



**The  
Thessaloniki  
Model United Nations**

**Resolution Format  
Guidelines  
*and*  
Procedure for  
Submitting Resolutions**

**Before the Conference**

Delegates are required to prepare one resolution per topic in their committee, prior to the conference. These resolutions reflect the policy of the state or organisation that the delegate represents and will be used during lobbying as auxiliary documents for finding other delegates with common policies. When groups of delegates with similar policies have been formed, the aforementioned resolutions can be used as a basis for the new draft resolutions that the group of delegates will create. The format of the draft resolutions is exactly the same with the format described below.

**I. RESOLUTION FORMAT**

Each (draft) resolution contains the following set of headings which appear at the top of the first page:

FORUM: name of the forum

AGENDA ITEM: the item of the forum's agenda the resolution is on

SUBMITTED BY: the submitting delegations

The resolution is written in the format of a long sentence. The resolution begins with:

*The [name of the forum],*

The rest of the resolution consists of clauses, clearly divided into two sections: *preambulatory* clauses and *operative* clauses. All clauses begin with an introductory word or phrase in *italics*. These are different for each category of clauses. There is a line-space between each clause.

The preambulatory clauses provide an outline of the issue at hand, recall any relevant past decisions/actions/statements/treaties/agreements by the United Nations or other organisations or other parties that have a bearing on the issue and which support the proposals in the operative section. Each preambulatory clause ends with a comma.

**Preambulatory phrases**

Acknowledging	Disturbed	...devoted attention
Affirming	Emphasising	...examined
Alarmed by	Encouraged	...received
Approving	Endorsing	...reviewed
Aware of	Expecting	...studied
Bearing in mind	Expressing	Keeping in mind
Believing	...its appreciation	Mindful of
Concerned	...its concern	Noting
Confident	...its satisfaction	...further
Congratulating	Fulfilling	...with appreciation
Considering	(Fully) seized of	...with approval
Contemplating	Further deploring	...with (deep/grave)
Conscious	Further recalling	concern
Convinced	Grieved by	...with regret
Declaring	Guided by	...with satisfaction
Deploring	Having	Observing
Desiring	...adopted	Pointing out
Determined	...considered	Reaffirming



Realising	Referring	Taking into consideration
Regretting	Reminding	Taking not
Recalling	Seeking	Viewing with appreciation
Recognising	Stressing	Welcoming
Reiterating	Taking into account	

Words like “deeply”, “fully” and “further” can be used in front of or after many of the above phrases.

Operative clauses are numbered and include the proposals for action. Attention should be given to ensuring operative clauses are included in a reasonable order and with such wording as appropriate for what are generally non-binding documents (with the exception of Security Council Resolutions) that will require the support of as many delegates as possible.

Each operative clause ends with a semicolon except from the last, which ends with a period. An operative clause may contain sub-clauses. These are not numbered, but lettered (a, b, c etc) and end with a semicolon. Notice also that operative clauses and sub-clauses are indented (by using the tab settings, not the space-bar).

### Operative phrases

Accepts	Encourages	Proposes
Adopts	Endorses	Reaffirms (its belief)
Affirms	Expresses	Recognises
Appeals	...its appreciation	Recommends
Approves	...its conviction	Regrets
Asks	...its hope	Renews (its appeal)
Calls for	...its regret	Reiterates
Calls upon	...its sympathy	Reminds
Commends	...its thanks	Repeats
Concurs	... the belief	Requests
Confirms	Hopes	Resolves
Congratulates	Invites	Suggests
Considers	Instructs	Takes note of
Declares (accordingly)	Notes	Urges
Deplores	(...with appreciation)	Welcomes
Designates	(...with approval)	Authorises *
Directs	(...with interest)	Condemns *
Draws the attention	(...with satisfaction)	Decides (accordingly) *
Emphasises	Proclaims	Orders *

Words like “further” and “strongly” can be used in front of many of the above phrases.

\* May only be used by the Security Council

## **II. PROCEDURE FOR SUBMITTING RESOLUTIONS**

### **Draft Resolutions**

Draft resolutions that are created during lobbying and which are supported by the required number of delegates are handed in to the Chairs who will check them for policy consistency and point out major mistakes. They will then forward the resolutions to the Document Processing Board. The Board may call upon the submitters to clarify points which are not clear. In order to avoid this time-consuming procedure, delegates are urged to be very attentive to clarity and consistency.

### **Document Processing Board**

Draft resolutions have to be processed by a Board consisting of the Executive Team and possibly a small number of Advisors. Draft resolutions will be read by the Board and, if necessary, corrected. The Board will only correct resolutions in respect to:

- Format
- Language (grammar, punctuation, etc.)
- Logical consistency

The Board will not presume to make judgments about the content of the resolutions, unless it detects inconsistencies in policy, in which case it will contact the Chairs of the concerned forum and the submitters of the draft.

Resolutions will then be typed and sent to the Secretariat for copying and distributing to the appropriate forum.

**SAMPLE RESOLUTION**

**FORUM:** Social Humanitarian and Cultural Committee **Res. No.:** SHC/B/1  
**AGENDA ITEM:** Elimination of all forms of violence against women  
**SUBMITTED BY:** France, Germany, India, [...]

*The Social Humanitarian and Cultural Committee,*

*Recalling* the purposes and principles of the Charter of the United Nations, which, inter alia, calls for international cooperation in promoting and encouraging respect for human rights and fundamental freedoms for all without distinction as to race, sex, language or religion,

*Recalling also* the Universal Declaration of Human Rights, the Declaration on the Elimination of Discrimination against Women, the Declaration on the Elimination of Violence against Women and the United Nations Declaration on the Elimination of All Forms of Racial Discrimination,

[...],

1. *Expresses* deep concern at the persistence of various forms of violence and crimes against women in all parts of the world, especially all forms of commercial sexual exploitation as well as economic exploitation, including trafficking in women and children, female infanticide, crimes committed in the name of honour, crimes committed in the name of passion, racially motivated crimes, the abduction and sale of children, dowry-related violence and deaths, acid attacks and harmful traditional or customary practices, such as female genital mutilation and early and forced marriage;
2. *Stresses* that all forms of violence against women, including crimes identified in the outcome document of the twenty-third special session of the General Assembly, are obstacles to the advancement and empowerment of women, and reaffirms that violence against women both violates and impairs or nullifies the enjoyment by women of their human rights and fundamental freedoms;
3. *Also stresses* the need to treat all forms of violence against women and girls of all ages as a criminal offence punishable by law, including violence based on all forms of discrimination;
4. *Proposes* [...]:
  - a. [...];
  - b. [...];
5. *Requests* the Secretary-General to submit a comprehensive report on this matter to the General Assembly at its sixtieth session.