circulation untraceable. India proposes that the obligation extend to the point of import as well — and would welcome Germany's view on whether that is workable."

Notice the shape: acknowledge, object with a reason, propose the fix, hand it back. It is courteous and it advances the debate, which is exactly the combination a Chair is scoring.

Third person, always

Delegates speak as their country, not as themselves. This feels artificial for about ten minutes and then becomes second nature.

DO NOT SAY

SAY

"I think we should..."

"India believes this committee should..."

"You are wrong about the treaty."

"India would respectfully question the delegate of France's reading of the treaty."

"That's a stupid idea."

"India has serious reservations about that proposal, for three reasons."

"We don't care about that."

"That is not a priority for India at this time."

"As I said earlier..."

"As this delegation noted earlier..."

Useful phrases

"The delegation of ___ believes..."

"We find common ground with ___ on..."

"This delegation would draw attention to..."

"This is a red line for my delegation."

"India respectfully disagrees, and submits that..."

"India is prepared to co-sponsor such language."

"Would the delegate clarify..."

"With respect, that does not answer the question."

"This delegation is willing to consider..."

"India yields its remaining time to the Chair."

NEVER BREAK CHARACTER

Not in committee, not in caucus, not in notes. If you must say something as yourself — you feel unwell, you do not understand a ruling — raise a point of personal privilege or a point of parliamentary enquiry. That is what they are for.



WORKING PAPERS & RESOLUTIONS

The sequence

A bloc's ideas become a **working paper** — an informal draft with no required format, circulated to test whether the room will accept it. The Executive Board reads it and gives feedback. Once it meets the resolution format and carries the required **sponsors** and **signatories**, the Board approves it as a **draft resolution**, which a delegate may then move to introduce. If the committee passes it, it becomes a **resolution**.

Sponsor	A delegate who wrote the paper and supports it. Sponsors control friendly amendments.
Signatory	A delegate who wants to see the paper debated, without necessarily supporting it. Signing costs you nothing and is often a useful courtesy.

The anatomy of a resolution

A resolution is **one long sentence**. That is not a figure of speech — the whole document runs from the opening phrase to a single full stop at the very end. This governs its punctuation entirely.

- **Heading:** the committee, the topic, the sponsors and the signatories.
- **Preambulatory clauses:** why the committee is acting. They cite past resolutions, treaties and facts. Each begins with an italicised participle, and each ends with a **comma**.
- **Operative clauses:** what the committee decides to do. Numbered, each beginning with an underlined active verb, each ending with a **semicolon** — except the last, which ends with a **full stop**.

EXTRACT

Alarmed by the circulation of over one billion firearms worldwide, of which approximately 85 per cent are held by civilians,

Recalling its resolution 78/49 of 4 December 2023 on the illicit trade in small arms and light weapons in all its aspects,

1. Calls upon all Member States to refrain from transferring small arms and light weapons to non-State actors not authorised by the receiving State;
2. Requests the Secretary-General to establish regional tracing hubs, each committed to responding to trace requests within thirty days;
3. Decides to remain seized of the matter.

What makes a resolution pass

- **Specificity.** Clauses that say who does what, by when, and with what money. Vague clauses survive drafting and die in the vote.
- **Breadth of sponsorship.** A resolution sponsored by countries from three regions is far harder to vote down than one sponsored by four neighbours.
- **Room for amendment.** A draft that concedes nothing forces opponents to defeat it rather than join it. Leave something to give away.



CLAUSE PHRASE BANK

Preambulatory openings — italicised; clause ends with a comma

<i>Acknowledging</i>	<i>Deeply concerned</i>	<i>Noting with concern</i>
<i>Affirming</i>	<i>Deeply regretting</i>	<i>Noting with satisfaction</i>
<i>Alarmed by</i>	<i>Emphasizing</i>	<i>Observing</i>
<i>Aware of</i>	<i>Expressing its appreciation</i>	<i>Recalling</i>
<i>Bearing in mind</i>	<i>Fully aware</i>	<i>Recognizing</i>
<i>Believing</i>	<i>Guided by</i>	<i>Reaffirming</i>
<i>Concerned</i>	<i>Having considered</i>	<i>Seeking</i>
<i>Confident</i>	<i>Having examined</i>	<i>Taking into account</i>
<i>Conscious of</i>	<i>Keeping in mind</i>	<i>Welcoming</i>

Operative verbs — underlined; numbered; clause ends with a semicolon

<u>Accepts</u>	<u>Declares</u>	<u>Proclaims</u>
<u>Adopts</u>	<u>Decides</u>	<u>Reaffirms</u>
<u>Affirms</u>	<u>Deplores</u>	<u>Recommends</u>
<u>Appeals to</u>	<u>Draws attention to</u>	<u>Regrets</u>
<u>Approves</u>	<u>Encourages</u>	<u>Reminds</u>
<u>Authorizes</u>	<u>Endorses</u>	<u>Requests</u>
<u>Calls upon</u>	<u>Expresses its hope</u>	<u>Strongly condemns</u>
<u>Commends</u>	<u>Further invites</u>	<u>Supports</u>
<u>Condemns</u>	<u>Further recommends</u>	<u>Takes note of</u>
<u>Confirms</u>	<u>Invites</u>	<u>Urges</u>
<u>Congratulates</u>	<u>Notes</u>	

CHOOSE YOUR VERB FOR THE STRENGTH YOU ACTUALLY HAVE

A General Assembly committee cannot compel anyone — its resolutions are recommendatory. So Urges, Calls upon and Recommends are the honest verbs, and Decides is reserved for what the committee itself will do. A clause reading "Decides that all States shall prohibit..." invites a delegate to point out, correctly, that this committee has no such power — and it is an embarrassing point to have made against you.

THE CLOSING CLAUSE

...; and

12. Decides to remain seized of the matter.

Almost every UN resolution ends this way. It means the committee is not closing the file, and it is the conventional full stop of the document.



AMENDMENTS & VOTING

Amendments

An amendment adds, deletes or changes an operative clause. Preambulatory clauses cannot be amended.

Friendly

All sponsors of the draft agree to it. It is incorporated without a vote. Most amendments should be friendly ones — securing agreement in caucus beforehand is faster and looks better than forcing a vote.

Unfriendly

The sponsors do not agree. The committee debates it and votes on it separately. It carries on a simple majority, and if it passes, the clause changes whether the sponsors like it or not.

Unfriendly amendments are a legitimate and often decisive tool. If a resolution is close to acceptable but for one clause, amending it is far more productive than voting the whole document down.

Voting procedure

Once debate closes, the committee enters voting procedure and the room changes character completely:

- The doors close. No delegate enters or leaves.
- No notes pass. No caucusing. No points except those concerning the vote.
- Draft resolutions are voted on in the order they were introduced.

TYPE OF VOTE	WHO VOTES	TO PASS
Procedural (motions)	Every delegate present. Abstention is not permitted.	Simple majority
Substantive (resolutions, unfriendly amendments)	Delegates present may vote <i>yes</i> , <i>no</i> , or <i>abstain</i> . Delegates who answered "present and voting" at roll call may not abstain.	Simple majority of those voting

A delegate may request a **roll call vote** on a substantive question, in which the Rapporteur calls each country by name and records its vote. A delegate voting yes or no may ask to explain their vote briefly — the diplomatic equivalent of putting your reasoning on the record.

VOTE AS YOUR COUNTRY WOULD VOTE

This is the moment when the temptation to break character is strongest — your friends are voting one way, and your country's position points the other. Executive Boards watch the final vote closely, and a delegate who has argued a position for two days and then abandons it at the vote undoes much of what they built. If your country would vote against a resolution you helped improve, vote against it, and explain why.



AIPPM — HOW IT DIFFERS

The All India Political Parties Meet is a domestic simulation. If you have been allotted AIPPM, most of this handbook still applies — but the following differences matter, and delegates who ignore them are marked down for it.

IN UN COMMITTEES

IN AIPPM

You represent a sovereign state.

You represent a **named individual** — a party leader, a chief minister, a spokesperson — and through them a political party.

The Chair directs debate.

The **Moderator** directs debate, with wider latitude to intervene, question delegates directly and permit interruption.

Debate produces a resolution.

Debate produces a **consensus statement** or a set of joint recommendations. There are no preambulatory and operative clauses.

Third person, formal register throughout.

Still formal, but sharper and more adversarial. Interjection and rebuttal are part of the form.

Sources are treaties, votes, UN documents.

Sources are manifestos, parliamentary records, party statements, the IT Rules and their amendments, parliamentary committee reports and press conferences.

What you must know about your portfolio

- **The party line** on this agenda — not the individual's personal view, where they differ.
- **The constituency behind it.** Who votes for this party, and what do they want from education policy? This is what makes the position defensible.
- **Where the party governs.** A party in power in a state has a record to defend; a party in opposition has a record to attack. Know which you are.
- **The point at which you can concede.** AIPPM rewards delegates who find consensus without abandoning the party. Know your limits before you are pushed to them.

PLAYING THE PERSON, NOT A CARICATURE

Representing a real political figure is not an invitation to mimic them. Chairs mark down theatrics, accents and personal mockery — of the figure you play or of anyone else's. Argue the party's case with the seriousness the party would bring to it. The debate is about how India should govern artificial intelligence and synthetic media, and what that means for free speech; keep it there.

A NOTE ON LANGUAGE

The working language of AIPPM at SPMUN '26 is **[English / English and Hindi — confirm]**. Whichever is chosen, the Moderator will hold all delegates to the same standard of parliamentary courtesy.



WHAT THE BOARD REWARDS

SPMUN awards Best Delegate, High Commendation, Special Mention and Honourable Mention in each committee. The Executive Board scores five criteria, and it is worth knowing what each one actually means in the room.

CRITERION	WHAT THE BOARD IS WATCHING FOR
Eloquence	Whether you are understood, not whether you are impressive. Clear structure, controlled pace, finishing within time. A plain speech that lands beats an ornate one that runs over.
Discipline	Respect for procedure and for the Chair's rulings, courtesy toward opponents, staying in character, punctuality after breaks. Quiet consistency, noticed cumulatively.
Contribution in Committee	Whether the committee is further along because you were in it. Speaking in caucus, drafting, merging blocs, rescuing a stalled debate. The single heaviest criterion.
Accuracy of Content	Whether your country would recognise itself in what you said. Inventing policy, or drifting toward your own views, is what most often costs a strong speaker the award.
Research & Presentation	Depth of preparation and honesty of sourcing, judged largely from your position paper and from whether your facts survive scrutiny on the floor.

What Boards consistently reward

- The delegate who brings two opposed blocs together.
- The delegate who cites a specific document, correctly, when nobody else has.
- The delegate who yields to questions and answers them well.
- The delegate who concedes a fair point gracefully and continues.
- The first-time delegate who speaks in the GSL despite obvious nerves.

What Boards consistently mark down

- Dominating the floor without advancing the debate.
- Personal remarks, mockery or sarcasm aimed at another delegate.
- Abandoning the country's position to side with friends.
- Procedural gamesmanship — motions raised to obstruct rather than to progress.
- Silence. A delegate who never speaks cannot be scored, however good their paper.

IF YOU TAKE ONE THING FROM THIS PAGE

Best Delegate rarely goes to the most fluent speaker in the room. It goes to the delegate the committee could not have done without.



DELEGATE CHECKLIST

Four weeks out

- Read your **Committee Study Guide**, twice.
- Establish your country's position: votes, treaties, domestic law, statements.
- List the countries likely to agree with you, and the two or three who will not.

Two weeks out

- Write your position paper. One page, four sections, three or more sources.
- Submit it by **[deadline]** to **stpatrick2026@gmail.com**, as *Committee_Country_YourName.pdf*.
- Draft your opening speech and read it aloud against a clock.

The week before

- Cut the speech until ninety seconds is comfortable rather than exact.
- Read pages 8 to 11 of this handbook — points, motions, the flow of debate.
- Prepare three questions you could ask another delegate who yields to questions.

Pack the night before

- School identity card (*compulsory*)
- Bonafide certificate, if attending as a school delegation
- Your confirmation email, printed or on your phone
- Three printed copies of your position paper
- Printed research notes and country profile
- Notepad and at least two pens
- Formal attire, both days
- A water bottle

On the day

- Registration opens at 08:00 on 30 October. Arrive early; the queue is longest at 08:30.
- Find your committee room before the Opening Ceremony, not after it.
- Introduce yourself to the delegates on either side of you. You will need them by the afternoon.
- Put your name on the General Speakers' List in the first ten minutes.

AND THE THING NO CHECKLIST COVERS

Almost everyone in that room is nervous, including the delegates who look least like it. Speak early — the first ninety seconds are the hardest and they get easier immediately afterwards. Nobody remembers a shaky opening speech. Everybody remembers the delegate who never spoke.



GLOSSARY

Abstain — To decline to vote either way on a substantive question. Not available on procedural votes, or to delegates who answered "present and voting".

Agenda — The topic a committee is debating.

Amendment — A proposed change to an operative clause. Friendly if all sponsors agree; unfriendly if they do not.

Bloc — A group of delegates working together toward a shared resolution.

Chair — The presiding officer of a committee. Directs debate and rules on procedure. Called the Moderator in AIPPM.

Draft resolution — A working paper approved by the Executive Board and ready to be introduced to the committee.

Executive Board — The Chair, Vice-Chair and Rapporteur who run a committee and decide its awards.

GSL — General Speakers' List. The standing order of delegates waiting to speak in formal debate.

Moderated caucus — Focused debate on one narrow sub-topic, with speakers called by the Chair.

Motion — A proposal to change what the committee is doing. Decided by procedural vote.

Operative clause — A numbered clause stating what the committee decides to do. Begins with an underlined verb; ends with a semicolon.

Placard — The card bearing your country's name. Raised to be recognised, and to vote.

Point — A means of raising a concern without changing the committee's business.

Position paper — A one-page statement of your country's stance, submitted before the conference.

Preambulatory clause — An opening clause explaining why the committee is acting. Begins with an italicised participle; ends with a comma.

Procedural vote — A vote on a motion. All delegates must vote; no abstentions.

Quorum — The minimum number of delegates required for the committee to do business.

Rapporteur — The Board member who keeps the record, calls the roll and handles documents.

Right of reply — A response granted when a delegate's country has been personally or nationally impugned.

Roll call — The opening call of countries, establishing attendance and quorum.

Signatory — A delegate who wishes a draft to be debated, without necessarily supporting it.

Sponsor — A delegate who authored a draft and supports it. Sponsors control friendly amendments.

Substantive vote — A vote on a resolution or unfriendly amendment. Yes, no or abstain.

Unmoderated caucus — A suspension of formal debate for direct negotiation between delegates.

Working paper — An informal draft of proposed solutions, circulated before it becomes a draft resolution.

Yield — To give up your remaining speaking time — to the Chair, to questions, or to another delegate.



ST. PATRICK

HIGHER SECONDARY SCHOOL · PUDUCHERRY

*"Come prepared, listen as hard as you speak,
and leave with more friends than you arrived with."*

SPMUN '26 · 30th & 31st October 2026

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