



JACMUN  
**Virtuoso's Handbook**

Comprehensive Guide  
to Model UN Prowess

# Table of Contents



03	Land Acknowledgement
04	Message from 2024 USG Training
05	Virtuosos Handbook Introduction
06	Pre-Conference To Do List
07	Delegate Code of Conduct
09	Committees
10	General Assembly
22	Specialized Agency
34	Crisis



# Land Acknowledgment

We would like to acknowledge that John Abbott College was built upon the unceded Indigenous lands of the traditional territory of both the Kanien'kehá:ka, "Mohawk," and the Anishinabeg "Algonquin," peoples. We are grateful for the opportunity to gather there, and we thank the many generations of people who have taken care of this land and these waters. Tiohtiá:ke, Montreal, is historically known as a gathering place for diverse First Nations; thus, we recognize and deeply appreciate the historic and ongoing Indigenous connections to, and presence on, these lands and waters. We also recognize the contributions Métis, Inuit, and other Indigenous peoples have made in shaping and strengthening our communities.

It is JACMUN's great honour to be able to host its conference on this territory. We commit to building a sincere relationship with Indigenous peoples based on respect, dignity, trust, and cooperation, in the process of advancing truth and reconciliation.



# Message from USG Training



Joseph Kawerk  
*USG Training*

Dear Esteemed Delegates of JACMUN,

It is with immense pleasure and excitement that I extend my warmest welcome to all of you, whether you are newcomers to the world of Model United Nations or seasoned veterans, to the unveiling of the very first *Virtuosos Handbook*. This handbook has been meticulously crafted with the sole purpose of equipping you with the knowledge, skills, and strategies needed to excel as delegates and shine in the world of Model UN.

As your 2024 USG Training, my journey in of Model UN started much like yours, stepping into my first conference, completely oblivious about what to expect or how to navigate the world of diplomacy and debate. It was this transformative experience, that ignited my passion to ensure no delegate ever feels lost or unprepared.

The *Virtuosos Handbook* is born out of this desire to empower you, our delegates, with the tools to become the best version of yourself in the conference room. This handbook is designed to provide you with invaluable insights, strategies, and resources that will elevate your performance.

Creating the *Virtuosos Handbook* has been an incredible honor, and I firmly believe that this precious document will empower each of you to become the best and most effective delegate you can be. I have poured my heart and soul into this project, drawing from my own experiences and the collective wisdom of the Model UN community to provide you with the ultimate resource.

Once again, I extend a warm welcome to you all, and I cannot wait to witness the growth, innovation, and exceptional diplomacy that each of you will bring to the table.

With boundless enthusiasm and anticipation,

**Joseph Kawerk**

**2024 USG Training**

**Creator of the *Virtuosos Handbook***



# Virtuoso's Handbook Introduction

No matter if you're a novice delegate attending your first conference or an experienced delegate with a wealth of Model UN experience, taking the time to delve into the Virtuoso's Handbook can prove invaluable. This handbook has been meticulously crafted to equip delegates with the essential knowledge and strategies needed to navigate the intricacies of Model UN conferences with confidence and finesse.

At the heart of this handbook lies a set of rules of procedure designed to foster dynamic and fruitful discussions among delegates. By adhering to these rules, delegates can contribute effectively to the committee's goals and maintain a robust parliamentary structure throughout the conference. These rules have been fine-tuned specifically for this edition of JACMUN, emphasizing their importance across all committees and guaranteeing their strict enforcement during every session.

Regardless of whether you find yourself in a General Assembly, a Specialized Agency, or a Crisis committee, the Virtuoso's Handbook is your indispensable companion. Its carefully curated content offers a treasure trove of proven methods, insightful tips, and expert guidance to enhance your approach and ensure your success in conferences. From crafting compelling speeches to building strategic alliances, this handbook covers every aspect of Model UN participation, empowering delegates to make their voices heard and drive meaningful change. The Virtuoso's Handbook goes beyond the technical aspects of Model UN. It explores the nuances of diplomacy, negotiation, and consensus-building, providing valuable insights into the art of effective communication and conflict resolution. This handbook serves as a mentor, helping delegates develop essential skills that extend far beyond the conference room.

A huge thank you for Sabrina Du (Secretary General 2022-2023) for her help and implication in this handbook



# Pre-Conference To Do List

Prior to JACMUN 2025 please consult the following steps to prepare yourself for this exciting weekend! The list on this page summarizes the tasks a delegate should complete before their first committee session.

1. Read the Delegate Handbook, paying particular attention to the conference schedule.
2. Read the Background Guide for your committee. They can be found on each committee's page. The password to the background guides have been sent to your head delegate or faculty advisor.
3. Join the appropriate Slack committee using the links provided by the JACMUN team 2025
4. RSVP for the events you wish to attend in the form sent to your head delegate or faculty advisor.



# Delegate Code of Conduct

All attending delegates, faculty advisors and conference staff members must follow the JACMUN Code of Conduct to ensure a safe and respectful environment throughout the weekend. The listed policies must be respected by all attendees during the conference and its events. After registering, delegates thereby agree to abide by the rules of JACMUN's Code of Conduct.

## **General Policies**

If an attendee believes to have encountered one of these instances, they are encouraged to report it to any member of the Secretariat or to their Dais (if applicable).

JACMUN has a zero-tolerance policy towards:

- Harassment and bullying
- Discrimination of any kind
- Verbal abuse and physical violence
- Inappropriate and unwelcome behaviour of sexual nature
- Piracy and hacking

## **Security Policies**

Attendees who fail to comply with the security policies may be expelled from JACMUN without refund and/or prohibited from attending future JACMUN conferences.

At JACMUN, delegates cannot:

- Wander on campus grounds that are deemed "off-limits" (Please consult p.13 to view a campus map that presents the areas that delegates can visit).
- Consume alcohol or drugs during the conference or its associated events.
- Smoke or vape.

## **Security Policies**

Security personnel will be present on campus.

Any violations of the security policies will be at least met with verbal reprimand.

- Lost and found: If found during the conference, any lost item will be delivered to H-219.
- Please note that JACMUN is not responsible for any theft, loss or damage to personal property at the conference.

## **Additional Policies**

If you have any additional concerns, feel free to contact [jacmun.official@gmail.com](mailto:jacmun.official@gmail.com).

JACMUN requires delegates to

- Dress in Western Business Attire (e.g., suit, blouse, business dress, etc.)
- Respect the opinions of their fellow delegates and uphold a level of professionalism in their interactions.

## **Consequences for Non-Compliance**

Failure to comply with any of the rules outlined in the JACMUN Code of Conduct will result in immediate disciplinary measures. This may include immediate expulsion of the delegate and/or the delegation from the conference and any future JACMUN conferences. If the offender fails to respect the laws, statutes, or regulations of the city of Montreal, the province of Quebec and Canada, the offender will be brought to the appropriate local authorities and automatically expelled from the remainder of the conference and future conferences organized by JACMUN. Only the Secretary-General and Chargée d'Affaires possess the authority to exclude any delegate or delegation from any aspect of the conference. Their decision on the matter is non-negotiable.





# Committees

## General Assembly (GA):

In Model UN, the General Assembly is a committee that simulates the largest deliberative body within the UN. Delegates in this committee discuss a wide range of global topics, from disarmament to human rights, with the goal of passing resolutions that propose solutions to these issues.

## Specialized Agency (SA):

Specialized agencies in Model UN represent specific UN bodies that are more centralized committees that don't include all countries. SA can be represented through world leaders or historical figures. Delegates in these committees focus on issues related to the agency's specialized field, like public health, parliaments, commonwealth or cultural preservation.

## Crisis Committees:

Crisis committees in Model UN simulate dynamic and fast-paced scenarios that involve unexpected events or crises, such as international conflicts or emergencies. Delegates in crisis committees must respond to these situations in real-time, making it a more dynamic and unpredictable aspect of Model UN.





# General Assembly

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## **Roll Call**

Typically done immediately at the beginning of every committee session, before even taking any motions. The chair takes the presence of each country/character to determine if they are present or present and voting, with no response assuming an absence.

Ex: “The Chair will now be taking roll call. Afghanistan. (Expected response) Albania. (Expected response)... etc.

## **Primary Speakers’ List**

A sort of moderated caucus (see below) on no particular subject. The amount of time is determined by the chair (usually 30 seconds). The Chair should only move into the Primary Speakers list if no motions are presented by delegates or all motions that have been presented have failed. The Chair will recognize as many speakers as the chair deems necessary to continue the flow of debate while waiting for a new motion. The Primary Speakers’ List can be cut short early at the Chair’s discretion in favour of a motion from a delegate. If this is the case, the primary speakers list will resume at whatever speaker was next to speak at the time of cutoff

Ex: “We will now be moving into the Primary Speakers’ List.” (if no speakers list has been established yet)

## **Secondary Speakers’ List**

If called during a secondary speaker’s list, delegates can present their country’s position on the chosen topic while focusing on the previous actions taken by their nation. Used when the voted upon motion carries out



### **Set the agenda**

Motion to set the agenda is a procedural vote meaning that all delegates are required to vote on the motions presented despite having advocated as present or present and voting during roll call. If a committee has only one topic, the agenda is already set and this step is not required. When making such a motion, a delegate might proceed as such, “ motion to set the agenda to Topic X followed by Topic Y”. During the Primary Speakers’ List, delegates have presented their goals and motives for the committee. It is recommended to pick the topic that best suits each delegate’s purpose in the committee and that permits an in depth flow of debate. (it is sometimes necessary to have two speakers for and two speakers against)



# Motions

Can be called when raising your placard

## 1. Moderated caucus

After the topic is decided, the committee will move into in-depth debates with moderated caucuses. When presenting a motion for a moderated caucus, a delegate must present a speaking time that is divisible and a specific topic:

Ex: *“Motion for a 9/45 moderated caucus on Twitter’s impact on Trump’s election”*.

The chair will decide if a motion is in order. After a set amount of motions (decided previously by the Chair) have been presented to the floor, delegates will be asked to vote on the motions in order of motions presented or from most destructive to the less destructive. After picking the motion, the delegate who presented it will have the option to speak first or last. Then, all delegates who wish to speak for the motion will be asked to raise their placards. The chair will choose who will be added to the Speakers’ List.

## 2. Unmoderated caucus

An unmoderated caucus is an informal debate where all delegates will be allowed to move around the room and to speak with who they please for the granted time. A motion for this would look as follows, “ motion for a \_\_\_ minute unmoderated caucus (or unmod for short) ”. The time permitted is at the discretion of the Chair. If an extension of the unmoderated caucus is necessary, it must be shorter (time) than the initial motion. A Gentlemen’s unmod is an unmod seated



### **3. Extension**

An extension for a moderated or unmoderated caucuses is permitted once per motion and must be shorter in time than the original motion. If a “motion for 6/30 moderated caucus on the topic of women’s rights’ was presented and debated, an acceptable extension would be, “ an extension of 3 minutes on the previous topic”.

### **4. Round Robin**

A round robin is another version of the moderated caucus where all the delegates are required to speak on an issue. It is done in order of chairs around the room. Round robins are useful at the beginning of debates to understand each delegate’s position. Such a motion is proposed by saying, “ a motion for a \_ second round robin about...”. The time suggested refers to each delegate’s speaking time and is usually less than a minute.

### **5. Question and answer period**

After having motioned for the order of draft resolution presentations, a motion for the time of presentation and Q&A is in order: “ motion for a 5 minutes presentation followed by a 3 minute Q&A”. The question and answer period permits the committee to present any grievance they might have with the paper of the presenting bloc.

### **6. Question the competence of the body ( $\frac{2}{3}$ majority and speakers for and against)**

If a delegate believes that the committee does not have the power to enact the proposed measures, they may request to remove parts of or the entirety of a draft resolution.



## **7. Introduction of draft resolutions/directives**

To motion for a draft resolutions/directives, a delegate must present the order in which the papers should be presented: “ motion to present the draft resolution in the order of paper X, Y and Z”. The speaking time for presentation and Q&A will be decided afterwards.

## **8. Change default speaking time**

The default speaking time is 45s, but it may be changed once the committee passes this motion.

## **9. Censure ( $\frac{2}{3}$ majority and speakers for and against)**

If a delegate is disrespectful and/or openly disregards their country’s foreign policy, they may be censured. Censure length will be at the Dais’ discretion.

## **10. Tabling of a topic ( $\frac{2}{3}$ majority to pass)**

After tabling a topic, formal debate on that topic will be disregarded, and the committee may return to the Primary Speaker’s list.

## **11. Close debate/enter voting procedure**

Once delegates enter voting procedure, all delegates will begin voting on all draft resolutions or directives. The committee will no longer entertain formal debate after this motion passes. You can also enter voting procedure, meaning debating is over.



## **12. Division of the question**

A delegate may create two (or more) separate draft resolutions by requesting to separate one (or multiple) clauses from the initial draft resolution during voting procedure. This motion must be voted on beforehand, followed by a vote on the draft resolutions.

## **13. Vote by roll call**

A motion to vote by roll call will require the Chair to name the delegate one by one (by country or character) and for each delegate to present their intention ( for or against). It is done by simply saying, “motion to vote by roll call”.

## **14. Vote by acclamation**

If a delegate wishes to bypass the default placard procedure, they may request to vote by acclamation. However, the vote will automatically be held by roll call if a single person votes against the motion to vote by acclamation.

## **15. Recess**

Used to suspend debate/committee until the next session.

## **16. Adjournment**

Used to adjourn the committee (at the end of the conference).

## **17. Open Debate**

At the beggining, to start debating



# Points

Can be called by raising your placard

## 1. Point of Order

Used when either the chair or another delegate has made a procedural mistake. Used for a correction or pointing out the mistake of an individual inside the committee. The Chair can reprimand this point.

## 2. Point of Parliamentary Inquiry

Used to ask questions on procedural manners. If any doubt is evoked due to a new type of motion or the wording of a motion, this point can be called. If something said is unknown to you and you are clueless on what to do you call this point.

## 3. Point of Personal Privilege

Used to correct any conditions that affect a delegate's wellbeing and performance. For example, to open/close a window, to go to the bathroom, to augment the font size of the project document, to request the speaker to speak louder, etc. This is the only point that can be used during a delegate's speech.

## 4. Right of Reply

Used when a delegate insults or discredits you, as an individual. If a right of reply is granted by the chair, the delegate may respond to the insult directly. (Disclaimer: disagreeing with a delegate's point doesn't qualify a right of reply, it must be a personal attack on the integrity of the delegate.)





## Yield

Can be called when it is your turn to speak, usually during a moderated caucus or a round robin

A delegate may yield the rest of their speaking time to

1- the chair

2- another delegate

3- to questions

A delegate can yield their time at any point during their speech

## Amendments

Can be called after someone has presented a directive/draft resolution

### 1. Friendly amendments

When the author of an amendment presents it as a friendly amendment and all the sponsors agree to it, it directly becomes part of the draft resolution/directives.

### 2. Unfriendly amendments

When an amendment is presented by the author as an unfriendly one, it is to be debated by the author and one sponsor and then voted on by the committee. If accepted, it becomes part of the draft resolution/directives.



# Formatting and Structure: Position Paper

## Paragraph 1: Topic and Stance

Describe what you feel are the most pressing and pertinent aspects of the issue in your first paragraph. Try including some facts that you could use in debate or to support a point as well (e.g., previous UN actions, successes and failures, history etc.).

## Paragraph 2: Country or Character's Position

The second paragraph should be used to describe what your nation or character will argue in committee, as well as the reasons that explain why the aspects that you described in the previous paragraph are so important to your country or position. Ask yourself, what unique aspects of your nation or character relate to the issue at hand? How has your country or character reacted to such issues in the past?

## Paragraph 3: Proposed Solutions

Your third and last paragraph should contain ideas for potential solutions to the many problems you have described in your position paper so far, as well as courses of action that you believe should be included in a resolution or a directive.

**Length:** 1-1½ pages (line spacing 1.5, around 700 words)

**Font:** Times New Roman, Arial or Calibri

**Font Size:** Size 11 or 12

**Works Cited:** MLA format

**File Name:** "Committee\_Country.pdf" (as PDF)

**Header:** Aligned left, following the following format:

Committee Name

Country/Character

Your Name

Your Delegation



# Sample Position Paper

Delegation: Arab Republic of Egypt

Delegate: John Doe

Committee: Economic and Social Commission for Asia and the Pacific

Topic: China's Belt and Road Initiative

The Arab Republic of Egypt recognizes the importance of addressing the economic and social repercussions of China's Belt and Road Initiative as it is the United Nations Economic and Social Commission for Asia and the Pacific's (UNESCAP) responsibility to "make or initiate studies and reports concerning international economic, social, cultural, educational, health, and related matters"[1] and "make recommendations for the purpose of promoting respect for, and observance of, human rights and fundamental freedoms for all" [2]. In recent years, the COVID-19 pandemic has increased income inequalities and reduced financial stability around the world, with many countries' debt-to-GDP ratios reaching all-time highs in 2022[3]. As different States work towards economic recovery – and potentially use China's Belt and Road Initiative (BRI) to do so – they walk a fine line between promoting financial growth by establishing multilateral trade agreements with powerful nations to establish essential infrastructure projects and falling prey to debt diplomacy tactics that would threaten their political autonomy. China is often the largest investor in overseas projects associated with the BRI, and its economic presence should be maximized to increase financial development; however, such a presence should not impede on each State's national integrity either. Therefore, it is crucial that the ESCAP fosters a sustainable economic environment between its member States and consider both long and short-term approaches to issues regarding the weaponization of debt, military presence and territorial claims.

In 2023, Egypt reported a debt-to-GDP ratio of 85.58%[4], well beyond the internationally accepted standard for debt sustainability. Therefore, it acknowledges the importance of building healthy economic partnerships and projects without encouraging the political leveraging of such practices. As a country with strong ties to the Maritime Silk Road due to its ownership of the Suez Canal, Egypt favors the BRI's growing role in the global trading system[5] and among the Arab League states. In fact, Egypt is committed to upholding the programs outlined in its 2030 Vision of Sustainable Development Strategy – which include promoting trade and economic cooperation, stimulating economic growth and industrialization, and increasing communication among peoples by promoting cultural exchange[6] – and carrying out in good faith the plan presented in the Declaration of Action on China-Arab States Cooperation under the Belt and Road Initiative[7]. While Egypt is not a member State of the ESCAP, it recommends that the Commission analyze the economic potential and cooperation opportunities offered by the BRI as neutrally and comprehensively as possible, bearing in mind that internal political disputes should not overshadow the BRI's critical economic mission. For instance, the cases of regional instability in Xinjiang and Taiwan should be handled internally, which Egypt believes is being done appropriately[8], or with the help of a third neutral party, similar to how Egypt has acted as a mediator in the Israeli-Palestinian conflicts.

The delegation of Egypt sees multiple ways to address the issues at hand within the framework created by the ESCAP. It insists that the Commission's subcommittees focusing on Macroeconomic Policy and Poverty Reduction and Financing for Development should encourage countries to create multilateral treaties that solidify the BRI as a purely financial project. The embedding of anti-corruption and transparency provisions in bilateral trade agreements would also promote economic sustainability in participating states. That way, the cash flow required for major infrastructure projects can be more easily overseen by international organs such as the ESCAP and the Arab League. Moving forward, ESCAP States may also want to increase their environmentally sustainable economy programs within BRI projects (e.g., investing in electric transportation methods, green bonds, green loans, etc.)[9] and strengthen communication channels with non-member States that are involved in the modern Silk Road. While ESCAP must play a role in protecting human rights and civil liberties amidst rapid economic development, Egypt believes that it is essential for international bodies to respect every States' own sovereignty and give them the freedom to respond to their internal sources of social instability based on their customs and policies; as such, ESCAP can help maintain each State's political autonomy.

Credits to Sabrina Du ( Secretary General 2022-2023)



# Sample Draft Resolution

Committee: Economic and Social Commission for Asia and the Pacific

Topic: China's Belt Road Initiative

Sponsors: Bangladesh, China, Egypt,

Signatories: New Zealand, Myanmar, Pakistan, Philippines, Solomon Islands, Tajikistan, Turkmenistan,

The Economic and Social Commission for Asia and the Pacific,

Taking into consideration the economic growth of Southeast Asia since 2013 because of the Belt Road Initiative,

Recognizing the sovereignty and autonomy of all participating nations as lined out in Article 2 of the UN Charter,

Guided by the Paris Accords, the 2030 Sustainable Development Agenda and the Charter of the United Nations,

1. Endorses the adoption of The Jakarta Pact, a code of conduct addressing the possible militarization of areas in dispute, to prevent the escalation of great power competition and possible violations of human rights, in the following manner:
  - a. Inviting member states of the ESCAP into an annual meeting to discuss the status of contested areas;
  - b. A code of conduct would be presented and discussed within the meeting, encouraging states to not militarise the contested area, nor the nearby areas, to prevent the countries involved in the contestation to perceive it as a threat to their sovereignty;
2. Encourages Agreement Repudiating Territorial States Kindling Harm (ARTSAKH) which:
  - a. Urges increased understanding of implications of lending to countries engaged in invasion of disputed territory;
  - b. Proposes neighbour states of debtors be informed of proposed loan agreements and allowed to comment on implications in disputed land;
3. Recommends cooperation with NGOs, international organisations, and nonprofits to foster environmental sustainability:
  - a. Encourages a partnership with the United Nations Environmental Programme (UNEP) to provide a framework for environmental sustainability;
  - b. Strongly encourages working with NGOs such as Greenpeace to gain a better understanding of environmental concerns within each country;
  - c. Suggests partnering with nonprofits and other organisations within each country when structuring development projects to facilitate a proper response to environmental concerns;

Credits to Sabrina Du ( Secretary General 2022-2023) and her ESCAP Bloc B members



# Good to know information for GA

## 1. Present VS Present and Voting

During roll call, delegates must state whether they are present or presenting and voting. If a delegate states that they are present, they have the right to vote for, against or abstain a motion. If a delegate states that they are present and voting, they only have the right to vote for or against a motion. (Those do not apply for procedural votes)

## 2. Working Paper VS Draft Resolution VS Resolution

A working paper presents the ideas of a bloc with informal formatting . A draft resolution presents the idea of a bloc with formal formatting : sponsors, signatories, preambulatory and operative clauses. A draft resolution becomes a resolution once it has been presented, voted on and passed with a majority vote.

## 3. Sponsor VS Signatory

Sponsors are the principal authors of a draft resolution/directive while signatories are delegates who may or may not agree with the substance of the paper, but want to see it debated.

## 5. Majority

To pass a motion, draft resolution, public directive, etc., votes held in committee will require a default majority of 50%+1 (unless otherwise specified by your dais).

## 6. Personal Pronouns

In committee, it is preferable to stay away from personal pronouns such as “I”. Instead, opt for “the delegation of X” or the “delegate of X”.

# Specialized Agency

## **Roll Call**

Typically done immediately at the beginning of every committee session, before even taking any motions. The chair takes the presence of each country/character to determine if they are present or present and voting, with no response assuming an absence.

Ex: “The Chair will now be taking roll call. Afghanistan. (Expected response) Albania. (Expected response)... etc.

## **Primary Speakers’ List**

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Ex: “We will now be moving into the Primary Speakers’ List.” (if no speakers list has been established yet)

## **Secondary Speakers’ List**

If called during a secondary speaker’s list, delegates can present their country’s position on the chosen topic while focusing on the previous actions taken by their nation. Used when the voted upon motion carries out



# Specialized Agency

## **Set the agenda**

Motion to set the agenda is a procedural vote meaning that all delegates are required to vote on the motions presented despite having advocated as present or present and voting during roll call. If a committee has only one topic, the agenda is already set and this step is not required. When making such a motion, a delegate might proceed as such, “ motion to set the agenda to Topic X followed by Topic Y”. During the Primary Speakers’ List, delegates have presented their goals and motives for the committee. It is recommended to pick the topic that best suits each delegate’s purpose in the committee and that permits an in depth flow of debate. (it is sometimes necessary to have two speakers for and two speakers against)



# Specialized Agency

## Motions

Can be called when raising your placard

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Ex: *“Motion for a 9/45 moderated caucus on Twitter’s impact on Trump’s electron”.*

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# Specialized Agency

## **3. Extension**

An extension for a moderated or unmoderated caucuses is permitted once per motion and must be shorter in time than the original motion. If a “motion for 6/30 moderated caucus on the topic of women’s rights’ was presented and debated, an acceptable extension would be, “ an extension of 3 minutes on the previous topic”.

## **4. Round Robin**

A round robin is another version of the moderated caucus where all the delegates are required to speak on an issue. It is done in order of chairs around the room. Round robins are useful at the beginning of debates to understand each delegate’s position. Such a motion is proposed by saying, “ a motion for a \_ second round robin about...”. The time suggested refers to each delegate’s speaking time and is usually less than a minute.

## **5. Question and answer period**

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If a delegate is disrespectful and/or openly disregards their country’s foreign policy, they may be censured. Censure length will be at the Dais’ discretion.

## **10. Tabling of a topic ( $\frac{2}{3}$ majority to pass)**

After tabling a topic, formal debate on that topic will be disregarded, and the committee may return to the Primary Speaker’s list.

## **11. Close debate/enter voting procedure**

Once delegates enter voting procedure, all delegates will begin voting on all draft resolutions or directives. The committee will no longer entertain formal debate after this motion passes. You can also enter voting procedure, meaning debating is over.



# Specialized Agency

## **12. Division of the question**

A delegate may create two (or more) separate draft resolutions by requesting to separate one (or multiple) clauses from the initial draft resolution during voting procedure. This motion must be voted on beforehand, followed by a vote on the draft resolutions.

## **13. Vote by roll call**

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## **15. Recess**

Used to suspend debate/committee until the next session.

## **16. Adjournment**

Used to adjourn the committee (at the end of the conference).

## **17. Open Debate**

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# Specialized Agency

## Points

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### 1. Point of Order

Used when either the chair or another delegate has made a procedural mistake. Used for a correction or pointing out the mistake of an individual inside the committee. The Chair can reprimand this point.

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Used to ask questions on procedural manners. If any doubt is evoked due to a new type of motion or the wording of a motion, this point can be called. If something said is unknown to you and you are clueless on what to do you call this point.

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Used to correct any conditions that affect a delegate's wellbeing and performance. For example, to open/close a window, to go to the bathroom, to augment the font size of the project document, to request the speaker to speak louder, etc. This is the only point that can be used during a delegate's speech.

### 4. Right of Reply

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# Specialized Agency

## Yield

Can be called when it is your turn to speak, usually during a moderated caucus or a round robin

A delegate may yield the rest of their speaking time to

1- the chair

2- another delegate

3- to questions

A delegate can yield their time at any point during their speech

## Amendments

Can be called after someone has presented a directive/draft resolution

### 1. Friendly amendments

When the author of an amendment presents it as a friendly amendment and all the sponsors agree to it, it directly becomes part of the draft resolution/directives.

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When an amendment is presented by the author as an unfriendly one, it is to be debated by the author and one sponsor and then voted on by the committee. If accepted, it becomes part of the draft resolution/directives.



# Specialized Agency

## Formatting and Structure: Position Paper

### Paragraph 1: Topic and Stance

Describe what you feel are the most pressing and pertinent aspects of the issue in your first paragraph. Try including some facts that you could use in debate or to support a point as well (e.g., previous UN actions, successes and failures, history etc.).

### Paragraph 2: Country or Character's Position

The second paragraph should be used to describe what your nation or character will argue in committee, as well as the reasons that explain why the aspects that you described in the previous paragraph are so important to your country or position. Ask yourself, what unique aspects of your nation or character relate to the issue at hand? How has your country or character reacted to such issues in the past?

### Paragraph 3: Proposed Solutions

Your third and last paragraph should contain ideas for potential solutions to the many problems you have described in your position paper so far, as well as courses of action that you believe should be included in a resolution or a directive.

**Length:** 1-1½ pages (line spacing 1.5, around 700 words)

**Font:** Times New Roman, Arial or Calibri

**Font Size:** Size 11 or 12

**Works Cited:** MLA format

**File Name:** "Committee\_Country.pdf" (as PDF)

**Header:** Aligned left, following the following format:

Committee Name

Country/Character

Your Name

Your Delegation



# Specialized Agency

## Sample Position Paper

Delegation: Arab Republic of Egypt

Delegate: John Doe

Committee: Economic and Social Commission for Asia and the Pacific

Topic: China's Belt and Road Initiative

The Arab Republic of Egypt recognizes the importance of addressing the economic and social repercussions of China's Belt and Road Initiative as it is the United Nations Economic and Social Commission for Asia and the Pacific's (UNESCAP) responsibility to "make or initiate studies and reports concerning international economic, social, cultural, educational, health, and related matters"[1] and "make recommendations for the purpose of promoting respect for, and observance of, human rights and fundamental freedoms for all" [2]. In recent years, the COVID-19 pandemic has increased income inequalities and reduced financial stability around the world, with many countries' debt-to-GDP ratios reaching all-time highs in 2022[3]. As different States work towards economic recovery – and potentially use China's Belt and Road Initiative (BRI) to do so – they walk a fine line between promoting financial growth by establishing multilateral trade agreements with powerful nations to establish essential infrastructure projects and falling prey to debt diplomacy tactics that would threaten their political autonomy. China is often the largest investor in overseas projects associated with the BRI, and its economic presence should be maximized to increase financial development; however, such a presence should not impede on each State's national integrity either. Therefore, it is crucial that the ESCAP fosters a sustainable economic environment between its member States and consider both long and short-term approaches to issues regarding the weaponization of debt, military presence and territorial claims.

In 2023, Egypt reported a debt-to-GDP ratio of 85.58%[4], well beyond the internationally accepted standard for debt sustainability. Therefore, it acknowledges the importance of building healthy economic partnerships and projects without encouraging the political leveraging of such practices. As a country with strong ties to the Maritime Silk Road due to its ownership of the Suez Canal, Egypt favors the BRI's growing role in the global trading system[5] and among the Arab League states. In fact, Egypt is committed to upholding the programs outlined in its 2030 Vision of Sustainable Development Strategy – which include promoting trade and economic cooperation, stimulating economic growth and industrialization, and increasing communication among peoples by promoting cultural exchange[6] – and carrying out in good faith the plan presented in the Declaration of Action on China-Arab States Cooperation under the Belt and Road Initiative[7]. While Egypt is not a member State of the ESCAP, it recommends that the Commission analyze the economic potential and cooperation opportunities offered by the BRI as neutrally and comprehensively as possible, bearing in mind that internal political disputes should not overshadow the BRI's critical economic mission. For instance, the cases of regional instability in Xinjiang and Taiwan should be handled internally, which Egypt believes is being done appropriately[8], or with the help of a third neutral party, similar to how Egypt has acted as a mediator in the Israeli-Palestinian conflicts.

The delegation of Egypt sees multiple ways to address the issues at hand within the framework created by the ESCAP. It insists that the Commission's subcommittees focusing on Macroeconomic Policy and Poverty Reduction and Financing for Development should encourage countries to create multilateral treaties that solidify the BRI as a purely financial project. The embedding of anti-corruption and transparency provisions in bilateral trade agreements would also promote economic sustainability in participating states. That way, the cash flow required for major infrastructure projects can be more easily overseen by international organs such as the ESCAP and the Arab League. Moving forward, ESCAP States may also want to increase their environmentally sustainable economy programs within BRI projects (e.g., investing in electric transportation methods, green bonds, green loans, etc.)[9] and strengthen communication channels with non-member States that are involved in the modern Silk Road. While ESCAP must play a role in protecting human rights and civil liberties amidst rapid economic development, Egypt believes that it is essential for international bodies to respect every States' own sovereignty and give them the freedom to respond to their internal sources of social instability based on their customs and policies; as such, ESCAP can help maintain each State's political autonomy.

Credits to Sabrina Du ( Secretary General 2022-2023)



# Specialized Agency

## Sample Draft Resolution

Committee: Economic and Social Commission for Asia and the Pacific

Topic: China's Belt Road Initiative

Sponsors: Bangladesh, China, Egypt

Signatories: New Zealand, Myanmar, Pakistan, Philippines, Solomon Islands, Tajikistan, Turkmenistan,

The Economic and Social Commission for Asia and the Pacific,

Taking into consideration the economic growth of Southeast Asia since 2013 because of the Belt Road Initiative,

Recognizing the sovereignty and autonomy of all participating nations as lined out in Article 2 of the UN Charter,

Guided by the Paris Accords, the 2030 Sustainable Development Agenda and the Charter of the United Nations,

1. Endorses the adoption of The Jakarta Pact, a code of conduct addressing the possible militarization of areas in dispute, to prevent the escalation of great power competition and possible violations of human rights, in the following manner:

- a. Inviting member states of the ESCAP into an annual meeting to discuss the status of contested areas;
- b. A code of conduct would be presented and discussed within the meeting, encouraging states to not militarise the contested area, nor the nearby areas, to prevent the countries involved in the contestation to perceive it as a threat to their sovereignty;

2. Encourages Agreement Repudiating Territorial States Kindling Harm (ARTSAKH) which:

- a. Urges increased understanding of implications of lending to countries engaged in invasion of disputed territory;
- b. Proposes neighbour states of debtors be informed of proposed loan agreements and allowed to comment on implications in disputed land;

3. Recommends cooperation with NGOs, international organisations, and nonprofits to foster environmental sustainability:

- a. Encourages a partnership with the United Nations Environmental Programme (UNEP) to provide a framework for environmental sustainability;
- b. Strongly encourages working with NGOs such as Greenpeace to gain a better understanding of environmental concerns within each country;
- c. Suggests partnering with nonprofits and other organisations within each country when structuring development projects to facilitate a proper response to environmental concerns;

Credits to Sabrina Du ( Secretary General 2022-2023) and her ESCAP Bloc B members





# Specialized Agency

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## Good to know information for SA

### 1. Present VS Present and Voting

During roll call, delegates must state whether they are present or presenting and voting. If a delegate states that they are present, they have the right to vote for, against or abstain a motion. If a delegate states that they are present and voting, they only have the right to vote for or against a motion. (Those do not apply for procedural votes)

### 2. Working Paper VS Draft Resolution VS Resolution

A working paper presents the ideas of a bloc with informal formatting . A draft resolution presents the idea of a bloc with formal formatting : sponsors, signatories, preambulatory and operative clauses. A draft resolution becomes a resolution once it has been presented, voted on and passed with a majority vote.

### 3. Sponsor VS Signatory

Sponsors are the principal authors of a draft resolution/directive while signatories are delegates who may or may not agree with the substance of the paper, but want to see it debated.

### 5. Majority

To pass a motion, draft resolution, public directive, etc., votes held in committee will require a default majority of 50%+1 (unless otherwise specified by your dais).

### 6. Personal Pronouns

In committee, it is preferable to stay away from personal pronouns such as “I”. Instead, opt for “the delegation of X” or the “delegate of X”.



# Crisis Committee

## Roll Call

Typically done immediately at the beginning of every committee session, before even taking any motions. The chair takes the presence of each country/character to determine if they are present or present and voting, with no response assuming an absence.

Ex: “The Chair will now be taking roll call. The Tooth Fairy!. (Expected response) Santa Claus!. (Expected response)... etc.

## Set the agenda

Motion to set the agenda is a procedural vote meaning that all delegates are required to vote on the motions presented despite having advocated as present or present and voting during roll call. If a committee has only one topic, the agenda is already set and this step is not required. When making such a motion, a delegate might proceed as such, “ motion to set the agenda to Topic X followed by Topic Y”. During the Primary Speakers’ List, delegates have presented their goals and motives for the committee. It is recommended to pick the topic that best suits each delegate’s purpose in the committee and that permits an in depth flow of debate. (it is sometimes necessary to have two speakers for and two speakers against)

**Crisis Updates:**The crisis team will barge into your committee room and set up a situation in will you will you will discuss and try to resolve. You can discuss it in front room (with the people in your committee) or do something secretive (in your back room to a staffer)



# Crisis Committee

## Motions

Can be called when raising your placard

### 1. Moderated caucus

After the topic is decided, the committee will move into in-depth debates with moderated caucuses. When presenting a motion for a moderated caucus, a delegate must present a speaking time that is divisible and a specific topic:

Ex: *“Motion for a 9/45 moderated caucus on Twitter’s impact on Trump’s election”.*

The chair will decide if a motion is in order. After a set amount of motions (decided previously by the Chair) have been presented to the floor, delegates will be asked to vote on the motions in order of motions presented or from most destructive to the less destructive. After picking the motion, the delegate who presented it will have the option to speak first or last. Then, all delegates who wish to speak for the motion will be asked to raise their placards. The chair will choose who will be added to the Speakers’ List.

### 2. Unmoderated caucus

An unmoderated caucus is an informal debate where all delegates will be allowed to move around the room and to speak with who they please for the granted time. A motion for this would look as follows, “ motion for a \_\_\_

minute unmoderated caucus (or unmod for short) ”. The time permitted is at the discretion of the Chair. If an extension of the unmoderated caucus is necessary, it must be shorter (time) than the initial motion. A Gentlemen’s unmod is an unmod seated



# Crisis Committee

## 3. Extension

An extension for a moderated or unmoderated caucuses is permitted once per motion and must be shorter in time than the original motion. If a “motion for 6/30 moderated caucus on the topic of women’s rights’ was presented and debated, an acceptable extension would be, “ an extension of 3 minutes on the previous topic”.

## 4. Round Robin

A round robin is another version of the moderated caucus where all the delegates are required to speak on an issue. It is done in order of chairs around the room. Round robins are useful at the beginning of debates to understand each delegate’s position. Such a motion is proposed by saying, “ a motion for a \_ second round robin about...”. The time suggested refers to each delegate’s speaking time and is usually less than a minute.

## 5. Question and answer period

After having motioned for the order of draft resolution presentations, a motion for the time of presentation and Q&A is in order: “ motion for a 5 minutes presentation followed by a 3 minute Q&A”. The question and answer period permits the committee to present any grievance they might have with the paper of the presenting bloc.

## 6. Question the competence of the body ( $\frac{2}{3}$ majority and speakers for and against)

If a delegate believes that the committee does not have the power to enact the proposed measures, they may request to remove parts of or the entirety of a draft resolution.



# Crisis Committee

## **7. Introduction of draft resolutions/directives**

To motion for a draft resolutions/directives, a delegate must present the order in which the papers should be presented: “ motion to present the draft resolution in the order of paper X, Y and Z”. The speaking time for presentation and Q&A will be decided afterwards.

## **8. Change default speaking time**

The default speaking time is 45s, but it may be changed once the committee passes this motion.

## **9. Censure (2/3 majority and speakers for and against)**

If a delegate is disrespectful and/or openly disregards their country’s foreign policy, they may be censured. Censure length will be at the Dais’ discretion.

## **10. Tabling of a topic (2/3 majority to pass)**

After tabling a topic, formal debate on that topic will be disregarded, and the committee may return to the Primary Speaker’s list.

## **11. Close debate/enter voting procedure**

Once delegates enter voting procedure, all delegates will begin voting on all draft resolutions or directives. The committee will no longer entertain formal debate after this motion passes. You can also enter voting procedure, meaning debating is over.



# Crisis Committee

## 12. Division of the question

A delegate may create two (or more) separate draft resolutions by requesting to separate one (or multiple) clauses from the initial draft resolution during voting procedure. This motion must be voted on beforehand, followed by a vote on the draft resolutions.

## 13. Vote by roll call

A motion to vote by roll call will require the Chair to name the delegate one by one (by country or character) and for each delegate to present their intention (for or against). It is done by simply saying, “motion to vote by roll call”.

## 14. Vote by acclamation

If a delegate wishes to bypass the default placard procedure, they may request to vote by acclamation. However, the vote will automatically be held by roll call if a single person votes against the motion to vote by acclamation.

## 15. Recess

Used to suspend debate/committee until the next session.

## 16. Adjournment

Used to adjourn the committee (at the end of the conference).

## 17. Open Debate

At the beginning, to start debating



# Crisis Committee



## Points

Can be called by raising your placard

### 1. Point of Order

Used when either the chair or another delegate has made a procedural mistake. Used for a correction or pointing out the mistake of an individual inside the committee. The Chair can reprimand this point.

### 2. Point of Parliamentary Inquiry

Used to ask questions on procedural manners. If any doubt is evoked due to a new type of motion or the wording of a motion, this point can be called. If something said is unknown to you and you are clueless on what to do you call this point.

### 3. Point of Personal Privilege

Used to correct any conditions that affect a delegate's wellbeing and performance. For example, to open/close a window, to go to the bathroom, to augment the font size of the project document, to request the speaker to speak louder, etc. This is the only point that can be used during a delegate's speech.

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Used when a delegate insults or discredits you, as an individual. If a right of reply is granted by the chair, the delegate may respond to the insult directly. (Disclaimer: disagreeing with a delegate's point doesn't qualify a right of reply, it must be a personal attack on the integrity of the delegate.)

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# Crisis Committee

## Directives

These are mini-resolutions that address an immediate issue that is in the committee room on which the majority of the members want to take action. These should not be as long or as complicated as resolutions. In fact, the best directives are comprised of only short, operative-phrase-like clauses. Directives must be submitted to the chair and then passed by a majority vote. Directives can take the form of a simple directive, a press release or a request for information. Press releases are used to impact the committee by revealing information to the public, perhaps in an effort to calm them in times of crisis. Directives work to take specific, collective actions. Request for information are passed in order to have a speaker enter the room to present more information on a specific problem linked to the crisis at hand. For example, the committee could pass a request for information directive that asks for a doctor to elaborate on the transmission mechanism and vectors of a disease. Directives are usually given pithy names using puns or a play-on-words so that they can easily be remembered, rather than being known as Directive A-1.

### Example of a directive

Orders for NATO Allied Command:

- Destroy all Russian spy satellites using ICBMs from France, the United States and United Kingdom;
- Increase troop numbers, and place them on high-alert in Estonia, Latvia, and Lithuania. etc.

--OR--

The Ad-Hoc committee sends a press release that states:

- The disease outbreak in France is not linked to bioterrorism or a weaponized biological weapon;
- This committee is working to stop the spread of the contagion. etc.



# Crisis Committee

## Crisis Notes

Crisis notes are the main line of communication between the crisis room, the people who write the crisis updates, and individual delegates. Crisis notes can be simple questions regarding information about the crisis update, information regarding the resources or abilities you have, or information about some other subject. However, crisis notes are more importantly used to take actions. Unlike directives, which are passed by committees and therefore public knowledge, crisis notes are secret, unless you choose to tell another delegate about what you wrote. The success of an action formulated in a crisis note depends on how well it is written. Crisis notes should be folded up, have “crisis note” written on the back and handed to the dais so they can be picked up and sent to the crisis room. Crisis notes should cover what action a delegate wants to take, when it should be taken, why it is being taken, and how it should be taken. Notes can be addressed just to the crisis room; or if a specific character has been introduced or given an update (such as a reporter, scientist, or business person) then you can address a note to this person, provided that they could realistically accomplish the action that is laid out. You should be VERY specific as leaving details ambiguous could cause the action to fail, to be completed incorrectly, or worse, the action be leaked to other delegates. Many actions may require a series of notes back-and-forth to the crisis room to be effective. Writing notes is very helpful to the crisis room as it gives them materials to work with. However, make it clear that your actions are important so as to not waste their time.

### Typical Response Note

The crisis room will work to quickly respond to each note, whether it is a question for more information or details, a note simply stating your plans were enacted, or a note detailing the consequences of your actions. There are an infinite number of potential responses that could arrive: the plan could be accepted and be successful, it could be rejected, or it could be accepted but have unexpected consequences.



# Crisis Committee

## Example of a Crisis Note

To Crisis Room so it is only sent secretly and not to everyone:

- I am Gary Peters, the Senator of Michigan, and I would like to immediately start a congressional investigation into the Enbridge Line 5 Pipeline between the Lower and Upper Peninsula because Enbridge is at serious risk to cause an oil spill in the Straits of Mackinaw, potentially endangering hundreds of miles of pristine Great Lakes coast, and because Governor Rick Snyder has refused to force Enbridge to replace the pipeline, despite earlier Oil spills that seriously damaged the Kalamazoo River. I believe that Governor Snyder is in violation of several laws and must be held accountable before his inaction causes a crisis that will affect the Great Lakes States and Canada.

--OR--

- To Amy Duckworth, Special Reporter for the Warsaw Daily, I, the delegate from Poland, would like you to leak an intelligence brief that determined that the Russians were responsible for the recent hack of our nuclear power plant because I believe that the Russians are the only country with motive and ability to attack our infrastructure. Moreover, I want to leak this intelligence report from the Polish government so as to force my allies to take actions against Russia, this is in line with my government policy under the current government, which is quite anti-Russian.

### Outline of a Crisis Note

- I wish to do A at (time) because of B, C and D, so that I can accomplish E

### When should I use a directive and when should I use a note?

- You should use a directive for an action which requires the cooperation of many delegates and that you want to be public knowledge. Whereas, if you wish to keep your actions secret you should use a note instead.



[https://www.metrodetroitmun.org/uploads/7/6/4/9/76499755/crisis\\_explanation.docx.pdf](https://www.metrodetroitmun.org/uploads/7/6/4/9/76499755/crisis_explanation.docx.pdf)

# Crisis Committee

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### 2. Public Directive VS Resolutions VS Personal Directives/Crisis Notes

Crisis committee delegates work on public directives instead of draft resolutions (which are used in Specialized Agencies and General Assemblies). Directives are delegates' main tools to affect what goes on in committee; they can be either public or private. Public directives are shorter and less formal than draft resolutions. Personal/private directives are known as "crisis notes" that are written to someone in the crisis staffers team (the "backroom"). In the backroom, different tasks will be executed without other committee members' knowledge.

### 3. Sponsor VS Signatory

Sponsors are the principal authors of a directive while signatories are delegates who may or may not agree with the substance of the paper, but want to see it debated.

### 5. Majority

To pass a motion, draft resolution, public directive, etc., votes held in committee will require a default majority of 50%+1 (unless otherwise specified by your dais).

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