



CRISIS COMMITTEE RULES OF PROCEDURE

Roll Call

Each committee session begins with a roll call to establish a quorum. Without a quorum, debate cannot commence.

Changing Roll Call Status:

- A delegate may change their roll call status in the next session when roll call is taken.
- *Example:* If a delegate answered “Present” in the first session, they can answer “Present and Voting” in the next session.

Responses During Roll Call

1. “Present” – The delegate may vote Yes, No, or Abstain on a draft resolution.
2. “Present and Voting” – The delegate must vote Yes or No and cannot Abstain.
3. “Abstain” – If a delegate is in doubt, or if their country agrees with some points but disagrees with others, they may abstain.
 - a. Abstentions do not count as Yes or No votes.
 - b. Abstention is a commonly used policy in the real UN to avoid obstructing resolutions while maintaining foreign policy.
 - c. Abstentions do not negatively impact a delegate’s evaluation for awards.



Points and Motions:

1. Point of Inquiry : A question regarding procedural matters, (*Point of Inquiry, Would the chair please clarify whether delegates are allowed to introduce a new motion during an ongoing unmoderated caucus?*)
2. Point of Information: A question directed to another delegate (*Point of Information, Why did the delegate of China attempt to violate International Law in 2017 by placing its military in a territory which it doesn't own?*)
3. Point of Order : To challenge an error in procedure, (*Point of Order, the Chair recognized a speaker who was not on the General Speakers' List. Could the Chair clarify this ruling?*)
4. Point of Personal Privilege : To raise concerns about personal discomfort, (*Point of Personal Privilege, the room is too cold. Could the temperature be increased?*)
5. Motion for a Moderated Caucus : To propose a shift into formal discussion
6. Motion for an Unmoderated Caucus : To propose a shift into informal discussion
7. Motion to Introduce Directive: This is when a delegate requests to introduce all the directives formed by the committee.



The General Speaker's List: After the agenda for the session has been established, a motion is raised to open the GSL. All forms of debate during the conference are carried out within the GSL, and this list is open throughout the duration of the discussion on that agenda. A new GSL is established for each agenda.

Default time per speaker in a GSL is 90 seconds. To speak in the GSL a delegate must intimate the Executive Board, by raising his/her placard when the Executive asks for Delegates wishing to speak in the GSL. The countries' names will be noted in the order in which they will be making their speeches. After their GSL speech, provided they have time left, a delegate has the option to Yield his/her time to a specific Delegate/ Points of Information (questions) or to the Executive Board.

Moderated Caucus :

This is a short and focused debate on a specific, focused issue. This period is used to discuss particular subtopics of the agenda on hand. Delegates will present their opinions and views of the issue, and respectively identify potential allies and opponents.

In these sessions, there is a time limit for each speaker, as well as a total time limit, however, these can be extended by a proposed motion.

How to raise a motion for a moderated caucus: *I, the delegate of your country, would like to raise a motion to move into a moderated caucus on the topic of XYZ for the duration of X minutes with each speaker time being Y seconds.*



Unmoderated Caucus :

These are informal debates and discussions, where delegates have the ability to move freely and talk to other delegates. This is the opportunity to negotiate, form alliances, and blocs. There is a total time limit, but it can be adjusted by proposing a motion.

How to raise a motion for an unmoderated caucus: I, the delegate of *your country*, would like to raise a motion to move into an unmoderated caucus for the duration of *X* minutes.

Working Papers

Working Papers are informal documents circulated among delegates to share ideas, frameworks, or potential solutions before forming a Draft Resolution or Directive. They are not binding and do not require signatories, sponsors, or approval from the Executive Board.

- Purpose: To brainstorm, propose, and refine ideas.
- Style: Working Papers can be written in bullet points, short paragraphs, or even in a semi-formal structure. They are not required to follow the clause-based format of Draft Resolutions.
- Introduction: Any delegate may submit a Working Paper to the Executive Board for circulation. Once approved for relevance and appropriateness, the Executive Board distributes it to all delegates.
- Usage: Delegates use Working Papers to test consensus, exchange proposals, and



eventually consolidate ideas into directives or draft resolutions.

Example:

Working Paper 1.1 – Proposed Measures for Securing Maritime Routes

- Increase joint naval patrols in the affected region.
 - Establish an information-sharing hotline for member states.
 - Propose sanctions on non-state actors involved in piracy.
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Crisis Interaction:

1. Directives: This is a concise and action-oriented written document (like a mini-resolution) issued by an individual delegate or groups of the same, which outlines their strategies and responses to issues within the crisis. There are three types of directives: Individual/Personal / a Joint Directive / and a Cabinet Directive.
 - a. *Joint Directive:* This is a collaboration between a few delegates in committee, where they pool and share their ideas in order to finalise strategies.



- b. *Personal/Individual Directive*: This is where a delegate transmits their objectives, views, and plans of action for the issues at hand which they plan to implement independently.
- c. *Cabinet Directives*: This is where the committee collectively issues a document to address the crises, and it represents the unified stance and consensus of the entire committee.

Example of a Directive:

Given the recent political, economic and social turmoil regarding the economic state of the country the participants of the Indian Prime Minister's Cabinet have the following suggestions:

- 1. Solving the protests: appeal to the people and show them why we made the decision: extra administrative powers should be retained with respect to the threat of militancy and the extreme instability and dangerous foreign interference.*
- 2. To publicise through the press release: advantages and benefits of the revocation of the article. It might seem that we are taking their privileges away. + points of the revocation Play on the patriotism card. Article 370 being revoked means that Kashmir is part of india and just as good as any Indian state. We are promoting equality among all citizens of india. No feelings of jealousy or something like that.*
- 3. Ensure security through the terror squad groups.*



2. Press Releases : This is an official statement which announces significant decisions, or actions taken by the committee. They act as a purposeful and strategic tool for delegates to use in order to communicate the committee's actions, position and responses to events that are taking place.

Example of Press Release:

Given the recent political, economic and social turmoil regarding the economic state of the country the participants of the Indian Prime Minister's Cabinet have the following suggestions:

1. *Solving the protests: appeal to the people and show them why we made the decision: extra administrative powers should be retained with respect to the threat of militancy and the extreme instability and dangerous foreign interference.*
2. *To publicise through the press release: advantages and benefits of the revocation of the article. It might seem that we are taking their privileges away. Article 370 being revoked means that Kashmir is part of India and just as good as any Indian state. We are promoting equality among all citizens of India. Ensure security through the terror squad groups.*



Chits :

Chit(pad)s can be used as messages to an official sitting inside the council, be it a Delegate or Executive Board Member.

1. Written Chits (POI's)
2. Substantive Chits

Uses of chits:

- To inform the Executive Board of any points you might want to raise in council or ask them a question (via Executive Board);
- To ask or answer questions from other Delegates;
- To persuade other members of the Committee to support your Resolution.

Substantive Chits

Unlike regular (informal) chits, which are mainly used for communication, Substantive Chits are formal, written interventions submitted to the Executive Board when a delegate wishes to make a point but cannot raise their placard (e.g., during voting blocs, crisis updates, or when the Chair is not recognizing speakers).

- Purpose: To ensure that a delegate's substantive contribution is recorded even when not spoken aloud.



- Content: A Substantive Chit should include the delegate's country, the issue being addressed, and the substantive point of policy or strategy.
- Evaluation: The Executive Board considers Substantive Chits when assessing delegate performance. They showcase preparation, engagement, and diplomatic strategy.

Example of a Substantive Chit:

Delegate: Russian Federation

Issue: Crisis Escalation in the Arctic

The Russian Federation proposes immediate bilateral talks with Norway to de-escalate tensions and establish a temporary freeze on rare earth mineral extractions until monitored by an international body.



Speeches And Questions

The main presence of a Delegate is assured by this main tool in Council, which is to be supplemented by Chits, knowledge of the Rules of Procedure, and Informal Debate in unmoderated caucuses.

The central purpose of Model UNs is for Delegates to get together and discuss issues, not argue and Fight. One must realise that it is not important to prove another Delegate wrong, or to show that they have insufficient knowledge. One must strive to contribute to the learning of others, as much as of their own selves.

The Draft Resolution:

A draft resolution may be introduced when it has the required number of signatories and the approval of the Executive Board. A Draft Resolution requires 20% of support from the committee to be introduced. The respective Executive Board shall intimate the maximum number of Sponsors to the Council.

What are Sponsors and Signatories?

Sponsors: Countries having read ALL the points of the draft resolution, agreeing to it completely. Sponsors have to vote YES to the draft resolution when it goes to voting. They cannot vote 'no' or abstain from voting.

Signatories: All countries that wish to merely hear the draft resolution being discussed. They



have no obligation regarding voting; they can vote yes, no, or abstain as they wish and according to their roll call

Resolution Writing

Before it is passed by the committee, a Resolution is referred to as a Draft Resolution.

Draft Resolutions should ideally deal with ideas and opinions presented in working papers and existing resolutions, as well as new ideas and innovations. It is important that a final resolution has to present a well thought out, feasible solution that will solve the crisis at hand either through short-term or long-term measures. Every Delegate's or Bloc's Draft Resolution should present the same logical flow that will be present in the final resolution.

A Delegate, having formed alliances with other Delegates, is expected to adhere to such alliances or groups (called blocs) based on similar ideology. But it is important to note that flouting international laws and/or going against one's foreign policy while drafting the Resolution can easily result in a Delegate being marked down by the Executive Board and might also invite criticism from fellow Delegates.

However, forming "strategic alliances" and making relevant policy changes, which in effect will benefit their respective countries in a manner that's also conducive to the working of the council, will be considered crucial for the entire resolution making process, and be appreciated by the Executive Board.

Time and again it has been noticed that Delegates come up with the formation of new committees/sub commissions in the Draft Resolution as a means to facilitate the consensus building process. It is not discouraged. However, it is important for the



Delegates to clearly define the mandate, structure, functioning and funding of the commission/committee suggested to be formed, also to be taken into account is proper research regarding such committees, which in most cases, exist already. This clearly will be a lot time consuming and thus, Delegates have to make an informed choice.

Structure:

Preambulatory Clauses

The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlighting 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 organisations in dealing with the issue; and



- General statements on the topic, its significance and its impact.

Operative Clauses

Operative clauses offer solutions to issues addressed earlier in the preamble of a resolution. 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 as 1,2,3, etc.;
- Each clause should support one another and continue to build your solution, try to place solutions to one aspect together rather than having them spread out in the draft;
- Add details to your clauses as sub-points, in order to have a complete solution that is self-explanatory, comprehensive, and that can be implemented by a country without interpretation;
- Operative clauses end with a semicolon, with the exception of your last operative clause that should end with a full stop.



Approved draft resolutions are modified through amendments. An amendment is a written statement that adds, deletes or revises an operative clause in a draft resolution. The amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. There are two types of amendments according to the support from the author(s) or sponsor(s) of the Draft Resolution:

1. *A friendly amendment*: A change to the Draft Resolution that all sponsors agree with. After the amendment is signed by all of the draft resolution's sponsors and approved by the Committee Director or Vice Chairperson; it will be automatically incorporated into the resolution.

2. *An unfriendly amendment*: a change that one or more sponsors of the Draft Resolution do not support and must be voted upon by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (usually 20% of the committee). Prior to voting on the draft resolution, the committee votes on all unfriendly amendments.

There are three types of amendments according to the kind of change it proposes to the Draft Resolution:



1. *Addition Amendment*: This seeks to add a clause to the proposed Draft Resolution.

The clause, if added, becomes the last point of the original Draft Resolution.

2. *Deletion Amendment*: This amendment seeks to remove/delete a clause from the original Draft Resolution.

3. *Modification Amendment*: This is to allow for changes of any kind within the clauses in the original Draft Resolution. For this, the complete original clause has to be written First, followed by the fully amended Clause. Make sure that the part being changed in the original clause, and the part that has been changed in the modified clause, both are underlined.

Voting Vis-a-Vis Draft Resolutions

Each country will have one vote. Delegates, depending on whether they have said Present/ Present and Voting in their roll call, can vote either “Yes”, “No”, “Abstain”, or “Pass”.

- A Draft Resolution needs three things before it can be introduced to the Floor. First, it needs the signatures (but not approval) of at least 1/5th of the total members. Being a signatory in no way necessitates implicit approval for



the resolution. Being a signatory merely implies that the Representative feels that the resolution should be introduced to formal debate.

Secondly, a resolution needs to present a logical, simple and above all feasible solution to the situation at hand. Working papers may contain the most imaginative and creative ideas, but in a resolution these ideas have to stand up against the real world.

If the Executive Board feels that the solutions presented in the resolution are improbable, s/he will not approve the same to be introduced in committee. The Draft Resolution has to be coherent and consistent. What this means is that when you set the intent in the preambulatory clauses, the operative clauses should address those problems and not deviate.

Thirdly, a resolution needs authors, who will actually be sponsors (although they are not officially recognized as such), and who are willing to amend and emend the resolution until it suits the majority, without compromising the meaning, or diluting the essence of the solutions or original premises of the resolution. The amendment has to be presented in resolution format, and along with it a short note specifying which parts of the resolution need to be amended should be added.

- There is only one Final resolution. If a resolution passes, all other competing



resolutions will have failed automatically. In case multiple resolutions address different parts of the issue, and none of their solutions clash in implementation, then multiple resolutions can be passed as well.

- Voting proceeds in three rounds – in the First of which voting rights can be asked for. Rights are explanations generally permitted only to sponsors who wish to say no to their own drafts. If the Representative wishes to change his/her vote in the second round, his/ her rights are null and void.

The First two rounds proceed in alphabetical order by roll call and the last by show of placards. However, the method of the Voting process is up to the Executive Board of each committee.

- *“The Delegate of Country wishes to Close debate and move into the voting procedure.”* To close debate on an agenda and move into the voting process. No further discussion takes place until a vote has been conducted for the draft resolutions.

Sample Resolution:



General Assembly Third Committee

Sponsors:

United States, Austria and Italy

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

"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 recognises the inherent dignity, equality and inalienable rights of all global citizens, [use commas to separate preambulatory clauses]

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 organisations,

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; [use semicolons to separate operative clauses]*
- 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. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. [last clause to end with full-stop]*