

DELEGATE RESOURCE WORKSHOP #1



Important Dates!

HAMUN 51: FEBRUARY 5TH & 6TH, 2026

**POSITION PAPER #1 DUE ON JANUARY
16TH, 2026**

**POSITION PAPER #2 DUE ON JANUARY
23RD, 2026**

Background Guides, Research, & Policy



To be eligible for an award, a delegate must write two Position Papers, one for each of the topics (with the exception of delegates in GA Plen and Crisis committees – these delegates need only write 1 paper to be eligible for awards).



What is a Position Paper?

A position paper is simply a short paper describing the issue at hand and your country's position on an issue. Position papers are usually one to one-and-a-half pages in length. Your position paper should include a brief introduction followed by a comprehensive breakdown of your country's position on the topics that are being discussed by the committee. A good position paper will not only provide facts but also make proposals for resolutions.

Your position paper is your bible during the conference. Essentially, the paper forces you to write out your country's viewpoints in paragraph form, and is useful to reference at points during the conference.



Format!

Position Papers should be 12pt font, Times New Roman, single spaced, and 1 – 1.5 pages in length. There are three parts to a Position Paper: the heading, the content, and the works cited.



Heading!

Papers should include a heading that looks the following:

COMMITTEE: Committee on Sample

COUNTRY: Samplelandia

TOPIC: Sample Topic

SCHOOL: Sample High School

SPONSOR(S): Mr. Sam Sample

NAME(S): Sally Sample



Content!

Committee: General Plenary
Topic: Open-Eradication of Poverty
Country: Thailand
School: Houston High School
Name: Johnny Student

Eradication of poverty was a high priority of development worldwide in the 1990s, yet the extent of the problem is still deeply ingrained in many developing countries. To eliminate the problem completely, public awareness and a complete understanding of the issue itself are required. Currently, people are ignorant to some of the main roots of poverty: environment and lack of a gender focus that women are especially deprived of required needs. Thailand supports a continued effort from the United Nations towards the eradication of poverty by increasing environmental protection and control, continuing to increase awareness on the issue, and focusing on the women linked to poverty.

The eradication of poverty must begin by attacking the groups most affected by the problem. Women compose the "majority of the 1.5 billion people living on one dollar a day or less." These women are denied access to resources of credit, land, and inheritance. They lack access to education and other services and hardly have any participation in decision making for their communities. Thailand is aware that efforts have been made to direct the focus of poverty onto women's conditions in various countries such as Cameroon, Madagascar, and Niger, who have identified women as a specific target group in their national poverty eradication programs as per the Fourth World Conference on Women in Beijing held in 1995. Yet many countries, especially those of the Middle East, continue to withhold women's rights. Therefore Thailand believes that the UN should take actions in globalizing the need to focus on poverty of women. As the Minister of Foreign Affairs of Thailand Dr. Surakiart Sathirathai stated at the fifty-seventh session of the United Nations General Assembly, "poverty eradication can never succeed unless there are genuine efforts neighborly, regionally, and globally".

Women must first and foremost have autonomy; because this is often denied to them, the focus should be on providing access to educational and economic opportunities, major factors in rising out of poverty. In the successful actions of Thailand's National Commission on Women's Affairs, programs such as Village Welfare Assistance Centers helped to increase women self-employment and involvement in community problems. The female labor force participation has increased to 67 percent, "higher than any other country in East Asia." Based on the results of these programs, the United Nations should take on similar actions to a global scale.

To completely and effectively eradicate poverty, Thailand believes that the United Nations must begin to act on a global level. The important parts of the problem are believed to be environmental and overcoming poverty; thus they should be tackled first.



An introduction of the issue, describing the problem and explaining why it is an issue of international concern, with specific examples and data.

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A description of recent international action related to the issue at hand, with specific examples and making special note of any UN action, as well as evaluating the success or failure of these efforts and whether your country supports them or not.



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An explanation of the country's position on the issue that illustrates its history with the issue and how the issue affects the country, with specific examples.

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An account of actions and steps that the country and its government have taken in regard to the issue



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A recommendation for specific UN actions that should be taken in the future



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Solutions

This is arguably the most important part of the paper! Be creative and think outside the box.

Consider important steps, such as implementation, timeline, costs, potential problems/weaknesses, how it actually fixes the problem. Don't just throw a generic solution and provide no substance on how your solution could work.



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Works Cited!

The Works Cited should reference at least three key documents (not included in the Background Guide for that topic) related to the topic at hand, cited in Modern Language Association (MLA) format. Your Works Cited page should be the last page in your policy statement with each source in alphabetical order.



Don't Include Irrelevant Information!

Do not spend time introducing your country, just introduce the topic and include about your country that is needed to understand how it has dealt with the issue. Many papers begin with an introductory paragraph about the country that is simply a list of facts copied off the CIA World Factbook. A general report on that country is inappropriate for the policy statement. All information included in a policy statement must directly relate to the topic at hand.



A really really good position paper will include:

A **brief introduction** to your country and its history concerning the topic and committee;

How the issue affects your country;

Your country's policies with respect to the issue and **your country's justification** for these policies;

Quotes from your country's leaders about the issue;

Statistics to back up your country's position on the issue;

Actions taken by your government with regard to the issue;

Conventions and resolutions that your country has signed or ratified;

UN actions that **your country supported or opposed;**

What your country believes **should be done to address the issue;**

What your country would like to accomplish in the committee's resolution;

How the positions of other countries affect your country's position.



Are you done yet?

- ❑ Header includes Committee, Country, Topic, School, Sponsors, and Delegate Names.
- ❑ An explanation and definition of the issue.
- ❑ A short summary of recent international action related to the question.
- ❑ Specific suggestions for the solution.
- ❑ Reference to at least three key documents relation to the issue that are NOT cited in the committee's Background Guide (cited in MLA format).
- ❑ Policy statement is 1 – 1.5 pages long, singled spaced in 12 pt font, Times New Roman, with Works Cited is on the following page.
- ❑ Policy statement file is in.doc (Microsoft Word), .pdf, or .rtf format.
- ❑ A statement of the country's position on the issue.



To submit your paper, please upload it to the Google forms page that is available under the “committees” tab on the website.



Parliamentary Procedure



Parliamentary Procedure

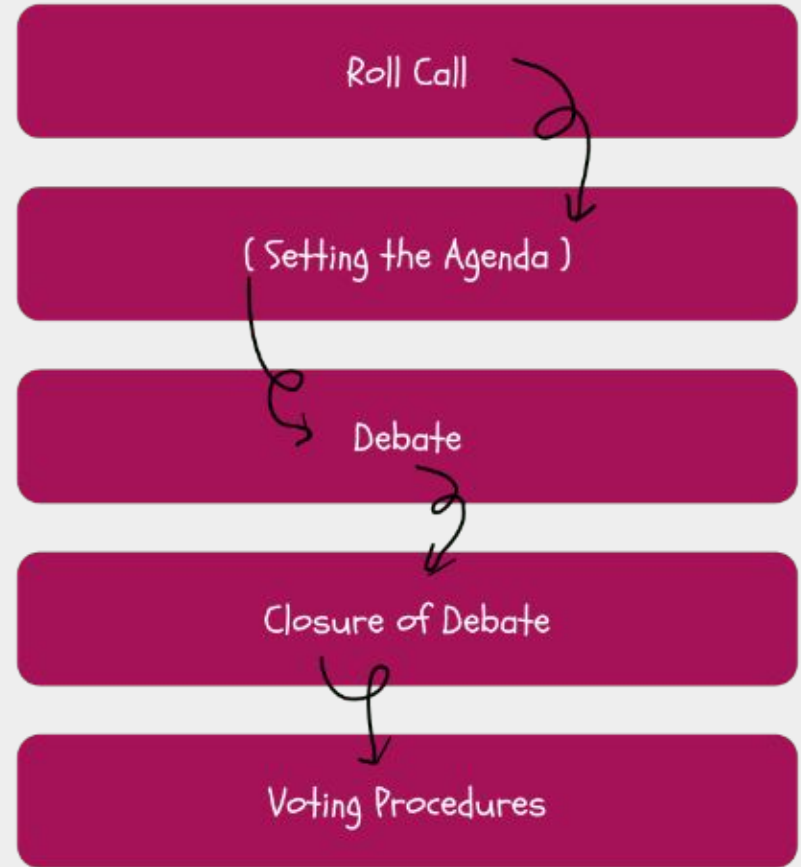
“Like learning a new language;
hard at first, but you get the hang
of it the more you use it.”

Major key: NO personal pronouns.

Instead: **“The delegate from
(country name)...”**



General Overview





Points in Model UN

Point of Order: to express that you feel that an ERROR has been made in procedure by the Chair

Point of Inquiry: to ask a question about parliamentary procedure or about what's going on in the committee

Point of Information: to request an answer to a specific question made during the speeches from the Speaker's List or presentation of draft resolutions

Point of Personal Privilege: CAN interrupt speaker; the room is cold, can't hear speaker, etc.



Opening Session & Setting Agenda

This is only done once at the beginning of each topic, and will only happen twice during the conference.



“The delegate from (country name) moves to open session”

Simple Majority

“The delegate from (country name) moves to place topic (A/B) first on agenda.”

*Simple Majority
Requires 2 pro and 2 con speakers.*

Speakers List

Yield to Chair:

You surrender any remaining time during speaker's list speech and do not take questions.

This is a good option if you do not wish to answer questions from the floor. If this is your first time speaking and you're nervous, this might be a good option.

Yield to Floor:

You keep your time to answer questions from the floor in addition to the original two you are entitled to.

Taking questions enables your fellow delegates to have a clearer picture of what you believe and will likely greatly assist you in forming blocs.

You can only be on the Speaker's list once at a time! To be added, either raise placard to be added when original question is asked or send up a note to the Dias. To be re-added, send up a note to the Dias.



Caucusing



Types of Caucusing

Moderated

Establishes your policy stance

Share ideas and criticism in front of a committee

More frequent in the 1st half of a topic

Figure out who you can work with, and on what

Display your own success

Unmoderated

Builds off existing discussion from mods

Sway others to your leadership

Work on crafting specific ideas and plans

Lots of resolution writing/busy work

Majority of 2nd half of a topic

**Your ultimate goal in committee is to obtain one thing: INFLUENCE.
This can be done through leadership, thoughtful speeches, and many other steps**



Moderated Caucus

After each speech during the speaker's list, the Chair will ask if there are any "points or motions" on the floor.

After four or five speeches on the speaker's list, the Chair will "smile upon" a motion for a moderated caucus.



"The delegate from (country) would like to motion that we go into moderated caucus for (minutes) minutes for the purpose of (purpose) with a speaking time of (speaking time)."

You must specify: **total duration, speaking time, and purpose of caucus.**

Default speaking time given is 30 seconds.

During a Moderated Caucus, the Chair will call on delegates one at a time and each speaker will briefly address the committee.

Unmoderated Caucus

Purpose: to form **blocs** through informal discussion and begin to write working papers. These take place after sufficient moderated caucus, as determined by the Dias.

“The delegate from (country) would like to motion that we go into unmoderated caucus for (minutes) minutes with for the purpose of (purpose).”

You must specify: **length and purpose of unmoderated caucus.**



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Purpose: to form blocs through informal discussion and begin to write working papers. These take place after sufficient moderated caucus, as determined by the Dias.

“The delegate from (country) would like to motion that we go into unmoderated caucus for (minutes) minutes with for the purpose of (purpose).”

You must specify: length and purpose of unmoderated caucus.



Motion to Close Debate

Purpose: to proceed into voting in draft resolution papers and move into next topic for committee.

“The delegate from (country) would like to move for the closure of debate.”

*⅔ Majority
2 Pro Speakers, 2 Con Speakers*

“The delegate from (country) would like to move for the adjournment of the meeting.”

*Simple Majority
This is done at the end of each day to adjourn debate until the next day. Different than closing debate!*



Resources for the conference!

You can reference these resources during the conference if you're confused about what's going on in committee. Since this is a practice, we recommend you have them available.



Contact Information

Director General: dg@houstonareamun.org

**Secretary-General:
secgen@houstonareamun.org**

Crisis Director: crisis@houstonareamun.org

**Director of Registration:
registration@houstonareamun.org**