



Standardised HMUN

The Official Malaysian Youth
Association for Diplomacy
and Policy Malaysian HMUN
Rules of Procedure

4th revision, June 2021



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Revisions

First version (April 2020)	First release.
Second version (March 2021)	Added copyright information.
Third version (April 2021)	Added contact information, Added a new motion: “Motion to table agenda x”, Rephrased the General Rules for clarity, Rephrased sponsors and signatories limits to be a recommendation rather than a mandatory requirement. Reformatted the sample draft resolution and clarified the format, Clarified unmoderated caucus extension duration for odd minutes, Reordered the disruptiveness of motions list for clarity, Added this section.
Fourth version (June 2021)	Corrected a mistake in roll call which states that it occurs after motion to open debate, Included the recommendation of an allocated reading time after a motion to introduce a draft resolution, working paper and amendment is passed, Included the option to mandate an individual speaking time for a consultation of the whole, Updated the flow chart. Corrected grammatical errors and formatting issues.



Introduction

This document can be cited as “M-HMUN” or “Malaysian-HMUN”.

This document, or hereby “The Official Malaysian Youth Association for Diplomacy and Policy (MYADP) HMUN Rules of Procedure” is intended as a document to guide delegates, chairs and interested parties on the official and sanctioned edition of the Malaysian variant of Harvard-MUN (thereby known as HMUN) Rules of Procedure.

The document is made with the intent to guide future chairs and inform delegates about the rules of procedure of the Malaysian variant of HMUN, and also simultaneously standardising the procedure as a whole to prevent ambiguity or confusion surrounding the rules of procedure during debate.

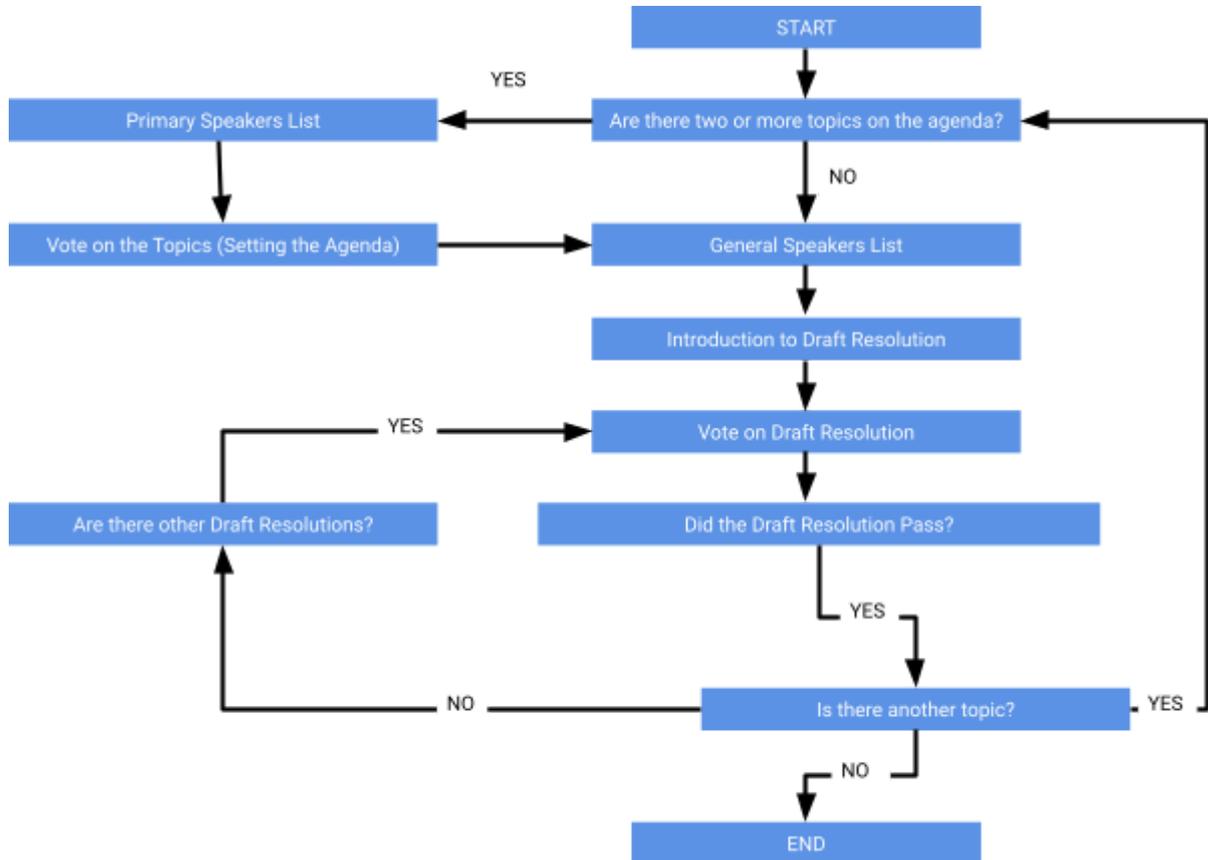
MYADP recommends that the Malaysian-HMUN standard is utilised to its fullest extent possible. However, if any chairs or conferences wish to utilise a more realistic approach to their council or conference, they can refer to council-specific ROPs instead, which MYADP will publish soon.

The Harvard MUN-ROP system focuses on the delegate’s ability to engage in a structured discussion with other individuals in order to formulate a document composed of solutions to tackle the issue or topic given at hand, from start to end.

The system is arguably derived from parliamentary systems such as the Westminster system and Robert's Rules of Order, which is where most of such mechanics within the system can be seen taken from.

This is in contrast with The Hague International MUN-ROP system, which focuses on a delegate’s ability to critically debate on solutions drafted by individuals after the course of a period of free time given to delegates. Note that THIMUN-ROP favours more on spending more time on the discussion on the content of the draft resolution, of which may result in numerous draft resolutions created, while HMUN-ROP favours more on spending time to discuss potential solutions which would eventually lead to one or two draft resolutions.

In HMUN-ROP, the flow of the debate can be summarised in this flowchart:



General rules

- I. English is the recommended official working language for diplomatic discourse. However, at the chair and secretariat's discretion, other languages may be used as it deems fit for the purpose of the council.
- II. Each member nation will be represented by one or two delegates (joint delegation) and should be pre-determined before the Conference.
- III. Each member nation has one vote unless specified otherwise.
- IV. Delegates should always refer to themselves, the Chair and other delegates in the third person during formal committee sessions (Ex: This delegate, the delegate of Sweden etc.)
- V. For delegates whose countries are granted observer status at the UN, delegates are given the same rights as full members. The only exception, however, is that they are not allowed to vote.
- VI. Always strive to be respectful, diplomatic and cooperative with other members of the committee, the Chair, admin staff and all other individuals who are within your committee.
- VII. Be reminded that you are a diplomat serving the highest honour of your country, representing both its foreign policy and its people.
- VIII. The use of technology during committee sessions is determined through the Chair's discretion.
- IX. The chair is the ultimate arbiter of the debate, any issues are decided finally by the Chair and their decision is always final generally unless the Secretariat is involved.
- X. The Chair can, at any time, intervene by asking a POI (through the deus/dais) to the delegate speaking, delegates do not have the right to deny the Chair this right.



- XI. The Chair can, at any time, intervene and speak at any point regardless of any current situation and the delegate must cease speaking unless told otherwise.

Pre-Debate Procedures

“Motion to open debate”

A motion to open debate will be the first motion entertained at the start of any Council meeting, it will be voted on **procedurally** and if passed, will begin the debate. All delegates should now be seated and decorum should be followed.

A motion to open debate can only be called when a quorum is reached in the council. The quorum is set to be $\frac{1}{3}$ of the council members.

Roll Call

At the beginning of every committee session, the Chair will hold a rollcall of all present nations. The Chair will call each nation Alphabetically and they will respond with either *“Present”* or *“Present and Voting”*.

Present

Delegates who are “present” are permitted to vote **for**, **against** and **abstain** from voting on all substantive votes.

Present and Voting

Delegates who are “present and voting” are only permitted to vote **for** and **against** when voting on all substantive votes - they are not permitted to **abstain**.

For any delegates arriving after the roll call has concluded, they shall send a note in writing, or any other measures deemed convenient by the Chair, to state their presence in the debate. If delegates do not do so, they will not be formally recognised to be present in the debate.

Flow of Debate

“Motion to open the Primary Speakers List”

A motion to open the **Primary Speakers List** will open the first Speakers List. Following this the Chair will call for Delegates who wish to add themselves to the **Speakers List**. This vote is done **procedurally**.

This motion is to be raised either during the start of the debate (i.e. when there are no agendas on the floor) or when the committee has concluded on the first agenda and has two or more agendas outstanding.

The Primary Speakers List

The Primary Speakers List (PSL) is the first opportunity for delegates to make speeches, focusing on which topic should be debated first by the Council. Delegates will be permitted to be added to the **Speakers List** and, once called, will be able to speak for a set period of time (of a period between 60 to 120 Seconds at the discretion of the Chair) and then they should **yield** to the Chair when their speech is complete. Note that during the course of the Primary Speaker’s List, only the motion to set the agenda is permitted.

“Motion to set the agenda to Topic X”

A motion to **Set the Agenda** will allow delegates to decide on which topic to discuss first. A motion to set the agenda can only be called between speeches during the PSL. If the motion passes, the Chair will then move into **substantive** voting. The Chair will call for votes **for**, **against** and **abstentions** to the motion. If the motion passes, the Council time will then be dedicated to the chosen topic until a resolution is passed.



“Motion to open the General Speakers List”

The General Speakers List

The General Speakers List allows delegates to make speeches on any aspect of the topic as a whole and refer to any working papers and draft resolutions that have already been introduced. The Chair will begin by adding any delegates who wish to speak to a running **speakers list** and when they are called they will speak for a set amount of time (60, 90 or 120 seconds at the Chair’s Discretion) and all **yielding** is possible at the end of the speech. The time, however, can be amended through a motion (refer to motions section).

Between speeches in the GSL, delegates are allowed to call for motions that allow them to introduce a Draft Resolution or Working Paper, as well as introduce caucuses.

The Chair should not permit the **speakers list** to be exhausted under normal circumstances. However, in the event that the list is exhausted, the Chair will open to any and all motions. In the event no motions are called, the Council will revert to an unmoderated caucus of 15 minutes.

Caucuses

The Moderated Caucus

The moderated caucus aims to facilitate substantive debate on contentious and critical topics in the council.

During the moderated caucus, the Chair will temporarily close the Speakers List and ask which delegates are willing to speak, and choose them one-by-one after each speech. A motion to call for a moderated caucus can be called for any time the floor is open. The delegate making the motion must specify the topic of discussion, the total time of the moderated caucus and a time limit for the individual speeches. An example would be *“motion to call for a moderated caucus on [topic] for [total time] with individual speaking time of [individual speaking time].”*

The topic of discussion has to be more ‘specialised’ from the agenda, as it serves to add depth to a specific issue. The total time of the moderated caucus cannot exceed 20 minutes,

and the time limit for the individual speech should be a factor of the total time limit. Delegates are allowed to extend the moderated caucus, but it can only be extended for no more than half of the original maximum total time. During an extension for a moderated caucus, delegates can also change the individual speaking time for the moderated caucus in order to accommodate the shortened time period given for the new moderated caucus.

A moderated caucus can end in two ways. One, if no delegates wish to be added, then it shows the interest of the discussion of the topic among delegates, and therefore the moderated caucus will end accordingly, even if time remains in the caucus. Two, if the **total time** for moderated caucus has run out. Delegates can still speak even if the remaining time for the moderated caucus is less than the maximum individual speech time. (E.g. if a moderated caucus had 1 minute remaining, but the individual speaking time is 2 minutes, a delegate is allowed to speak in the moderated caucus, but only for 1 minute)

In the case of multiple moderated caucuses, the 'disruptiveness' will be ranked in descending order based on the total time of the moderated caucus. If the moderated caucus has the same total time, it would then be ranked in descending order based on the individual speaking time. In the scenario where the times are exactly the same, then the moderated caucus would be ranked in chronological order of which it was called for.

During a moderated caucus, there is no yielding. This means that POs will not be entertained, and delegates cannot yield to other countries during their speeches.

During a moderated caucus, if a delegate gives a speech that has no relevance towards the issue, the Chair will call the delegate to order or if deemed necessary, request the delegate to return to their seats.

The Unmoderated Caucus

The unmoderated caucus serves to give delegates the freedom to discuss without the constraints of debate procedures and formalities. Delegates can call for an unmoderated caucus when the floor is open, and have to specify the total time in which the unmoderated caucus will last for. During the unmoderated caucus, delegates do not have to adhere to the rules of debate (e.g. prohibition of personal pronouns, formal language, time limits etc.)

The maximum time an unmoderated caucus can be called for is 20 minutes, and can be extended after with a maximum time of half the original duration (e.g. A 10 minutes unmoderated caucus can only be extended for 5 minutes). If the original duration is an odd number, the extension shall only be rounded upwards to the nearest digit (e.g. 15 minutes, extension shall only be up to 8 minutes).

The Chair can, and should, clarify the purpose of an unmoderated caucus, whether through formal or informal means. This is to ensure that time is being put into good use and the time set is reasonable (e.g. 5-minute unmoderated caucus to restructure debate and get everyone on the same page, 20-minute unmoderated caucus to formulate a draft resolution)

Consultation of the Whole

Consultation of the whole (COW) allows the delegates to discuss a specific topic in a semi-formal setting. Delegates will still have to adhere to the rules of debate, but have the agency to decide the speaking order of the respective delegates in the council.

Delegates are to give individual speeches but are allowed to yield the time to delegates of their choice. The delegate must specify the topic and total speaking time when calling this motion. The first delegate would then speak for any length of time they want and they must then yield to another delegate, they continue and this cycle repeats till the COW concludes. If delegates are abusing the COW to give lengthy speeches, the Chair can mandate the council to declare a maximum individual speaking time for the COW.

Documents

Working Papers

When the Chair calls for motions in the GSL, delegates may also raise a motion to introduce their working papers. A working paper can be submitted individually or as a group. Once the motion has passed through a simple majority, the working paper is introduced and labelled and delegates may refer to the working paper in their speeches or may raise moderated caucuses to discuss the working paper specifically. The Chair also has the discretion to call upon one of the sponsors of the working paper to approach the podium and give a short speech regarding their working paper.

Working papers are intended to help in the formulation of a draft resolution, and have no specific format or method of writing unless the Chair specifies otherwise. Working papers could come in the format of images, text, videos etc. The Chair is recommended to vet these working papers before introducing them to the council to ensure that it is relevant to the debate, and have the discretion to recommend amendments to the sponsors before submission, or even not allow certain working papers to be introduced if they see fit.

Draft Resolutions

Draft resolutions should contain the actions that the council will take in order to combat the issue at hand. A draft resolution should have a specific format (refer to the appendix). In short, it should have preambulatory clauses and operative clauses. Preambulatory clauses serve to set the premise and recognise the past work done in regards to the issue, whereas operative clauses are actions that the committee would take in regards to the issue. In the UN, clauses are referred to as paragraphs.

A draft resolution needs to have sponsors and signatories to show that it can garner support from more than one delegate. MYADP recommends that chairs set the limit of sponsors and signatories based on factors such as delegate participation. However, if chairs require guidance on setting the limit, we recommend the baseline of a **maximum** of 3 sponsors, with an unlimited number of signatories, and have **at least** $\frac{1}{3}$ of the council to be part of the sponsors and signatories list cumulatively. As emphasised prior, these numbers are only recommendations made by MYADP, and chairs are at their discretion to modify this limit higher or lower depending on the situation.

Sponsors should be those who contributed most to the draft resolution and therefore also be the one that agrees with it the most. Signatories do not need to show support for the resolution, but merely an interest to debate about it. It is recommended that any and all resolutions go through a review panel where the Chair and administration go through the resolution and vet it according to their standards and communicate with the submitters about any issues that may arise.

After a draft resolution is introduced, a reading time will be set for the draft resolution. The Chair will set it based on their discretion. Until a draft resolution is voted upon, delegates are

allowed to submit amendments to the resolution (refer to amendments section for more detail).

A council can introduce more than one resolution in the council at the same time but can only pass one for each agenda.

Amendments

Amendments serve to change operative clauses in the draft resolution after it has been introduced. In general, amendments can be to add, strike, or amend a clause. Adding a clause means that there is a completely new clause or sub-clause being added into the draft resolution; amending a clause means that a clause that is currently in the resolution would be changed; striking a clause means that a clause that is currently in the resolution would be removed.

There are two types of amendments.

1. Friendly Amendments

These amendments are agreed upon by the sponsors and signatories and require no votes to pass. As long as there is a unanimous decision from the sponsors and signatories, the amendment passes immediately. The Chair should be notified of the friendly amendment so they can inform the council of the change.

2. Unfriendly Amendments

Unfriendly amendments have to be submitted to the chair for a vetting process and be approved prior to it being introduced by a motion to introduce amendment. Upon introduction, the Chairs will provide the appropriate reading time for it and assign it a number (e.g. Amendment 1).

The council is then reverted back into GSL. Specific moderated caucuses can be called to discuss the amendment if the council wishes to do so. Delegates can also introduce amendments to the second degree at this time, which serves to amend the amendment. The procedure is the same in which it has to be introduced.

If the council feels that enough debate has occurred, there can be a motion to vote for the amendment. The delegate that calls for the motion has to specify which

amendment they wish to call a vote for. If there is an amendment to the second degree for the amendment, the amendment to the second degree has to be voted on substantially first. If it passes, the existing amendment it is referring to is changed accordingly, if it fails, there are no changes made. It is then followed immediately with a substantive vote on the entire amendment as a whole.

Voting

Procedural votes

Procedural votes are votes that require a simple majority to pass but no abstentions are allowed. It is used for procedural matters, such as passing motions, opening debate and so on.

Substantial votes

Substantial votes are votes that require a simple majority to pass but abstentions are allowed. However, in the UNSC, substantial votes would instead require a $\frac{2}{3}$ majority to pass. Substantial votes are used in passing amendments and draft resolutions.

UNSC Specific provisions

The United Nations Security Council has several differences from the normal HMUN council running.

1. The final voting procedure of the resolution as a whole is conducted clause-by-clause (at the discretion of the Secretariat), vetoes are not permitted until the final vote as a whole and the $\frac{2}{3}$ voting threshold only applies on the final vote.
2. The nations of the United States of America; The United Kingdom of Great Britain and Northern Ireland; the French Republic; the People's Republic of China; and the Russian Federation, all have veto power. That means that if they vote against the final vote on a resolution (as a whole) the whole resolution fails.
3. As aforementioned, the threshold of majority in substantive voting in the UNSC draft resolution process is $\frac{2}{3}$.

Points

Delegates please take note that all of these points cannot be used when a delegate is delivering his/her speech unless it is a point of personal privilege or a right to reply).

Point of clarification

This point is only raised after the main submitter of a resolution has finished their opening speech. Delegates are reminded that points of clarification can only ask for clarification of certain words or certain phrases that delegates do not understand.

Point of parliamentary inquiry

This is used when delegates are confused or unsure with the rule of procedure and wish clarifications from the Chair.

Point of personal privilege

This point deals with issues that are interfering or disrupting the delegate's ability to debate such as the temperature of the room or the delegate is unable to hear the delegate speaking. This is the only point which can interrupt a speaker.

Point of order

Delegates can raise this point if they feel that the Chair or a delegate have made a mistake regarding the rules of procedure.

Point of Information (POI)

A point of information can be entertained after the delegate who delivered the speech chooses to yield to any points of information. Points of information are raised to ask about



certain aspects and details regarding the speech that the delegate made. If the delegate that asked the POI felt that the response wasn't thorough enough, they may request the Chair to allow for a follow up to ask the delegate another question. Delegates to be reminded that they can only have one follow up after every POI they raised. If any delegate wants to ask a question but has missed the opportunity, they may request a motion to increase the number of POIs. The motion will pass if both the Chair and the speaker agree to it.

Right to reply

If a delegate feels that another delegate has personally insulted his/her country, they will be given the right to reply where delegates can respond to the previous speech which he/she felt insulted in. Delegates are to produce a brief justification before the Chair decides to entertain the right.

The duration of the right of reply speech is determined by the Chair depending on the severity of insult. Delegates should not use this time to retaliate, but rather to clarify the situation.

Motions

Motions can only be called for between speeches and not during speeches, at the discretion of the chair. MYADP recommends to call for motions after at least 5 speeches.

Motion to suspend/adjourn debate

This motion is usually done at the end of the day or before a break. The suspension of debate pauses debate temporarily for a break. However the adjournment of debate stops it indefinitely, to be done at the end of the conference.

Motion to resume debate

Raised when delegates wish to return to formal debate when they return from break, lunch or at the start of the committee session on the second and third day of the conference.

Motion for an unmoderated / moderated / consultation of the whole

Used when delegates wish to open these caucuses, please refer to the section on caucuses.

Motion to introduce a Working-Paper/ Amendment / Draft Resolution

Raised when delegates wish to introduce these documents, please refer to the section.

It is recommended that if this motion is passed, the chairs are to allocate a specific reading time for the delegates to read through the documents. When the reading time has elapsed, chairs can choose to entertain points of clarification from the council or entertain a speech from the sponsors before returning back to the GSL.

Motion for straw poll voting

Used when delegates wish to conduct an informal vote on any draft resolutions that have been introduced in order to gauge their support. These must be voted on procedurally and then voted substantively. The delegate should state what the vote will be for specifically so the majority can be adjusted by the Chair after they announce the results. These votes have no effect on debate but can be useful for delegates to demonstrate/determine the support that they have.

Motion to move into Voting Procedures for x

Used when delegates wish to conduct a vote on any draft resolution or amendment that has been introduced in order to pass it, where x denotes either the draft resolution or the amendment in question. These must be voted on procedurally and then voted substantively. Please refer to the voting section.

Motion to vote clause-by-clause (or divide the question)

This motion should be done after moving into the voting procedure. When the motion is called, the delegate must specify how the resolution will be divided. The delegate can specify that each clause has to be voted upon, or divide the clauses to specific groups and vote on those groups accordingly. If the motion passes, the resolution would then be voted in the stated order. If any clause fails to receive the majority vote, it would be removed from the resolution. After all clauses are voted on, the whole resolution is voted on in complete (without the clauses that had already been struck) and passed or failed as usual.

Motion for a roll-call vote

This motion is not usually used by delegates and is usually invoked at the discretion of the chair only. However, delegates can motion for each vote to be tallied individually going down the roll-call. As in, the chair would read out a Country and that country would indicate for or against, and so on.

Motion to divide the house

Done after a vote where, if all abstainers were to vote for one side or another, the outcome of the vote would change. I.e. If there were 5 votes *for* and 4 votes *against* and 2 votes abstaining. This would force the house (if passing procedurally) to waive the right to abstain and the vote would occur again but with no abstentions (forcing all delegates to vote either for or against).

Motion to amend the individual speaking time in the GSL to n

As explained in the GSL section, delegates are allowed to call for a motion to amend the individual speaking time in the GSI if they believe the time allocated insufficient or too much for the council size. n is a numerical value denominated in time.

Motion to table agenda x

This motion is used when a delegate wishes to table an alternative agenda after moving into the General Speaker's List, where x is the name of the agenda that is either listed on the MUN conference as part of the topics list for the council or a different topic altogether. This motion is only used as a last resort when delegates, chairs and secretariats agree that such a motion is needed if there is a lack of productivity or if the benefits assessed outweigh the present risks. Note that by passing this motion, any and all previous working papers, amendments, and draft resolutions introduced will be nullified in this effect for the purpose of the new agenda.

By the gravity of this agenda, MYADP recommends that this motion requires a unanimous vote for it to pass. However, chairs are at their discretion to set the voting threshold.

Disruptivity of Motions

The order of voting for motions is based on how disruptive it is. The order is as follows, from most disruptive to least disruptive:

1. Motion to adjourn debate
2. Motion to suspend debate
3. Motion to amend the individual speaking time in the GSL to n
4. Motion to introduce draft resolution
5. Motion to introduce amendment
6. Motion to introduce working paper
7. Motion to move into an unmoderated caucus
8. Motion to move into a consultation of the whole
9. Motion to move into a moderated caucus
10. Motion to move into voting procedure for an amendment
 - a. Motion to vote clause-by-clause (or divide the question)
 - b. Motion to divide the house
11. Motion to move into voting procedure for a draft resolution
 - a. Motion to vote clause-by-clause (or divide the question)
 - b. Motion to divide the house
12. Motion for a straw poll voting
13. Motion to table agenda x

In the scenario that there are multiple caucuses (unmoderated, consultation of the whole or moderated), the conditions to decide which caucus is voted upon are as follows:

1. The caucus with the longest total time will be more disruptive
2. If the total time of the caucus is the same, the individual speaking time that is longer will be more disruptive
3. If both the total time and individual speaking time is the same, the Chairs are allowed to decide which motion to introduce first based on their discretion

Appendix

Draft Resolution Format

Council: [Full name of council; unabbreviated]
Agenda: [Title of the council's agenda that this draft resolution is regarding]
Sponsors: [Full names of countries in alphabetical order, separated by a comma]
Signatories: [Full names of countries in alphabetical order, separated by a comma]

The [shortened council name, ie without the term "United Nations"],

Preambulatory Clauses

Preambulatory phrase has to be italicised, and each clause ends with a comma. If there is a preambulatory clause that refers to the UN Charter, it is ordered first. Any clauses that refer to past UN resolutions, declaration, reports or related publications will be ordered second.

Operative Clauses

Operative phrases have to be italicised, and each clause ends with a semicolon. If there is an introduction of a sub-clause, it has to begin with a colon, followed by alphabetical lists under the clause. All of the subclauses in a clause must have a similar syntactic structure. The last operative clause ends with a full stop. There should only be one full stop in the entire draft resolution. These also have to be numbered.

Note: A list of preamble and operative phrases are available from Further Reading.

Example

Council: United Nations General Assembly
Agenda: The Question of Chocolate
Sponsors: Federal Republic of Germany, Republic of South Africa
Signatories: The Dominican Republic, United States of America

The General Assembly,

Reaffirming its previous resolutions relating to the issue of chocolate, including resolutions 46/77 of 12 December 1991 and 63/309 of 14 September 2009,

Recognizing the role of the General Assembly in addressing the issue of chocolate, in accordance with the Charter of the United Nations;

Recognizing also the need to further enhance the role, authority, effectiveness, and

efficiency of the General Assembly;

1. *Takes note* of the report of the Secretary-General on “Chocolate for All”;
2. *Expresses* its support for the ongoing promotion of Swiss chocolate for the physical and mental well-being of people;
3. *Calls upon* the Secretary-General to mainstream the use of chocolate by providing chocolate in all meetings as a tool to increase happiness throughout the United Nations system and its operational activities;
4. *Recognizes* the positive contribution of increased consumption of chocolate to the economy of cocoa farmers in developing countries, and in this connection:
 - (a) Welcomes the initiatives of the United Nations...
 - (b) Expresses its appreciation to the United Nations...
 - (c) Take note with interest of the comprehensive approach...
 - (d) Expresses its appreciation to the Governments...
5. *Encourages* Member States to promote the consumption of chocolate;
6. *Decides* to declare 2020 the International Year of Chocolate;
7. *Requests* the Secretary-General to submit a report on the implementation of the present resolution including recommendations for future action at the 84th session of the GA.

Further reading

<https://www.un.org/en/model-united-nations/drafting-resolutions>