

ALMUN X

February 9th-11th, 2018



GUIDE TO ALMUN

THE TENTH ALABAMA MODEL UNITED NATIONS CONFERENCE
ALABAMA INTERNATIONAL RELATIONS CLUB

LETTER FROM THE DIRECTOR-GENERAL

Dear Delegates,

Welcome to Alabama Model United Nations! We are entering our tenth year as a conference, and we have worked hard to ensure that this is our most streamlined, organized, and fun conference to date.

Model United Nations means so much to us at the Alabama International Relations Club (AIRC). We recognize the immense value in using MUN to educate students in global politics, speech and debate, and how to work together towards a common goal.

We have composed this substantive guide to prepare students for the world of MUN, especially if ALMUN X is your first conference. We include an outline of staff positions and their roles, different committees and their structures, and so much more. We encourage you to take a look over this guide to enhance your preparation for a successful conference performance.

We look forward to seeing you in February!

Best,

Zachary Boros

Director-General, ALMUN X

Alabama International Relations Club

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SUBSTANTIVE STAFF

DIRECTOR-GENERAL (DG)

The Director General is in command of all substantive aspects of ALMUN, especially in regards to committees and how they are organized and executed. The DG also helps with the recruitment and management of all ALMUN Staff and is the authority on ALMUN Parliamentary Procedure. The DG helps to conduct feedback sessions and fills in for the SG whenever they are absent.

Zachary Boros (DG): almun.dg@gmail.com

UNDER-SECRETARY-GENERAL OF GENERAL ASSEMBLIES (USG-GA)

The Under-Secretary-General of General Assemblies will work with the DG to coordinate GA committee chairs before the conference and will be responsible for the committee Chairs and Co-chairs during the conference. This USG-GA will also be knowledgeable on all GA committee topics and will serve as a resource for delegates during the conference.

Christine Allen (USG-GA) & William McSwain (Assistant-USG-GA): almun.usg.ga@gmail.com

UNDER-SECRETARIES-GENERAL OF CRISIS COMMITTEES (USG-Crisis)

The USGs of Crisis Committees strategically plan and execute all aspects of the Crisis committees at ALMUN. They help select all Crisis Directors and Staff who then work together with the USGs to create committee topics and develop crisis arches and to construct background guides. USGs of Crisis also ensure that Crisis committees run smoothly during the conference and plan accordingly.

Clayton Lawing & Genna Yonge (USGs-Crisis): almun.usg.crisis@gmail.com

UNDER-SECRETARY-GENERAL OF PRESS CORPS (USG-Press)

The USG of Press Corps plans the Press corps Committee for delegates interested in the journalistic side of Model UN. The USG-Press works alongside the SG and DG to make the Press Corps committee as integrated with the rest of the committee as possible.

Mollie Boutwell (USG-Press): almun.usg.press@gmail.com

COMMITTEE STAFF

General Assembly Staff

CHAIR

The Chair's main responsibility is to facilitate debate during the conference by maintaining decorum within the committee room. This responsibility involves developing topics for debate for the committee prior to the conference, and being fully educated on those topics; ensuring that the committee stays within its scope of authority and the directive of the topic at hand during committee session; and understanding and implementing correct and proper Parliamentary Procedure within committee and respecting delegates.

CO-CHAIR(S)

The Co-Chair's main responsibility is to assist the Chair in facilitating debate during the conference. This requires an extensive understanding of and high level of comfort with parliamentary procedure. The Co-Chair's role in committee includes assisting in maintaining decorum and assisting delegates throughout session. To assist delegates, the Co-Chair will be well-versed in resolution-writing. The Co-Chair will also be responsible for helping the Chair with the development of committee topics and the creation of background guides.

SECRETARY

The Secretary assists the dais in keeping committee minutes, running the speaking clock, and managing notes passed by delegates. The page will also pass out important documents, such as printed copies of draft resolutions.

Crisis Staff

CRISIS DIRECTOR (CD)

The Crisis Director creates an idea for a crisis that is based on history, current events, or a fictional/hypothetical setting. The CD works with the Under-Secretary-General of Crisis Committees and a staff to create and develop a crisis tree that shows multiple courses of action to provide an interactive debate for delegates. The CD will not actually be in the room of debate, the committee room, nor will be the debate monitor. Instead they will be in the Crisis committee room, creating and implementing personal crises for individual delegates and pushing forth the committee as a whole.

ASSISTANT CRISIS DIRECTOR (ACD)

The Assistant Crisis Director (ACD) is the second-in-command in the Crisis room, and takes on the same role and duties as a Crisis Staffer, with the added responsibility of being the point person for the Crisis Director both prior to and during the conference.

CRISIS STAFFER

Crisis Staff spends the majority of their time during ALMUN inside the Crisis room creating and executing crises as committee progresses. They have creative authority and flexibility to

create crises and respond to delegates actions, but are working to further the vision and under the management of the Crisis Director. Crisis Staff will interact with delegates on an individual level, including speaking with delegates as they have questions for crisis, and through written communication when delegates attempt to take action via individual directives and the Crisis room. Crisis Staff gives crisis updates to the committee through role-playing during speeches, skits, and videos created by Crisis Staff and the Crisis Director. Crisis Staff will help set up all Crisis Updates by working together with the Co-Chair and the Crisis Director.

COURSE OF DEBATE: General Assembly

This section provides a brief summary of events that occur in General Assembly committees. Much of the information involving procedure can be found in the Rules and Procedures document on our website, so this section will reference those rules and terms as appropriate and serves to provide a concise summary of how the conference will unfold. Please refer to the Rules and Procedure document for specific details regarding terminology and rules for each section of the course of debate.

INTRODUCTION

At the beginning of the very first committee session, the Chair and rest of the dais will introduce themselves. At the beginning of each session, the dais will take a roll call for each member state represented in the committee. Please take care to be present for each roll call, as it will impact how the dais considers awards (with the exception of travel delays and illness).

TOPIC SELECTION

After the dais takes roll, the Chair will entertain points or motions; at this time, a delegate is encouraged to motion to open the **speaker's list**¹ to discuss topic selection.

INTRODUCTORY SPEECHES

After one of the topics are selected, delegates will make a speech introducing their position on the topic and some brief ideas. After introductory speeches, delegates may motion for a **moderated caucus**² to discuss specific subtopics and formulate more ideas about resolution ideas.

BLOC FORMATION

As more and more ideas and perspectives are introduced, delegates will begin to see with whom they agree and with whom one would like to work with. A delegate may motion for an **unmoderated caucus**³ to begin working with other delegates on a working paper.

At this point, the course of debate will alternate between moderated and unmoderated caucuses, as well as employ the speaker's list.

¹ The **speaker's list** is the default list of delegates wishing to speak. The list opens at the beginning of committee and must be formally closed via a 2/3 majority vote. If the list is exhausted, the committee moves into voting procedures, regardless of whether the committee is prepared to vote on a draft resolution.

² A **moderated caucus** or "**mod**" is an alternative to the speakers' list, in which delegates specify a scope of the topic to discuss, and must not stray from that scope until the moderated caucus elapses. No motions are accepted between speeches.

³ An **unmoderated caucus** or "**unmod**" is a period in which formal proceedings will be suspended to allow for delegates to discuss the topic at hand freely. Each motion must specify only the length.

WRITING WORKING PAPERS

Delegates, once in a **bloc**⁴, will write **working papers**⁵ employing the proper formatting and use of preambulatory and operative clauses. Once the working paper has enough sponsors and signatories, they may present it to the dais, which may accept it or instead suggest edits before accepting it.

RESOLUTION DEBATE

Once working papers are accepted by the dais as a **draft resolution**⁶, a delegate may motion to introduce draft resolutions. During this time, delegates may motion to read draft resolutions, motion for a **Q&A session**⁷, or motion for a moderated caucus to discuss draft resolutions. Delegates sponsoring a draft resolution will need to be able to understand and defend their paper.

CONSOLIDATION

Often, especially when a large number of draft resolutions exist in a committee, the Chair will request delegates to consolidate their papers and merge with other blocs. During unmoderated caucuses, blocs can work together to merge papers. Delegates may also submit amendments to consider adding to draft resolutions.

VOTING

Once draft resolutions have been consolidated to the Chair's liking, delegates may motion to enter voting procedure. During voting procedure, the doors are barred, and no one may enter or exit the committee. Voting procedure does not end until all draft resolutions have been brought to a vote.

After voting procedure, the course of debate begins again for the next topic.

This section is not a completely accurate description of the General Assembly process; often the flow of committee is determined either by the Chair or the progress of the delegates in their work on working papers/draft resolutions.

⁴ A **bloc** is a group of countries that work together based on a common purpose. Blocs can be formed based on geographic location, ideology, religion, etc.

⁵ A **working paper** consists of Preambulatory and Operative clauses that addresses the given topic at hand. This document is considered a "working paper" until it is submitted and accepted by the dais, in which it becomes known as a "draft resolution."

⁶ A **draft resolution** is the final submitted version of a working paper. After a working paper becomes a draft resolution, it can then be voted on.

⁷ A **Q&A Session** can be motioned for, in which sponsors of a draft resolution can take questions from fellow delegates.

RESOLUTIONS

A detailed description of rules regarding resolutions can be found in the previous section; however, here we will provide some preambulatory and operative clauses, followed by an sample resolution. [From the UNA-USA website; [link](#)]

Preambulatory Clauses:

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights past international action on the issue. Each clause begins with a present participle (called a preambulatory phrase) and ends with a comma. Preambulatory clauses can include:

- References to the UN Charter;
- Citations of past UN resolutions or treaties on the topic under discussion;
- Mentions of statements made by the Secretary-General or a relevant UN body or agency;
- Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- General statements on the topic, its significance and its impact.

Sample Preambulatory Phrases:

Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its	Noting with deep concern
Approving	appreciation	Nothing with satisfaction
Bearing in mind	Fulfilling	Noting further
Believing	Fully aware	Observing
Confident	Emphasizing	Reaffirming
Contemplating	Expecting	Realizing
Convinced	Expressing its	Recalling
Declaring	appreciation	Recognizing
Deeply concerned	Fulfilling	Referring
Deeply conscious	Fully aware	Seeking
Deeply convinced	Further deploring	Taking into consideration
Deeply Disturbed	Further recalling	Taking note
Deeply Regretting	Guided by	Viewing with appreciation
Desiring	Having adopted	Welcoming
Emphasizing	Having considered	
Expecting	Having examined	
Emphasizing	Having received	

Operative Clauses:

Operative clauses offer solutions to issues addressed earlier in a resolution through the perambulatory section. These clauses are action oriented and should include both an underlined verb at the beginning of your sentence followed by the proposed solution. Each clause should follow the following principles:

- Clause should be numbered;
- Each clause should support one another and continue to build your solution;
- Add details to your clauses in order to have a complete solution;
- Operative clauses are punctuated by a semicolon, with the exception of your last operative clause which should end with a period.

Sample Operative Phrases

Accepts	Expresses its appreciation	Further resolves
Affirms	Expresses its hope	Has resolved
Approves	Further invites	Notes
Authorizes	Deplores	Proclaims
Calls	Designates	Reaffirms
Calls upon	Draws the attention	Recommends
Condemns	Emphasizes	Regrets
Confirms	Encourages	Reminds
Congratulates	Endorses	Requests
Considers	Expresses its	Solemnly affirms
Declares accordingly	appreciation	Strongly condemns
Deplores	Expresses its hope	Supports
Designates	Further invites	Takes note of
Draws the attention	Further proclaims	Transmits
Emphasizes	Further reminds	Trusts
Encourages	Further recommends	
Endorses	Further requests	

SAMPLE RESOLUTION

[From the UNA-USA website ([link](#))]

Resolution GA/3/1.1

General Assembly Third Committee

Sponsors: United States, Austria and Italy

Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon

Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,

Reminding all nations of the celebration of the 50th anniversary of the Universal Declaration of Human Rights, which recognizes the inherent dignity, equality and inalienable rights of all global citizens,

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts;
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development.

COURSE OF DEBATE: Crisis

Crisis committees operate using much less formal parliamentary procedure and use less formal resolutions called directives in order to allow for more fluid debate in response to impending crises from the Crisis Staff. This section provides a brief summary of events that occur in Crisis committees. Much of the information involving procedure is covered in the “Rules to Know” section, so this section will reference those rules and terms as appropriate and serves to provide a concise summary of how a Crisis committee will unfold over the course of the conference.

INTRODUCTION

At the beginning of the first committee session, the dais as well as the Crisis Director and their staff will introduce themselves to the committee and take any procedural questions. At the beginning of each session, the dais will take a roll call for each member state represented in the committee. Please take care to be present for each roll call, as it will impact how the dais considers awards (with the exception of travel delays and illness).

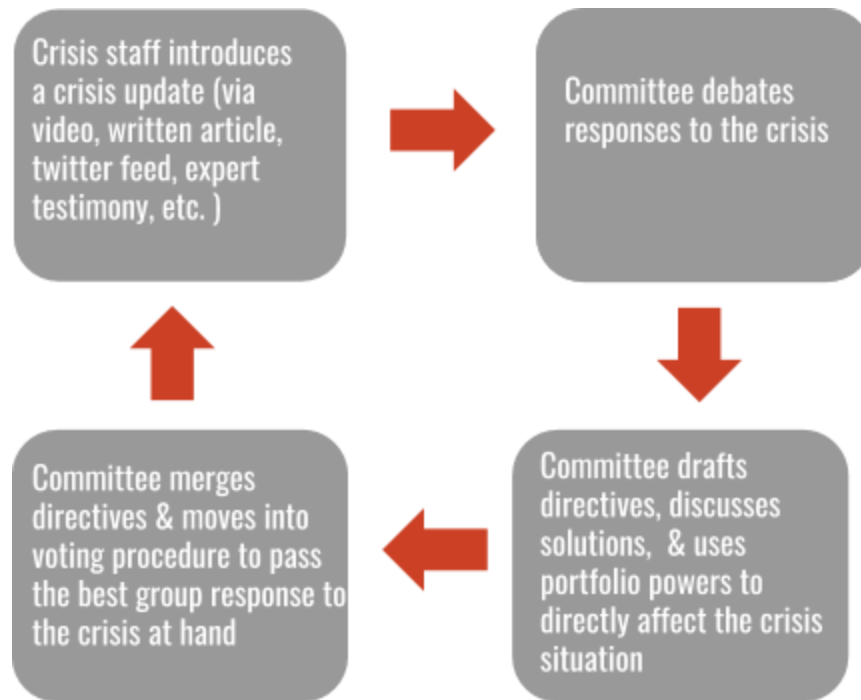
INTRODUCTORY SPEECHES

After the dais takes roll, the Chair will entertain points or motions; at this time, a delegate must first motion to open debate. Then delegates are encouraged to motion for a round robin of 1 minute speaking time to allow for introduction speeches. During this time, each delegate will give a speech that typically casts their overarching vision for committee, sets goals, and introduces their character to the committee and dais. These speeches are an opportunity for delegates to demonstrate their knowledge of the topic, convey their speaking ability, and to establish their leadership presence to the committee.

CRISIS UPDATES

The Crisis Staff conveys new information relevant to the committee via crisis updates. These may take place in the form of videos, written newspaper articles or press releases distributed to the committee to read, a twitter feed, or expert witness testimony given to the committee in person. While during some updates, the Crisis Staff will allow questions to be asked from the delegates, during other updates no questions will be allowed. Crisis updates are given in response to the individual actions taken by delegates using their portfolio powers, in response to the action taken by the committee as a whole, and also due to other circumstances happening in the “world” of the Crisis committee.

CYCLE OF AN ALMUN CRISIS COMMITTEE



DIRECTIVES

Directives are the primary means through which the committee takes action in a Crisis committee. A directive is a short handwritten document containing solely operative clauses where the committee is directing specific action on behalf of its collective authority as a body. They are less formal than the General Assembly equivalent of resolutions as they are intended to be a quick yet productive response to the crisis at hand from the committee. The Chairperson may decide to cap the number of directives they will accept to be introduced, at which time directives may have to be merged by the committee members. There must be $\frac{1}{3}$ quorum acting as signatories on the directive, which merely indicates they wish to hear the directive debated, not that they will necessarily vote for it pass. The Chairperson may set either a minimum or a limit on the total number of sponsors (who wrote the directive) or signatories for directives in order to limit the number handed in. An example directive can be found on the following page.

EXAMPLE:

Directive: Seoul Food

In light of the alarming humanitarian situation mounting in the Northern end of the country, the cabinet will:

- 1. Release emergency food stores to the Korean public, to be distributed by police forces over the next two weeks, to reduce rates of malnutrition and starvation from this conflict;*
- 2. Request assistance from the International Committee of the Red Cross is providing clean water to residents of Seoul, Incheon, Uijeongbu, and Ansan as needed;*
- 3. Establish emergency lodging centers in non-essential government buildings for individuals that have been displaced due to recent violence;*
- 4. Temporarily cease exports of agricultural products and order mandatory sale of all foods to the Ministry of Agriculture for 50% below market value to help mitigate the current food crisis.*

Through these steps, we hope to stem the humanitarian crisis in our country and regain the trust of the public.

Sponsors: Minister of Commerce, Minister of Culture, Minister of Foreign Affairs

“How to Write a Crisis Directive” *Best Delegate*. 2016. Web. Dec. 26. 2016.

<http://bestdelegate.com/how-to-write-a-crisis-directive/>

CRISIS NOTES

A Crisis Note is the means through which an individual in a Crisis committee can take action using their portfolio powers. Crisis notes are used by individuals to affect the ongoing crisis situations in the committee as they arise and even to create new crises that affect the committee direction as a whole, or to increase one's leverage in the committee room. Crisis notes are the best opportunity for delegates to demonstrate their creativity as well as utilize the knowledge they obtained during their research to create effective crisis arcs over the course of the conference. Crisis notes can be written in a variety of creative forms; including in a “personal directive” format or a letter to another individual. Crisis notes are responded to using the “notepad system” at ALMUN by Crisis Staff, where all crisis notes will be written on two alternating notepads passed back and forth between the Crisis room and committee room. Delegates should be extremely cautious to only use the powers within their character's personal portfolio, which they know through the Background Guide and the Dossier they will receive in the first committee session. For instance, the Secretary of Agriculture cannot unilaterally move troops. They can, however, suggest the movement of troops to the committee at large, or unilaterally cut farming subsidies, which is within their purview. A crisis note example can be found on the next page.

EXAMPLE:

*Committee: Korean Literati Purges Josean Korea 1498
To My Deputy Headmistress Minerva Soh Young,*

I would love an update on my most star students, especially ones fit for government in the State Magistrate, or otherwise, those who scored well on those sections regarding that ministry.

Then, let's proceed with the following....

- 1. Submit our top students' names as a candidate and push for them to replace the State Magistrate with the section chief of appointments in the Ministry of Personnel.*
- 2. Reinvigorate the curriculum within the Royal Academy to de-emphasize Confucian thought on monarchical loyalty and instead strengthen allegiance to merit-based central government.*
- 3. Lower our professor retirement age by 10 years in order to slowly phase out older professors...*

Please let me know as these educational reforms are promptly carried out.

*My best,
Headmaster Kim
"Dumbledore"*

This crisis note has its own strengths and weaknesses. It is a letter to a deputy, which is a convenient way to take action. It is creative and has concrete action it attempts to take. However, it may be too direct of action that is subject to sabotage and lacks detail in case if things do not go as planned. Does lowering the retirement age guarantee the professors retire, especially knowing that a Headmaster with different ideology is consolidating power? What if the monarchy hears about the changes in curriculum? Delegates should consider if their notes will have an impact on pushing committee in a new direction and what the consequences of their notes could be on their character personally before they send them.

PRESS RELEASES AND COMMUNIQUEs

Press releases are the means through which individual delegates or the committee at large can tell the world what they are up to. While these often do not have a major impact on the direction of the committee, they can be smart to take when the committee needs to let the public know what action they are taking or plan to take, or when they plan to condemn an action taken by an individual, organization, or country. Press releases should be voted on by moving into substantive voting procedure and must be passed with a simple majority (50% of quorum + 1).

Communiqués are the means through which the committee can communicate with another person, body, or organization not represented in committee itself. For instance, the U.S. State Department in a Cold War committee would pass a communiqué to communicate with the Soviet Ministry of Foreign Affairs. Communiqués should be voted on by moving into substantive voting procedure and must be passed with a simple majority (50% of quorum + 1).