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GWCI A XXVIII: December 2nd
Introduction:

Esteemed delegates,

Welcome to GWCLA XVIII! As you prepare to develop your ideas, diplomacy skills, and creativity throughout the conference this fall, it is important to keep in mind how parliamentary procedure operates as well as the general flow of the committee. Below, you will find a guide to help navigate through basic committee procedure and rules. This guide is intended for delegates of all levels and strengths who will be participating in our four different committees this conference.

Some important things to note:

1) This is a tech free conference. While online research beforehand is strongly encouraged, we want to make sure that every student has equal access to research ability during the conference, and as we cannot provide every student with a laptop, we instead use a classic paper and pen method. Because of this, we encourage printing out background guides and any other pieces of research (position papers, etc) before the conference in order to be able to access them during committee sessions. All resolutions and directives will be handwritten by delegates, so we encourage bringing paper and pens with you, but we will also supply these for all students.

2) We expect a professional dress code, so please come prepared in business professional clothing that would be just as appropriate for the real United Nations
as for GWCIA. By looking the part, we hope students will treat this conference with the professionalism it deserves.

3) Position papers are optional. If you do choose to write a position paper beforehand, that’s fantastic! Position papers are a great way to get to know your country/character in more depth before the conference starts. If you do write a position paper, please email it to your chair before the conference, so they are able to give you feedback before the conference starts.

We look forward to watching your enthusiasm shine throughout the conference this fall as you develop into the next generation of leaders. Best of luck delegates, raise high!

Nicolas Camargo Guerrero
Chief of Staff
GWCIA XVIII
Parliamentary Procedure (Parli Pro):

❖ **Present:** When the chair of the given committee takes attendance at the beginning of each committee session, they will ask if the delegation is ‘present’ or ‘present and voting’ if you wish to be marked ‘present’ you will respond by raising your placard and saying ‘present’. Being marked ‘present’ means that the delegation represented is present, but may abstain from voting on a draft resolution

❖ **Present and Voting:** When the chair of the given committee takes attendance at the beginning of each committee session, they will ask if the delegation is ‘present’ or ‘present and voting’ if you wish to be marked ‘present and voting’ you will respond by raising your placard and saying “Present and voting”. Present and Voting means that the delegation represented is present, and may NOT abstain from voting on a draft resolution; they must vote either for or against the respective resolutions.

❖ **Motion:** A delegate can ‘motion’ for a mechanism of parliamentary procedure to take place (i.e, 9:45 moderated caucus (meaning nine minutes, 45 second speaking time), 15 minute unmoderated caucus, open the speakers list, suspend debate, present working papers in the order they were submitted, etc.)

❖ **Point:** In the same manner a delegate may make a ‘motion’ a delegate may raise a ‘point’ when the chair conveys they may be taking any points or motions. A point is primarily used to ask a question or request an accommodation. A delegate should specify the point they intend to make by either stating “point of inquiry,” “point of personal privilege,” or “point of order”
➢ “Point of Inquiry” is used when a delegate is unclear about an aspect of parliamentary procedure

➢ “Point of Personal Privilege” is used when a delegate requires a personal accommodation, such as exiting committee.

➢ “Point of Order” is used when a delegate wishes to bring attention to improper parliamentary procedure.

❖ **Clause:** A clause is the proposal written in the working paper or draft resolution that specifies a solution, proposal, framework, or other relevant implementation the delegate wishes to include in the working paper. An example of clause formatting can be seen below:

1. Mechanism word (establishes, suggests, urges etc.) the utilization of XYZ program
   a. One way for this proposal to work
   b. Another way for this proposal to work
      i. Specifics that apply to sub clause b
      ii. Specifics that apply to sub clause b

❖ **Sponsors:** Sponsors are delegates who author the working paper and/or draft resolution.

❖ **Signatories:** Signatories are delegates who did not sponsor the working paper or draft resolution, but would like to see it presented and debated on the floor.
International Committees:

Esteemed delegates,

Welcome to GW CIA XVIII! To help you prepare for the conference and for you to have the best possible MUN experience, I will give you an overview of what to expect in committee. This guide is intended for delegates of all levels and strengths who will be participating in a General Assembly committee under International Bodies this fall. Best of luck delegates, raise high!

Molly Sherman
USG International Bodies
GW CIA XVIII
Msherman24@gwmail.gwu.edu

GENERAL OUTLINE OF COMMITTEE:

❖ At the beginning of each committee session, the chair will take attendance wherein delegates who are present will reply if they are ‘present’ or ‘present and voting.’

❖ Each committee will start with the General Speaker’s List, which is the delegates’ opportunity to share their delegation’s stance on the topic.

➢ Later on in the round, if no motions pass, the committee will return to the General Speaker’s List by default
Moderated Caucuses are structured debates about a certain topic

➢ When making a motion for a moderated caucus, you must include the speaking time of each speaker (e.g. 45 seconds) and the topic speeches should be about

➢ Example of a motion for a moderated caucus:

■ “Motion for a 6 minute moderated caucus with a 30 second speaking time on the topic of internet accessibility in rural areas”

Unmoderated Caucuses are unstructured debates where delegates are allowed to walk around and talk to other delegates

➢ When making a motion for an unmoderated caucus, delegates simply state the time duration (e.g. 20 minutes)

➢ Example of a motion for an unmoderated caucus:

■ “Motion for a 15 minute unmoderated caucus”

Delegates may motion for a moderated or unmoderated caucus at chair’s discretion when they ask if there are any points or motions on the floor at the given time

Working papers are documents that contain ideas about potential solutions to the problem at hand in committee

➢ Working papers are collaborative and require that delegates form allies or blocs

➢ The time and number of working papers that will be accepted is up to the chair’s discretion
➢ There is no specific format and it is not necessary for an idea to be included in a working paper to later be added to a draft resolution

❖ Resolutions are formatted documents that outline the actions the committee will take to solve the problem

➢ The “Questions to Consider” section of the committee background guide will provide guidance on what the resolution must include
➢ Resolutions will have a certain number of co-sponsors and signatories that will be determined and announced by the chair
➢ The time and number of resolutions that will be accepted is up to the chair’s discretion
➢ Resolutions will be presented by the bloc followed by a Q&A session where the committee may ask questions about the resolution
➢ The amount of delegations allowed on presentation and Q&A will be up to the chair’s discretion
➢ Multiple resolutions may pass

DOUBLE DELEGATE COMMITTEES:

❖ The Parliamentary Procedure listed above still applies in full to double delegate committees

➢ In terms of voting procedure, each delegation may only cast ONE vote when voting procedure is taking place (i.e the delegation of the United States has one vote, even when two delegates are representing said delegation)
Double delegate committees will also start with a speaker’s list until another motion passes, and will be as default if no other motions on the floor have passed.

When the chair of the double delegate committee states that it is appropriate, one delegate from each delegation may move to out-room to write working papers/draft resolutions

➢ The delegate out-room may work on working papers/draft resolutions as well as working with other delegates the same way they would during an unmoderated caucus

➢ During this time, one delegate from each delegation must stay in-room to give speeches and listen to those of other delegates

➢ Delegates may switch between in-room and out-room as much or as little as they please; however it is recommended that delegates attempt to have an even presence in each room

During unmoderated caucuses, both delegates from each delegation have permission to work in out-room on working papers/draft resolutions

➢ Unless there is an unmoderated caucus is in order, only ONE delegate from each delegation is permitted to be out-room at a time

During Author’s panel (presentation and Q&A session), both delegates must remain in-room to view the author’s panel of each working paper/draft resolution

➢ Similar to the conditions of voting procedure, only ONE delegate from each delegation may represent their delegation on Author’s panel (i.e the delegation of the
United States will be represented by ONE delegate if they acquire a position on Author’s panel, whether that be on presentation or Q&A)

❖ Author’s Panel: The Author’s panel is the panel that will be presenting and answering questions to each working paper and draft resolution. The amount of time delegates have to present/answer questions as well as the number of delegates allowed per author’s panel is up to chair’s discretion

❖ Working Paper: A working paper is a document formed by multiple delegates in the committee working together to propose solutions to the conflicts and problems that have been stated in the background guide. The length and format of the working paper, as well as the number of sponsors and signatories of the paper, is up to chair’s discretion; this working paper will be presented to the rest of committee and then the floor will open to a question and answer session. The amount of time allotted to those on author’s panel as well as the number of delegates allowed on author’s panel is also up to the chair's discretion

❖ Draft Resolution: A draft resolution is a combination of multiple working papers that forms a document which addresses the conflicts and problems that have been stated in the background guide. The length and format of the draft resolution, as well as the number of sponsors and signatories of the resolution is up to chair’s discretion; this resolution paper will be presented to the rest of committee and then the floor will open to a question and answer session. The amount of time allotted to those on author’s panel as well as the number of delegates allowed on author’s panel is also up to the chair's discretion

❖ In-Room: In-room delegates remain inside the respective committee room to participate in
moderated caucuses (this only applies to double delegate committees)

❖ Out-Room: Out-room is the space outside of committee room that delegates may use to write on working papers and draft resolutions as well as collaborate with other delegates (this only applies to double delegate committees)

➢ Please note: unless there is an unmoderated caucus in order, only ONE delegate from each delegation is allowed to be out-room at a time

➢ All delegates must remain in-room during Author’s panel presentations

➢ Delegates may switch between in-room and out-room as much or as little as they please; however it is recommended that delegates attempt to have an even presence in each room
Regional Committees:

Hello delegates!

My name is Mia Erlichman and I am your USG for Regional Bodies this year! I am so excited to welcome each and every one of you to this year’s conference and cannot wait to see what you all have in store. Hopefully, this delegate handbook will further help you understand what your role as a delegate in a regional body committee is and help you further understand the inner workings of how to be the best delegate. Good luck, and see you all soon!

Best,

Mia Erlichman

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Think GA, but smaller and more specialized.

Regional bodies are essentially going to be run the exact same way as a General Assembly (International) would be run, they are just slightly smaller, and the topics are a bit more niche. I recommend also reading the International Committee section of this handbook to get a good idea of the intricacies of debate. With a GA, for example, you could be placed in the World Health Organization and be debating topics like mental health and vaccine access. The topics are broader, and the committees are larger and take place in the current time. However, with a regional body, an example of a committee would include the Formation of the UAR
(1958), given characters specific to a region and are debating in a specific time period as well. In our conference, these time periods vary from Brexit back in 2016, all the way to 2050. It’s important to read your background guide to understand the time period, and make sure your actions in committee would make sense for the time.

**Flow of Debate**

Overall, it is going to be run pretty much exactly the same as a GA would, following the same parliamentary procedure.

1. *Open Debate*: one delegate will motion to open debate, which basically means that debate is officially open and conversation can begin amongst delegates.

2. *Speakers List*: one delegate will motion to open the speaker’s list, they will set a specific time, for example, “motion to open the speakers list with a 1 minute speaking time.” At this point in time, delegates can raise their placard for the opportunity to speak and address opening concerns.

3. *Moderated Caucuses*: think about formal debate. Delegates can motion for a variety of different moderated caucuses, and each one will discuss a specific topic. So say you are in the Constitutional Convention in 2050 and the committee topic is to work on writing a new constitution. One delegate may motion for “motion for a 9-minute moderated caucus, with a 45-second speaking time on the topic of ideas to incorporate into the new Constitution.” If this motion passes, meaning delegates voted for this motion, other
delegates will have the opportunity to raise their placard and speak if they wish. Other common moderated caucus times are 10/1 (10 minutes with 1 minute speaking time), 12/45, and 6/30.

4. *Unmoderated Caucuses*: think about informal debate. This is where delegates will have the opportunity to actually get up from their seats and socialize with other delegates to talk about their specific solutions and begin to ‘bloc build.’ This means that delegates should take this time to work with other delegates on a comprehensive and collaborative resolution paper. Unmods have to be motioned for and a motion would look something like: “motion for a 15-minute unmoderated caucus.” Other common times are 10 minutes and 25 minutes.

5. *Resolutions*: These are going to be, as mentioned previously, your comprehensive and collaborative papers that you and your fellow delegates will work on together. I emphasize together because you cannot write a paper alone, you must work with at least three other people, and probably more depending on your committee size. These papers will include all the solutions that your bloc has come up with together that you feel will best resolve the issue being discussed in the committee. Here is a link with further instructions on what a typical resolution paper may look like.

6. *Author's Panel*: Yay! You’re almost done! Now it’s time to present those papers! A few people from your group, depending on your chair’s decision, will go up and present the papers and answer questions that other delegates in the room may have about them.
7. **Voting**: Now that all the papers have been presented, it is time to vote. Depending on how many delegates are on your committee, will depend on how many people need to vote in favor of the paper for it to pass. If your paper gets enough votes, it will pass! Woohoo!

8. **Close debate**: “motion to close debate.” Once debate is closed, you’re all done!

**Basics You Need to Know** (to prepare and during committee)

**Present v. Present and Voting**
- If you are present, you do not have to vote when resolutions are being voted on, you may abstain. If you are present and voting, you have to vote either in favor or against when voting on resolutions. Regardless of if you are present or present and voting, you MUST vote during procedural matters.

**Research**
- Research is so important. Once you get your position, make sure to take at least a couple of hours to learn about your position and of course, read the background guide that is provided to you by your chair so you can be as prepared as possible.

**Position Papers**
- While they are not required at GWCIA, it’s always good to know what they are just in case. A position paper is usually going to be a one-page paper in which you discuss who you are, why you feel your position is important, a history of the issue your committee
will be discussing, and your specific solutions. Check out this link if you’re interested in learning more!

Gentleman’s Unmod

- SUPER uncommon, but essentially, all delegates will remain in their seats, but they may speak freely with other delegates and discuss issues at hand in an informal matter, but you MUST stay seated.

WBA (Western Business Attire)

- What to wear? WBA of course! Looks matter. You want to present yourself in a professional manner, so dress to impress. You are encouraged to wear suits, ties, dresses, and skirts, with dress shoes or heels. Dress in what you feel most comfortable in too, you’re going to be in committee for a good bit of time.

For more information on everything Model UN related that I may not have covered and you still have questions on, feel free to reach out or go here for more information.
Hello Delegates,

I am excited to welcome you all to this year’s GW CIA and to be your USG for Historical/Specialized Committees! These committees represent one of the more unique types of committees in the Model UN world, as they tend to fall in between the style of general assembly and crisis committees. Because these committees have elements from general assembly and crisis committees they can take many forms and may be different at each conference you attend. This often makes historical and specialized committees very exciting and lively, as you may not know exactly what to expect!

Best,

Maeve Hanrahan

maevehanrahan@gwu.edu

At GW CIA, our historical and specialized committees will have crisis elements such as periodic crisis updates to guide debate; however, there will not be any backroom elements (or crisis note writing). This means that each specialized committee will have a crisis director, who will come in and inform the committee of updates about events outside of the committee’s control. When delegates hear these updates, they will have the opportunity to ask the crisis director questions about the content of the update, and then will be expected to respond in the form of directives. Directives are short notes written by groups of delegates with action points to
address a particular situation at hand. Within a historical or specialized committee, delegates’ directives should seek to address what is being discussed in committee, but also the content of crisis updates.

GWCGA historical and specialized committees are mid-sized, so delegates can expect to be in committee with 25-45 students. Delegates will be representing a person, not a country; therefore, delegates should formulate their research on the aspects and opinions of the character they represent. This may be a fictionalized or real person, which allows for a unique experience within the process of representing them in committee. During the conference, delegates in the historical and specialized committee should try to follow the factual information they encounter during research while also adding in creativity and flair!
Crisis Committees:

Written by: USG of Crisis Committees- Emma Milchunes
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Crisis is a very unique type of Model UN committee due to the creativity and fast paced environment that it requires and creates. Rather than being a delegate of a country such as in a General Assembly (GA) committee, in crisis you work as a character–ranging from a leader of a country to a fictional character from a beloved book. Performance consists of working under the perspective and desires of your character. Committees can range from serious in nature (example: dealing with a war or conflict) but also fantastical (example: Spongebob Squarepants!), historical (example: undergoing the journey of the Titanic), and many more! The format of crisis, as you are about to be explained, creates almost infinite possibilities of how a committee could go thereby creating a memorable experience and valuable MUN skills!

What Does A Crisis Committee Look Like?

The setup of how a crisis committee works is broken up into two parts referred to as “front room” and “backroom.” Front room is the debate that occurs between delegates, conducted by the chair and vice chair– staffers from the university hosting the conference. In the backroom, you are able to create a storyline based on the topic of the committee and your character. You are able to write in the backroom due to the use of a “two pad system”. You will use your notepads to pass directives in the front room– an aspect to be discussed in the next
They will also be alternately used in backroom proceedings– an aspect also to be further explained in a future section.

**Front room**

When one thinks of Model UN, it is likely the front room that originally comes to mind. This where your fellow delegates and yourself will propose and discuss relevant issues to the committee in a parliamentary debate manner. The primary point of the front room is to create what is known in a crisis committee as a directive– in GA committees, there is something passed known as a resolution however this is not the same thing as a directive. Directives are brief and specific papers listing action in addressing a particular issue. Both the positives and negatives of directives are argued before being voted on if they will go into effect or not. Before any directives are passed, a chair will specify a directive cap as well as how many sponsors and signatories that a directive needs. Sponsors are the delegates who have primarily thought of and wrote the directive, while signatories are delegates who sign on to hear the topic be debated and give temporary support. Being a sponsor on a passed directive is a main goal in a crisis committee. At times, there will be too many directives created– this is why the chair sets a number known as a directive cap; the maximum number of directives that can be debated about. This develops the need for merging– which consists of negotiating with fellow delegates to combine multiple directives.

**Backroom**
The backroom is the opportunity for a delegate to carry out a story arc for their character. Through two different notepads, two sides of an arc are created— with one pad being worked on at a time, the other being reviewed by conference staff. Backroom notes are often formatted as a letter to a fictional person who would be relevant to your character carrying out their story. Notes are read and responded to by staff, giving you feedback on the direction of your story. The first note sent during committee is known as the manifesto— which states your plan for the conference and the tools/skill you have to complete your plan. This plan is also known as your arc! When planning the story, it is important to create small events and prepare for a climax— the interesting middle or end of your story.

**Crisis Updates**

The combination of directives passed in the front room and the arcs of delegates ongoing in the backroom creates what is known as a crisis update— the reason why this type of committee is called a crisis committee! The staff of backroom will create periodic ‘crises’ that consist of the events and stories created through ongoing arcs. In the front room, you will then have to debate on and pass directives on dealing with the update you just received. Through creating impactful and interesting stories with your character in the backroom, you could make an update and directly interfere with the debate of the committee. Having your story make a crisis update is one of the main goals of being a crisis delegate— and a fun one at that! Sometimes these updates will consist of a particular kind of update known as a “timed crisis”. Timed crisis is when your fellow delegates and yourself are given a limited but specified amount of time to respond to an urgent
issue. During this time no backroom notes occur and only this topic is discussed in the front room. Such pressure creates an environment to show off your quick-thinking and problem-solving skills. It is reasonable to expect at least one in a typical committee.

Any Questions?

If you ever require further information on crisis committees during the conference—never be afraid to ask your chair questions in order to better understand how the committee works. I would also recommending consulting sources such as the website “bestdelegate” which comprehensively explains Model UN and tips that can help you succeed! While GWCIA is a competition, it is primarily a learning experience as us here at George Washington University wish to set you up for a future of Model UN success. Good luck, you got this!