



CGS MUN

Youth Assembly Manual

Table of Contents

Table of Contents.....	2
Rules of Procedure.....	3
What is the Youth Assembly?.....	3
How does the Youth Assembly work?.....	3
What is an Action Paper?.....	4
Points.....	5
(i) Point of Personal Privilege.....	5
(ii) Point of Parliamentary Inquiry.....	5
(iii) Point of Order.....	5
(iv) Point of Information to the Speaker.....	5
(v) Point of Information to the Head.....	6
Motions.....	6
(i) Motion to Move the Previous Question.....	6
(ii) Motion to Adjourn Discussion.....	6
(iii) Motion to Extend Discussion Time.....	7
(iv) Motion to Vote by Roll Call.....	7
(v) Motion to Retake the Vote.....	7
Amendments.....	7
Amendments to the Second Degree.....	8
What should be done prior to the conference?.....	8
Vocabulary words.....	8
Misc.....	9
Conclusion.....	9

Last revised: April 2025; by the Deputy Secretary General L.B.

Rules of Procedure

What is the Youth Assembly?

The Youth Assembly is an important organ within Model United Nations. It could be considered a Committee; however, it bears some basic differences from the main committees, such as the Human Rights Council or Environmental Committee. The first and most major difference is that the Youth Assembly is for younger MUN delegates (7th- 9th grade).

What is different about the Youth Assembly is that the participants do not represent a country but represent themselves and their personal views. Therefore, they are not referred to as “delegates” but are instead called by their first names. Additionally, the Youth Assembly is smaller than the other Committees. It usually consists of 10-25 members. Teamwork is promoted to a greater scale in the Youth Assembly than in any other Committee. The participants work in small groups during all three days of the conference. There will be 2-3 groups, depending on the number of delegates.

All of these aspects give the Youth Assembly a more personal and friendly tone, which makes it an introduction into the MUN world for newer participants. It is great preparation for students who wish to become delegates and even ambassadors.

How does the Youth Assembly work?

Precisely like the General Assembly Committees that deal with different issues, the Youth Assembly deals with Action Papers, on different topics for discussion, for example, an “Action Paper on advertising under the scope of ethics”. The Youth Assembly will deal with two issues and prepare two action papers. The Youth Assembly has one Head and multiple Co-Heads (not Chairs nor a President).

The main aim of the Youth Assembly is to produce one Action Paper per topic. These Papers should outline the significance of the topic at hand and provide possible feasible solutions. The content of these Papers should be discussed thoroughly during the three days of the conference, and the Papers should be finalized by the end of the third day.

On the first day of the conference, the participants get to know each other, while the Heads aim to “break the ice” by explaining the procedure. The discussion can start; however, it will still be unofficial. Nevertheless, it is a good introduction to the topic and something like brainstorming. A procedure similar to Lobbying follows. The students are divided into small groups (3-5 participants per group), and each of them works on different aspects of the topic. For example, one group will be responsible for the causes or the consequences of a problem, another one for possible economic, political or legal measures, and so on. The Assembly can unofficially discuss the second topic as well, or finish with the first one completely before moving on to the second – it is up to the decision of the members and the discretion of the Heads. On the second day of the conference, the participants can finish their

work and write down their proposals. After that, the official discussion starts (or they move on to the second topic, once done with the first, whichever the participants and heads decide upon). Each group presents their work, on which other students may express their views, thus the discussion begins. The speakers can answer points of information. Students will propose amendments and vote.

On the final day, the discussion on one or both papers is resumed and finished. The Heads are responsible for typing all the solutions into the proper form of an Action Paper. Two documents must be handed in by the end of the conference. The day can finish with remarks from the participants as well as the Heads.

What is an Action Paper?

The Action Paper, a simpler version of a resolution, is the outcome of the three-day discussion and work of the members of the Youth Assembly. It should have the form of a report, a petition letter, or a published letter that proposes solutions and ideas and seeks to persuade the target readers to adopt the measures proposed. The hypothetical reader would be, for example, a Non-Governmental Organization (NGO), young activists and such. The action paper consists of two sections, the Analysis section and the Solution section. Both sections are detailed below:

The *Analysis* section (makes up around 20% of the Paper) analyses, as the name suggests, the topic at hand. This section states and defines the current problems, measures taken so far, the factors that play an important role and such. The section can be compared to the Preambulatory clauses of a resolution.

The *Solution* section (around 80% of the Paper) should propose solutions to the problem. The measures should be concrete, feasible and detailed. Proposals such as “further governmental funds should be encouraged” are not appropriate. The “what”, the “how”, and the “who” should be specified within the proposals. A more specific and acceptable version of the aforementioned example would be: “the governments should provide, through the ministries of education, further funds to schools that fulfill the conditions such as...”. This section can be best compared to the operative clauses of a resolution.

Both sections should be handled during their preparation work in groups. The Analysis can also be the result of the first rough discussion on the issue and should not bother the members a lot, since the Solutions should be their primary goal.

Additionally, the Action Paper should have a short introduction and conclusion, both of which are to be written by the Heads during the conference. The main body (Analysis and Solution sections) can consist of several sub-categories in both sections. It should be prepared by the students and typed by the Heads (unless the members are able to). There are no special

linking words since the Action Paper looks more like a report. Full sentences are preferred, but bullet points are in order as well.

There is no set word limit; however, the Action Paper should be “short and simple”. The reader should not be burdened with unnecessary or overly detailed information. If the Paper needs to be shortened, the Analysis section should be reduced, rather than the Solution section.

Points

Generally, points are *requests for information*. Also, points may not interrupt a speaker, with the exception of a *Point of Personal Privilege* when referring to audibility (ie. when a delegate can not hear the speaker).

(i) Point of Personal Privilege

This point refers to the comfort and well-being of the participant. It can only interrupt the speaker if it refers to audibility. It may not refer to the content of a speech. It is **not debatable** and **does not require a second**.

(ii) Point of Parliamentary Inquiry

This point refers to questions regarding the Rules of Procedure and is addressed to the Heads. It may not interrupt a speaker. It is **not debatable** and **does not require a second**.

(iii) Point of Order

This point refers to procedural matters (ie. if a Head makes some kind of error regarding procedure) and is addressed to the Heads. It must refer to something that *just happened* (direct referral), otherwise, it should be called *out of order*. It may not interrupt a speaker, however, it may interrupt the voting procedure if and only if there is an error in voting. It is **not debatable** and **does not require a second**.

(iv) Point of Information to the Speaker

A Point of Information to the Speaker (POI to the Speaker) is a question directed toward the speaker who has the floor and refers to matters discussed in the speech. It is only in order right after a speech, and only if the speaker has accepted it. It must be formulated in the form of a **single** question (eg. “Does the delegation of x recognise that...?”). It is **not debatable** and **does not require a second**.

Additionally, the speaker may impose arbitrary restrictions on the POIs that they wish to receive (eg, “The delegate is open to up to 3 POIs”). These ought to be respected by the Head. Also, participants should remain standing when asking and receiving a response to their POI. Note that participants dressed in male attire must wear their jackets during POIs. Furthermore, direct dialogue between participants is **not permitted** under any circumstances.

(v) Point of Information to the Head

This point refers to any question directed to the chair that does not fall under any other category. If it is accidentally used in place of a different, more appropriate point, the Head must remind the participant of this fact. It may never interrupt a speaker. It is **not debatable** and **does not require a second**.

Motions

Generally, motions are *requests for some action to be taken*.

(i) Motion to Move the Previous Question

This motion calls for the house to move forward in procedure (ie. move to voting, or—when in closed discussion and in time in favour—move to time against). This motion is up to the discretion of the Head, who can overrule it if they think that the topic at hand has not been fully covered. It is **not debatable**, **requires a second**, and **the Head will ask for possible objections**.

(ii) Motion to Adjourn Discussion

Calls for the temporary disposal of the discussion. The participant putting the motion forward will have to deliver a short speech as a justification, and then the Head will have to give time to deliver a speech to some other participants as well (either in favour or against the motion). Then there will be voting, in which a simple majority is needed, so that the Action Paper discussed is put aside. If the motion fails, the discussion will continue; if the motion passes the motion, the discussion on the Action Paper will come to an immediate end, but can be restarted by any member of the forum if a two-thirds majority of the forum supports this. It is **debatable**, **requires a second**, and **the Head has to ask for possible objections**.

(iii) Motion to Extend Discussion Time

It is up to the discretion of the Heads whether this motion will be entertained or not. It is **not debatable**, **requires a second**, and **the chair has to ask for possible objections**.

(iv) Motion to Vote by Roll Call

This motion should only be raised if votes in favour and against are very close, and the participant feels that Admin Staff and/or Heads have made a mistake in counting the votes or that a participant has accidentally voted twice. It is at the Heads' discretion to entertain it or not. Normally, this motion is almost never entertained, as it is **extremely** time-consuming, and most of the time, the voting outcome has little to no difference from the original. For this reason, it is advisable to opt for a *Motion to Retake the Vote* before voting by roll call. It is **not debatable**, **does not require a second**, and **objections are not in order**.

(v) Motion to Retake the Vote

Should only be raised if the participant feels that Staff and/or Heads have made a mistake in counting the votes, or that a participant has accidentally voted twice. It is at the Heads' discretion to entertain it or not. It is **not debatable**, **does not require a second**, and **objections are not in order**.

Amendments

The Amendment should be written on an official Amendment Sheet that is available at the Heads' desk (or on an online form, the choice between these two means is at the discretion of the Heads, but it is recommended to have both available). The handwriting should be clear and legible. The delegate is responsible for moving the amendment, and the Head, knowing who has submitted an amendment, will recognize or not the participant in particular. It is therefore the responsibility of the participant to put an amendment forward.

If the Head entertains an amendment, the submitter **will have to read it out** to the house before their speech, so that the participants are informed about the content of the proposed change. The amendment will be discussed upon and must always be put to a vote, even if it is only a change of one word. However, if there is a grammatical/spelling mistake, it is up to the discretion of the Head to step in and speed up the process.

The norm for amendments is *Closed Debate*, or in this case *Closed Discussion*, and the allotted time is usually set to 2 speakers in favour, and two speakers against the amendment. However, the time is flexible and may be changed according to the significance of the change proposed. In any case, the discussion on the amendment will have to take place with **the same number of speakers** in favour and against it (e.g. 2 for, 2 against).

Amendments to the Second Degree

An amendment of the second degree can only be entertained in time against the amendment of the first degree (though it should be sent to the Heads earlier). The same procedure followed in the discussion of the Amendments of the first degree also applies here. The discussion time on this amendment **does not count** as time against the Amendment of the first degree. If an amendment to the second degree passes, **the preceding amendment to the first degree also passes**; if it fails, discussion on the preceding amendment continues as usual.

No amendments of the third degree and beyond are to be entertained.

What should be done prior to the conference?

After reading this manual and becoming familiar with the procedure of the Youth Assembly, the next step in preparation is research. All participants should carry out thorough research on their topic. Some possible resources include the internet, encyclopedias, friends or relatives who may have an idea of the topic and specialized books or magazines and anything else the participants have access to. After completing the research, the students should have a clear understanding of the problem, the factors involved and some possible solutions.

The next step is to write down all of these ideas. The students should prepare a draft action paper, which will consist of just the Analysis and Solution sections. This paper could be corrected (but may not be written) by a MUN Advisor, teacher or parent. Participants in the Youth Assembly should have their draft action papers with them during the conference, in order to have some stock ideas during the discussion and the preparation of the Paper.

Vocabulary words

Head/ Co-Head: The people who organize, supervise and correct the work of the participants, answer their questions and guide them. (can be compared to ‘Chairs’).

Participants, members or *name*: The participants. (can be compared to ‘delegates’).

Action Papers: A document which consists of an analysis and feasible solutions of a topic. (can be compared to ‘resolution’.)

Groups or teams: A few of the participants who work on a specific part of the Action Paper. (can be compared to ‘alliances’).

Discussion: The participants sharing their opinions regarding the proposed solutions, proposals, measures, actions, etc. and not clauses.

Amendments: Proposed changes to an Action Paper.

(Note: the expressions “floor”, “house”, “alliances”, “lobbying”, “delegate”, “chair”, and resolutions are not valid in the YA.)

Misc.

- The official language during all procedures of the conference is formal English.
- The MUN dress code and general behavior rules (such as respecting the other members) also apply to the Youth Assembly.
- The solutions proposed should be independent of the United Nations (noting that it would be unrealistic to rely on the UN for measures proposed by young students). Instead, local authorities, governments and NGOs can be referred to. The action papers tend to be more community-based, with smaller-scale solutions proposed.
- The proposed actions and measures should be **SMARTER**. (specific, measurable, achievable, relevant, time-based, ethical, recorded.)
- Students can ask themselves the following question as a method of checking this: *“With the information provided by the Paper, could the project be realized?”*
- The importance of research should not be underestimated. Poorly prepared students cannot actively participate, and as a result, the quality of the discussion is lower.

Conclusion

Congratulations, delegates! You are now prepared to attend our conference as a participant in the Youth Assembly. Remember to take risks and challenge yourself, as the Youth Assembly was made for newcomers, challenging them into the world of Model UN. While work is essential, the experience will pay off! We look forward to seeing you in December!