



# A GUIDE TO MUNUC

§1 — MUNUC GENERAL RULES OF PROCEDURE

§2 — ELEMENTS OF MODEL UN

# MUNUC 32



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## LETTER FROM THE SECRETARY GENERAL

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Dear Delegates and Faculty Advisors,

I am excited and honored to invite you to the thirty-second annual conference of the Model United Nations of the University of Chicago! At MUNUC 32, over 3,000 high-school students will assume the roles of ambassadors and diplomats for a weekend of stimulating discussion, growth, and fun alongside our 250 University of Chicago undergraduate members.

Nationally recognized for substantive excellence, MUNUC enables students to interact first-hand with the challenges of international diplomacy, to debate solutions to the big issues facing their generation, and engage with students and topics reflecting the world around them. Delegates will have the opportunity to develop vital personal and professional skills, encouraged and supported by extensively-trained and passionate UChicago students on every day. Our goal for this conference, and every conference before and to come, is to ensure students leave MUNUC having learned an immense amount about a particular topic, grown in their own skills and abilities, and had the opportunity to interact, collaborate, and debate with students from different backgrounds representing different beliefs than their own. Our thirty-second session will continue to deliver an experience characterized by meaningful opportunity for learning, improvement, and personal growth, and I am so excited you will be joining us!

This document was designed to help both novice and experienced delegates, prepare for our conference. Inside you will find guidance on the basics of MUN and tips on how to be the best delegate you can be. Please do not hesitate to contact us with any questions, concerns, or feedback you may have. For over thirty years, MUNUC has been an exceptional and momentous experience for students from around the world, and whether this would be your school's inaugural trip or its thirty-second, we look forward to welcoming you in February!

Sincerely,  
Hannah Pittock  
Secretary General, MUNUC 32

## INITIAL REMARKS

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The Executive Committee and members of the Model United Nations of the University of Chicago welcome you to MUNUC 32! We are excited to work with you over the next few days. In the spirit of open debate and discussion, the Executive Committee has seen it fit to establish certain rules and regulations. As a delegate, the following expectations, as well as guidelines for behavior expectations not listed here, apply:

1. Reading the background guide and update paper for your committee and conducting adequate research on your country/delegation and its positions on the committee topics.
2. Complying with MUNUC's dress code of Western business attire during all committee sessions.
3. Abiding by the Rules of Procedure that govern the flow of debate.
4. Participating in the discussion and work of your committee, including working papers and resolutions
5. Fully cooperating with MUNUC personnel, your peers, advisors and chaperones, Hyatt Regency staff, and any other individuals affiliated with the conference.

# RULES OF PROCEDURE

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## Rules Concerning Administration

**Rule 1: Language** - English shall be the only working language of the conference.

**Rule 2: Courtesy** - Delegates shall show courtesy and respect to all members and delegates. Delegates shall be attentive to those who hold the floor and shall maintain decorum during all committee sessions. The Moderator shall immediately call to order all delegates who fail to comply with this rule.

**Rule 3: Credentials** - Every registered delegation has had its credentials reviewed and accepted by the Secretary-General. Challenges to the credentials of any member should be addressed in writing to the Secretary-General.

**Rule 4: Non-Members** - Representatives of accredited observers shall have all the rights of members, except those of voting on resolutions or amendments. A representative of a state or organization which is neither an accredited observer nor a member of the United Nations may address the committee only with the approval of the Chair.

**Rule 5: Statements by the Executive Committee** - The Secretary-General or any representative of the Executive Committee may address the committee at any time, superseding all other rules of procedure.

**Rule 6: Personnel** - The Secretary-General shall appoint all committee and administrative personnel, who shall hold office until the close of the conference.

**Rule 7: Duties and Powers of the Dais** - The committee dais includes the Chair, the Moderator, and a number of Assistant Chairs. The Chair shall open and close each session and set the speaking time, limit the speakers' list, and decide the propriety of any procedural motion. The chair also has the final word on all matters, substantive and procedural, of the committee. The Moderator shall direct debate, grant the right to speak, put questions, announce decisions on points of order, and ensure and enforce observance of these rules of procedure. The Chair and Assistant Chairs may advise delegates on the course of debate and the work of the committee.

**Rule 8: Quorum and Roll Call** - The Chair may declare the committee open when at least one-quarter of the members are present. The presence of a quorum shall be assumed unless specifically challenged. Any delegate may call for quorum if its presence is in doubt, at which point a placard count of delegates is taken. A roll call at the start of each session is required and shall determine the presence of a quorum.

## Rules Concerning Debate

**Rule 9: Setting the Agenda** - The first task of the committee shall be the determination of the order of topics on the agenda. Generally, the first motion made once the committee is called to order is a motion to set the agenda, in the form: "I move that topic [A or B] be placed first on the agenda." A speakers' list with at least two speakers shall be opened to discuss the topic. This motion requires a second and a simple majority to pass. As this is a procedural matter, abstentions are not in order. If the motion passes, the topic area named in the original motion is placed first on the agenda. If the motion fails, the other topic area is automatically placed last on the agenda.

**Rule 10: Debate and Speakers' List** - After the agenda has been set, a single continuously open speakers' list shall be established for the purpose of general debate on the topic at hand. The speakers' list shall be used for all debate on a topic area, except when superseded by informal sessions and speakers' lists on procedural motions and amendments. A delegation may add its name

to the speakers' list at any time when it is not already on the list by sub-mitting a written request to the dais. The top of the list shall always be posted for the convenience of the committee.

**Rule 11: Speeches** - No delegation may address the committee without having been recognized by the Moderator or Chair. The Moderator or Chair may call a speaker to order if the remarks are not relevant to the topic or issue at hand. It is acceptable and encouraged for both delegates from a double delegation to approach the microphone at once and deliver a speech jointly.

**Rule 12: Speaking Time** - The time allowed for speeches will be set at the Chair's discretion. If a speaker exceeds the allotted time, which begins at the start of the speech, the Moderator shall immediately call the speaker to order.

**Rule 13: Postponement of Debate** - At any time after the introduction of an amendment, a delegate may move to postpone debate on the amendment. Once at least one resolution on a topic area has failed, a delegate may move to postpone debate on that topic area. The motion for postponement is debatable to the extent of one speaker for and one against and requires a two-thirds majority for passage. If the motion passes, the amendment or topic area is postponed, or "tabled," and may not be discussed until a motion for resumption of debate is passed (see Rule 14). If a topic is postponed, the committee moves immediately to the second topic.

**Rule 14: Resumption of Debate** - Delegates may move to resume debate on a previously postponed amendment or topic area. This motion is debatable to the extent of one speaker for and one against and requires a simple majority for passage. If the motion passes, the item on which debate was postponed is again placed on the floor.

**Rule 15: Closure of Debate** - A delegate may move to close debate on an amendment, resolution, or setting of the agenda, after the required debate has taken place. A motion for closure shall be accepted at the discretion of the Chair, whose decision may not be appealed. Closure of debate is debatable to the extent of two speakers against the motion; no speakers in favor shall be recognized. The motion requires a two-thirds majority. Once debate is closed, barring motions to

divide the question (see Rule 16) for a roll-call vote (see Rule 32) if appropriate, the committee moves to an immediate vote on the amendment, resolution, or agenda. Closure of debate is automatic if a particular substantive speakers' list has been exhausted, or when the specified maximum number of speakers have been heard on procedural motions. In these cases, the matter upon which debate has been closed shall be brought to an immediate vote.

**Rule 16: Division of the Question** - After debate on a resolution has been closed, a delegate may move to divide the question. Division allows members to vote on the operative clauses of a resolution separately. Pre-ambulatory clauses cannot be divided. Once the motion is made, the Moderator shall ask for objections, which shall be entertained at the Chair's discretion. If there are no objections, the motion will be voted upon immediately, and requires a simple majority for passage. If the motion passes, the moderator calls for division requests.

Each request shall state how the operative clauses of the resolution are to be divided. At the Chair's discretion, requests may be ruled dilatory. After all division re-quests have been made, the Moderator will announce the requests in order of decreasing complexity, which is the order in which requests shall be discussed and voted upon. Each division request is debatable to the extent of one speaker in favor and one against. After debate, the request is put to an immediate vote, and requires a simple majority for passage. The committee then moves on to the next-most-complex request. Requests incorporated in previously passed requests are deemed moot and therefore not discussed.

After all requests have been voted on, the approved requests will divide the resolution into a number of sections, and the committee will vote on each section so divided, in the order in which they appear in the resolution. A simple majority is required for the inclusion of sections in the final resolution. Once all sections have been voted on, the resolution shall be reconstituted to include only those operative clauses that have passed and voted on normally. If no such clauses remain, the resolution fails automatically.

## Rules Concerning Yields, Points, and Motions

**Rule 17: Yields** - A delegate that has been granted the right to speak on a substantive issue (a topic area or amendment) may yield any time remaining in the ways listed below. Delegates speaking on procedural matters may not yield, and if a speaker yields, comments are not in order.

1. Yield to another delegate. The delegate who receives the yield may speak for the remaining time but may not make further yields.
2. Yield to questions. Delegates who wish to ask questions of the speaker shall raise their placards, and questioners shall be selected by the Moderator. Only the speaker's responses shall be counted for time.
3. Yield to the Chair. The speaker's time simply ends; all remaining time is elapsed.

**Rule 18: Personal Privilege** - A delegate who experiences discomfort and is impaired from participating in committee proceedings may rise to a Point of Personal Privilege to request that the discomfort be corrected. This may interrupt a speech.

**Rule 19: Order** - A delegate who feels that parliamentary procedure is not being followed properly may rise to a Point of Order. This point may interrupt a speaker only when the speech is out of order. The Moderator shall immediately rule on a Point of Order according to these rules and may dismiss points that are dilatory or improper.

**Rule 20: Parliamentary Inquiry** - A delegate may rise to a Point of Inquiry with a procedural question, if the floor is open. The question shall be answered immediately by the Moderator.

**Rule 21 Comments** - The Moderator may recognize two delegates other than the speaker to comment after any substantive speech that does not end with a yield. Delegates offering comments may not yield and must be relevant to the speech just given.

**Rule 22: Right of Reply** - A delegate whose personal or national identity has been seriously impugned by the speech of another delegate may request a Right of Reply. All requests must be

made in writing to the dais, and the Chair's decision on this is non-appealable. The length of the reply, if granted, is also at the Chair's discretion.

## Rules Concerning Caucuses

**Rule 23: Unmoderated Caucus** - A delegate may move to recess to an unmoderated caucus at any time when the floor is open, prior to the closure of debate. The motioning delegate shall specify a time limit for the caucus and brief explain its purpose. The time limit is subject to the Chair's approval. The motion to recess to an unmoderated caucus is subject to the approval of the Chair. A simple majority is required for passage.

**Rule 22: Moderated Caucus** - A delegate may move for a moderated caucus at any time when the floor is open, prior to the closure of debate. The motioning delegate shall specify a time limit for the caucus and a speaking time for individual speeches, as well as a brief explanation of its purpose. The time limit is subject to the Chair's approval. This requires a simple majority to pass.

## Rules Concerning Committee Documents

All documents are the work of the body. Documents written prior to conference are therefore inadmissible and the use of which is strictly forbidden. MUNUC does not recognize sponsors to documents, only signatories.

**Rule 23: Working Papers** - Working papers are a means of sharing ideas on the topic area with other delegates in an organized manner. A working paper may but is not required to be in resolution format. Working papers may be photocopied and distributed at the Chair's discretion; the Chair may also require any number of signatories for this purpose. Signing a working paper does not necessarily signify a delegate's support for the ideas within it, but rather shows the delegate's desire to see those ideas discussed by the entire committee. Because a working paper cannot be formally introduced to the committee, it cannot be formally amended either. Instead, delegates can

combine and edit papers during un-moderated caucuses, on their own. Working papers shall not be voted upon by the committee.

**Rule 26: Resolutions** - Resolutions are the final product of a committee's deliberations. They should pose a solution to the problem confronting the committee and supply a rationale and historical basis. They should also represent the views of a majority of the committee, arrived at through debate and discussion among the members. Passage of a draft resolution requires a simple majority in favor. All draft resolutions must be in proper format, as described in this handbook. Draft resolutions may not be discussed in speeches until they have been formally introduced (see Rule 27). Once introduced, a draft resolution remains on the floor while the topic area it pertains to is on the floor, unless an amendment or procedural debate takes precedence, or debate on the draft resolution is postponed or closed.

**Rule 27: Introducing Draft Resolutions** - At any time when the floor is open, a delegate may introduce a draft resolution on the topic area under consideration. The document must have the approval of the Chair and have been signed by a certain number of members determined by the Chair. Signing a draft resolution does not indicate support for its ideas necessarily, only a desire to see those ideas discussed; a signatory has no further rights or obligations with respect to the draft resolution. There are no sponsors. No special substantive comments are in order when a draft resolution is introduced, but it shall immediately become subject to debate.

**Rule 27: Amendments** - Amendments allow the committee to alter any previously introduced draft resolution. In order to be introduced, all amendments must be proposed in writing, bear a certain number of signatories set by the Chair, and receive the Chair's approval. When an amendment to a resolution on the current topic area has been moved to the floor, general debate on the topic area shall be suspended. Two speakers' lists shall be drawn up for the amendment, one for speakers in favor and the other for speakers against. All speeches must remain germane to the amendment itself. The Moderator will recognize speakers by alternating between the two lists, starting with the speakers' list in favor. As speeches made for and against the amendment are necessarily substantive, comments and yields are in order.

Debate on the amendment shall continue until a motion to close debate is made. Such a motion is in order when at least two speakers from both lists have been heard. The amendment requires a simple majority to pass. If the amendment passes, its changes are incorporated into the draft resolution. After the vote, general debate on the topic shall resume.

**Rule 29: Introducing Amendments** - Amendments must be signed by a prescribed number of members and obtain the approval of the Chair before being introduced to the committee. A delegate may introduce an amendment to any draft resolution on the current topic area whenever the floor is open. Amendments not approved by the Chair or dealing with draft resolutions not yet introduced are not in order. Amendments to amendments are not in order

## Rules Concerning Voting

**Rule 30: Voting** - Only delegates who have been recorded as present in the latest roll call may vote. A motion that requires a simple majority passes only if the number of delegates voting in favor of the motion exceeds the number voting against; if equal numbers vote for and against, the motion fails. A motion that requires a two-thirds majority passes only if the number of delegates voting in favor of the motion is at least as great as twice the number voting against. Abstentions shall not be considered in determining the results of the vote. Members may vote on both procedural issues (those concerning the structure of debate) and substantive issues (those relating to the topic area directly), while accredited observers may vote only on procedural issues. All eligible delegations shall have an equal vote. Abstentions shall only be in order on substantive votes. Proxy votes shall not be allowed.

**Rule 31: Roll Call Votes** - After debate is closed on a draft resolution or amendment, any delegate may request a roll call vote. This motion is accepted at the discretion of the Chair, whose decision is not appealable. A roll call vote is in order only for substantive votes and requires a simple majority to pass.

**Rule 32: Recount** - A delegate who believes that a placard vote on a substantive issue was incorrectly counted may move for a recount of the vote, either in the form of a second placard vote or a vote by roll call. The motion is accepted at the sole discretion of the Chair and is not put to a vote. The Chair's decision in this matter is not appealable.

## Rules Concerning Special Circumstances

**Rule 33: Suspension of the Rules** - A delegate may move to suspend the rules at any time when the floor is open. The delegate shall specify what specific rules to modify or suspend, for what purpose, and for what duration. The motion will be accepted at the discretion of the Chair, whose decision is not appealable. The motion requires a two-thirds majority for passage.

**Rule 34: Appeals** - Any substantive decision of the Chair, unless otherwise noted, may be appealed immediately by a delegate. The Chair may speak briefly in defense of the ruling, and the appeal shall then be put to a vote. Delegates voting in favor of the motion are opposed to the Chair's view, and those voting against are in support. A two-thirds majority in favor of the appeal is required to overrule the decision of the Chair.

**Rule 35: Chair's Discretion** - These rules of procedure and all actions of the committee are subject to the discretion of the Chair, who may modify the course of the committee as necessary.

## Rules Concerning Closing Session

**Rule 36: Suspension of the Meeting** - If the floor is open and there are fewer than 15 minutes remaining in the current session, a delegate may move to suspend the meeting. This ends all committee functions until the opening of the next session. Suspension is not debatable and, if in order, shall be put to an immediate placard vote. This motion is accepted at the discretion of the Chair and is not appealable. A simple majority is required for passage.

**Rule 37: Adjournment of the Meeting** - If the floor is open, it is the last session of the conference, and there are fewer than 15 minutes remaining, a delegate may move to adjourn the meeting. This motion ends all committee functions. Adjournment is not debatable and, if in order, shall be put to an immediate placard vote. This motion is accepted at the discretion of the Chair and is not appealable. A simple majority is required for passage

# Elements of Model UN

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## Speaking

Writing and delivering speeches is an important aspect of the MUN simulation. Speeches help delegates convey the positions of their Member States, help build consensus and start formulating resolutions. A speech at the beginning of debate should include the following elements:

1. Brief introduction of your country's history of the topic
2. Your position
3. The current situation of the topic
4. Past actions taken by the U.N., Member States, NGOs, etc. to combat the problem
5. Possible ideas or goals for a resolution
6. Whether there is room for negotiation on your position

In Model UN, speeches are given in the following contexts:

- **The Speaker's List:** The initial form of the debate is the Speaker's List, which is used to choose a topic, but has no topic itself other than settling upon a topic for debate. In a Speaker's List Speech, the time is pre-determined by a motion to open the Speaker's List, and you *must* yield your time at the close of the speech.
- **Moderated Caucus:** A moderated caucus may be set into motion once a topic has been chosen. The topic of discussion, duration of speeches, and number of speakers is motioned by the committee at the discretion of the chair. Time *is not* yielded.

## Elements of a Writing a Speech

A speech is comprised of the following three components—use them to your advantage.

1. **Hook:** An engaging way to grab your audience’s attention;
2. **Point:** Your country policy on the topic; and,
3. **Call to Action:** Possible solutions to the topic.

### Hook

The beginning of a speech should grab your audience’s attention. It should give your audience a reason to listen to you – otherwise they won’t. An attention-grabbing introduction is often called a “hook.” There are many different types of hooks, but here are a few common ones that work well in Model UN.

**Question:** Asking the audience a question is often an easy way to get their attention.

*Example: "Do you think it is possible for us to live in a world without poverty? The people of my country think so. We believe we can achieve the end of poverty."*

**Quote:** A quote engages the audience when they recognize the figure you’re quoting.

*Example: "Fifty years ago, United States President John F. Kennedy said, 'Ask not what your country can do for you, but what you can do for your country.' Today, ask not what the world can do for you, but what you can do for the world."*

**Statistic:** A statistic can grab an audience’s attention if it is surprising or interesting.

*Example: "Over 1 billion people around the world live on less than US\$1.25 a day. Over 1 billion people live in extreme poverty."*

**Story:** A story is the oldest form of communication and if told well, can certainly grab an audience’s attention. But speeches in MUN are typically very short, so keep the story brief!

*Example: "Several years ago, in rural Pakistan, a girl was walking to school when a gunshot rang out – and she was shot in the head. The Taliban any girls to go to school. But that girl survived, and today she fights for girls’ right to education around the world. That girl’s name was Malala."*

## Point

The point is the purpose of your speech. It is the reason why you're speaking. Once you have your audience's attention, you should deliver your point. MUN speeches are often short, so stick to one point. Make it significant but simple to understand. It is better to say one thing well than many things poorly.

In opening speeches in MUN, the "point" is to state your country policy on the topic. Then offer 2-3 reasons explaining why your country had adopted this policy.

*Example: "The Republic of Korea believes that education is a human right, and that all people should have access to education. Education is a pathway out of poverty for millions in developing countries, like Korea was just a few decades ago. Education is the driver of change and development in this world, and education is critical for the human race to continue to thrive and grow."*

## Call to Action

Good speeches end with a "call to action," which is when you tell your audience to go and do something. Your call to action is your specific solution to the problem.

*Example: "To provide universal access to education, Korea proposes the creation of an international fund called 'Education For All' that will support 3 programs in developing countries: building more schools, training new teachers, and preventing girls from dropping out of school. We call upon the international community to create and donate to this fund, so we can guarantee education as a right globally."*

## Notes

One of the most important, yet not often talked about, ways to be successful at a Model UN conference is to master the art of note passing (also known as MUN chits). Note passing is a subtle, yet powerful, tool at a conference. If you think you can get through a conference without passing a single note to other delegates, then you might as well plan on having an unsuccessful conference.

There are 7 types of notes—each of which has its own intention and goal:

1. **Clarification** – Used to ask other delegations to briefly clarify their position on a topic. Any significant clarification, especially if it pertains to something major, should not wait until an unmoderated caucus to find out.
2. **Do ideas match?** – If you hear other delegates discussing ideas and proposals that sound similar to yours or your block's, send a note asking for more details. This could be an opportunity to combine clauses, draft resolutions, and create a stronger coalition. Be the first to get this in motion so you can take maximal benefit from the situation.
3. **Let's meet later.** – For questions and statements that will need a face-to-face session and are too long for a note, send a note asking to meet during an unmod or after session.
4. **What do you think about...** (information and opinion) – When you are trying to shore up support for a position you are taking or come up with a new idea, send a note to a few delegates asking what they think about it. Honestly, you may not care about their opinion, but by getting others involved, you help them feel that they matter. By giving them a say in the idea, you can more easily get their support when you need it.

5. **Recognition for alliance building** – By simply involving other delegates, you create an additional level of diplomatic interaction. This is a great tactic to use if you notice any delegations that others are ignoring; it always happens. Take advantage of this, and form a partnership. Likewise, if you sense a break in a rival block, send notes to both sides and feel them out for possible partnerships.
6. **Mobilize your block** – These notes need to get to many delegates quickly for a purpose like telling them all to vote for or against a certain motion. The key is to make sure this group of allies is all on the same page so that everyone votes the way they need to, or, whoever is chosen first will be able to ask the questions that need to be asked or offer the desired motion.
7. **Strategic use** – Like the above bullet point says, passing notes can be very strategic. The key to strategic note-passing is that it doesn't only ask for information, or a potential alliance, but also comes with a plan to utilize the outcome of said note. For example, you can tell a block that you are looking to merge with that they have a limited window to decide before you join another block. You can also give misinformation, but this is usually advised against. The key for every strategic note is that it is supposed to result in an action, and not just gaining information.

## *Elements of Note Composition*

When you are writing a note, you want to remember a few things. A good Model UN note needs to be friendly, short, direct and neat.

### **Friendly**

Always start the note with a friendly greeting such as “Dear” or “To the honorable delegate of Ecuador.” Keep the content of the note friendly, not adversarial, even if you are on opposing blocks. Also, notes **should not** contain any racist, sexist, discriminatory, or sexual messages—these are **strictly forbidden**.

### **Short**

Why short? Because, if it’s not, they won’t read it. Also, keep it short for your sake. You will be writing so many notes that you need to learn to get your point across quickly and succinctly.

### **Neat**

Make sure your handwriting is legible. Most other Model UN delegates will not be able to read hieroglyphics.

## *Elements of Crisis Notes*

Crisis Notes are the dominant medium for taking individual action in committee by using your portfolio powers. Delegates will continually sending Crisis Notes to shape the crisis at hand, to both fix the issue and bring more power or prestige to themselves.

### **Main Components of a Solid Crisis Note**

- Memorable Title (can be funny or serious, but needs a name)
- Addressee (Somebody under your command, or just their title)
- Specific orders or actions that you would like to see undertaken
- What you expect/hope will be the result (So the Crisis Staff can figure out what the result will be if they don’t understand your goal)
- Signature, with your title

## Goals

- Demonstrate expertise and thorough planning to impress Crisis Staff
- Clearly state what you want, and why, so they can decide to grant or deny it
- Do it so well that the crisis staff is afraid to shoot you down without good reason

Crisis notes should be addressed to a single figure throughout the duration of the session, clear and succinct, legible, and ready as soon as possible.

## Address

Crisis is all acting—you want to make the crisis feel like you’re having fun in the arc. One of the ways to demonstrate this is by writing your crisis notes to a consistent figure. If you’re a Minister of Defense, write to a general/admiral on your staff; if you’re a politician, write to an aide; if you’re a celebrity, write to an assistant. The more you involve yourself in crisis, the more fun it will be for you, and most critically, for the backroom (who receive a ton of monotonous letters). This will make yours stand out.

## Clear & Succinct

Be clear about what you’re asking for. If you want 600 troops moved to the northwest corner of Mt. Mouny-McMountainface, ask, “move 600 troops to the NW corner of Mt. Mouny-McMountainface.” **Do not** ask, “If it is convenient, please consider ordering the march of 600-or-so men to the North and West corner of Mt Mouny-McMountainface. Be clear and concise so that crisis understands what you’re asking.

## Legibility

Write legibly. Crisis can’t help you if they can’t read the note. (You’d be surprised how often this happens.)

## Timeliness

Have your notes ready *as soon as possible*. The worst thing that could happen is if you don’t have a note ready in time and you end up one note behind. As soon as your pads come back, read the response, write the response, and get it back to us soon so that we can keep everything moving.

## Working Papers, Draft Resolutions, and Resolutions

During the sessions, some Delegates will begin working on an early version of what could become a resolution: a working paper. It is mainly intended to put your ideas on a page so that they can be shared with the committee.

While there is no specific format requirements for a working paper as such, we encourage you to use the resolution format from the start – it makes everyone’s life easier. Once a working paper is properly formatted and revised, a delegate can motion to introduce a written proposal thereby formally presenting it to the committee.

Once presented, it is then referred to as a draft resolution, and can only be changed via formal amendments, which are either friendly or unfriendly. Both have to be submitted in writing via a motion to introduce an amendment, but while friendly don’t have to be voted on, unfriendly amendments require a vote. Even if an amendment is expressly against the wishes of its signatories, the committee adopts it and it becomes a component of the draft resolution.

Finally, once all amendments have been accepted or rejected, the draft resolution is voted upon. If the committee approves it, it becomes a resolution. Congratulations!

## Elements of a Draft Resolution

Draft resolutions have three components: a header, perambulatory clauses, and operative clauses.

### The Header

The header contains five pieces of information: the committee name, the sponsors, and the topic, and the version, date, and time of the submission (in the event that more than one are submitted).

### Pre-ambulatory Clauses

These, and **I cannot stress this enough**, do not matter very much, so don't put a lot of thought into them. Preambulatory clauses simply describe why you are writing your resolution using the following format:

*Example: Stressing, the unimportance of pre-ambulatory clauses;*

The only important thing here is that you follow the format. Begin with a **gerund** (a noun, derived from a verb, ending in -ing; e.g. *noting, reaffirming, clarifying, seeking, &c.*), and follow it with a clause and a semicolon (;).

### Operative Clauses

These actually matter—they're the meat of your resolution. It's very simple to write an operative clause. First, take a solution that you want to include in the draft resolution. You then take that solution, combine it with an underlined operative phrase, and end it with a semicolon (the last operative clause ends with a period). Operative clauses are also numbered. This differentiates them from pre-ambulatory clauses, helps show logical progression in the resolution, and makes the operative clauses easy to refer to in speeches and comments.

### Amendments

An amendment is a written statement that **adds, deletes or changes** an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change the operative clauses (the pre-ambulatory clauses cannot be modified). There are two types of amendments:

1. A **friendly amendment** is a change to the draft resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the committee chair, it will be automatically incorporated into the resolution.
  2. An **unfriendly amendment** is a change that some or all of the draft resolution's sponsors do not support and must be voted upon by the committee. This also refers to delegates who did not write this resolution at all but see potential in it as long as several changes are made to it. The sponsors of the amendment will need to obtain a required number of signatories in order to introduce it. Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.
- Writing an amendment is very simple. All you have to do is make an operative clause that adds, deletes, or changes an operative clause in a draft resolution.

### A (Very Simple) Draft Resolution:

COMMITTEE: Imaginary Assembly

TOPIC: Preventing Students from Procrastinating on Essays

SPONSORS: Department of History, the Department of English Literature, and the Department of Mathematics.

THE IMMAGINARY ASSEMBLY,

*Recognizing* the sleep deprivation of its students due to last-minute essay writing;

*Seeking* to foster better-crafted essays that are less slap-dash,

1. Urges the student body to have a draft of the essays ready for submission at least two days before the deadline.
2. Penalizes students who do not have a draft essay submission by one-third (1/3) of a letter grade.

## Directives and Press Releases

### *Directives*

Instead of working for several sessions on a long resolution, delegates in crisis committees write several directives over the course of the weekend. Directives are much shorter than resolutions, typically between 1-2 pages when first written (before any mergers), and contain no pre-ambulatory clauses. Directives also take substantive action, compared to the declarations/suggestions of resolutions. For example, a directive in a military committee might amass military forces and launch an expedition to take an area of land, build training academies, or any number of such actions that the board or body of the committee itself may do in reality.

#### **Main Components of a Good Directive**

- Memorable Title (can be funny or serious, but needs a name)
- Specific orders or actions that you would like to see undertaken
- What you expect/hope will be the result (So the Crisis Staff can figure out what the result will be if they don't understand your goal)
- Signatures, with portfolios of all signatories (Note: In different committees, the Chair may require different numbers of signatories, anywhere from three to half the committee)

### *Press Releases*

Press Releases are tools used by committees or individuals to inform “the public” in the crisis about certain facts, or to spread misinformation about the ongoing crisis. Often, delegates may use these to try to influence public opinion against certain plans to help their own, to encourage the public to be safe, to stop protesting, or even to get involved with the crisis somehow.

#### **Main Components of a Good Press Release**

- Heading stating that it is a press release
- Descriptive title
- Information for the public
- Signatures

# Appendix

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## Order of Precedence

### Order of Precedence

1. Points that may interrupt a speaker
  - a. Point of Personal Privilege
  - b. Point of Order
2. Comments (immediately after a substantive speech only).
3. Point of Parliamentary Inquiry
4. Procedural motions which are not debatable
  - a. Motion to Adjourn the Meeting (only in the last fifteen minutes of the last committee session)
  - b. Motion to Suspend the Meeting (only in the last five minutes of a committee session)
  - c. Motion for an Unmoderated Caucus
  - d. Motion for a Moderated Caucus
5. Procedural motions pertaining to debate
  - a. Motions to Suspend the Rules
  - b. Motion to Postpone Debate
  - c. Motion to Close Debate
6. Substantive motions
  - a. Motion to Introduce an Amendment
  - b. Motion to Introduce a Draft Resolution
7. Other procedural motions
  - a. Motion to Resume Debate
  - b. Motion to Set the Agenda (only when there is no topic)
  - c. Motion to Divide the Question (only once debate has been closed)
  - d. Motion for a Roll Call Vote (only when necessary)