

ALMUN XVI:  
Delegate Handbook

February 16th - 18th, 2024



THE SIXTEENTH ALABAMA MODEL UNITED NATIONS CONFERENCE  
ALABAMA INTERNATIONAL RELATIONS CLUB

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## Letter from the Secretary General

Dear Delegates, Parents, and Sponsors,

My name is Jackson Carter, and it is my honor to serve as the Secretary-General of the ALMUN XVI, hosted by the University of Alabama International Relations Club. This year marks the sixteenth iteration of the Alabama Model United Nations Conference, and we couldn't be more excited to have you with us this weekend. On behalf of myself, and my exceptional staff, I would like to welcome you to Tuscaloosa and the University of Alabama. We cannot wait to share what we have prepared with all of you. ALMUN holds a rich legacy of exciting topics and invigorating debate, and we are excited to continue this legacy in our sixteenth iteration of the conference.

ALMUN offers a wide variety of committees with options for delegates of any experience level, and our committees also span a broad range of interests, including historical events, fantasy, human rights, geopolitical conflicts, and journalism. Through our diverse Crisis Committees, General Assemblies, Specialized Assemblies, and Press Corps, delegates are sure to find a committee that suits them and their interests. During the conference, delegates will have an opportunity to hone their public speaking and teamwork skills in an encouraging and fun environment, as well as explore different perspectives on and solutions to today's most pressing issues. Delegates will also be able to explore the beautiful campus of the University of Alabama during the weekend. It is my greatest hope that delegates at ALMUN XVI will have many eye-opening experiences throughout this weekend of diplomacy and that delegates leave feeling more equipped and empowered to solve the world's biggest problems.

For sixteen years, ALMUN has provided high school delegates an opportunity to compete in Model United Nations at the highest level in the Great State of Alabama. Delegates, as you continue to pour yourself into your committees, your roles, your teams, and your schools--I encourage you to keep your eyes open to the world around you too. This weekend will be filled many memories you will not soon forget, and I encourage you to live in the moment and enjoy your time with your teams and fellow competitors here at The Capstone.

Please be sure to connect with us on our Instagram page (@almun\_conference) for updates throughout the conference. If you have any questions or concerns, please feel free to reach out to me directly. We look forward to a fun weekend of debate, diplomacy, and action!

Sincerely,

**Jackson Carter**

*Secretary-General of ALMUN XV*

*www.almun.org*

[almun.sg@gmail.com](mailto:almun.sg@gmail.com)

## Letter from the Director-General

Dear Delegates,

Welcome to the Alabama Model United Nations Conference! We are so excited to bring you the sixteenth year of ALMUN, and have worked diligently to provide you with the most organized and engaging conference to date.

My name is Shrishti Dubey and I am unbelievably excited to serve as your Director-General for ALMUN XVI. This conference is near and dear to my heart since it was my first introduction to both the University of Alabama and Model UN. Six years after I first attended this conference, I am so glad to be in the position to bring you the fantastic slate of committees we have planned.

In past years of ALMUN, I have served as the Undersecretary-General of Press Corps and of General & Specialized Assemblies. At our collegiate conference, I have served as the Undersecretary-General of Crisis Committees. I am so honored by the opportunity to employ my experience in Model United Nations to create an enriching experience for students.

In addition to my roles in Model United Nations, I serve as an Associate Justice on the University of Alabama's Student Judiciary. I am an Economics and English major, as well as a member of the Accelerated Masters' Program in Economics.

This substantive guide was created as a resource to prepare delegates for the world of Model United Nations, especially if ALMUN XVI is your first conference. The guide includes in-depth information on the Secretariat, the Committee Staff, Parliamentary Procedures, and Writing Requirements. We have also provided a series of brief PowerPoints for a general introduction to MUN and specific PowerPoints for each type of committee. We encourage you to make use of these resources to enhance your experience in the conference.

We look forward to seeing you soon!

Best Regards,

**Shrishti Dubey**

*Director-General, ALMUN XVI*

*Alabama International Relations Club*

[almun.dg@gmail.com](mailto:almun.dg@gmail.com)

## Preparatory Resources

At ALMUN XVI, students will practice public speaking, debate, cooperation, group writing, and parliamentary procedure. To help students make the most out of their experience at ALMUN XVI, our team has prepared a diverse range of resources delegates can refer to. These include committee-specific information that is necessary for any delegate, as well as introductory Model United Nations materials to teach new delegates and provide a refresher to experienced delegates. Below is a list of useful resources that will be available on the ALMUN website and how we recommend delegates use them.

### *Background Guides*

These guides are the most significant substantive resource for each delegate to refer to. Background guides are committee-specific documents that present delegates with the issues or situations their committee will address. In General and Specialized Assemblies, these guides provide a summary of the historical and present-day issues within the two topics the committee is concerned with. In Crisis Committees, these guides present the delegates with the world they will operate within, as well as the list of characters within the committee that they can be or interact with. For Press Corps, the background guide summarizes the kind of observational and writing assignments that are required of delegates.

We recommend each delegate carefully read through the background guides as the first step in their research. This will allow them to build foundational knowledge that guides further preparation. Delegates are expected to faithfully represent the opinions of their position, not their personal views. As such, GA and SA delegates should research the opinions of their governments or positions on the issues outlined in the background guides, as well as what solutions their countries have taken and which would benefit them. Press Corps delegates should similarly research the leanings and positions of their news sources to be prepared for the conference. Crisis delegates should delve into the world outlined by the background guide and analyze how the history, abilities, and relationships of their character fits into that world to create an achievable crisis arc.

### *ALMUN XVI Delegate Handbook*

This delegate handbook is a detailed guide to Model United Nations and all its committee types at ALMUN. Going through this document will provide delegates the most thorough information on how their committee type tends to proceed. This information is useful for new delegates since it familiarizes them with the course of the committee, and it serves as a helpful refresher on the progression of the committee for experienced delegates. It also contains general and specific position paper guidelines and tips to help facilitate delegates' research and make them eligible for awards.

### *Basics of Parliamentary Procedure Presentation*

This presentation contains a digestible version of the rules and language of parliamentary procedure that govern the course of debate in Model United Nations. Some of these terms are referenced in this delegate handbook – the handbook relays when these procedures are used. The powerpoint expands upon this information to present the method and specific requirements of their use. Familiarity with parliamentary procedure will allow delegates to smoothly proceed through debate and writing, as well as use the tools of procedure to their best advantage.

### *Introductory Powerpoints: MUN, GAs/SAs, and Crisis*

These three powerpoints distill the information in this delegate handbook into digestible and divided chunks so delegates can more quickly learn the basics of each. These can be used as teaching tools by schools or as personal resources for individual delegates. Each powerpoint contains the basics on staff, debate, and writing requirements.

### *Helpful Links Document*

This resource contains a series of useful links and their summaries. These can include websites that teach students about the conventions of Model United Nations: dress, parliamentary procedure, writing, etc. It will also contain video links to mock Model United Nations sessions so that students can witness how committee will proceed and see the use of parliamentary procedure and related language.

## Committee List for ALMUN XVI

### *General Assemblies*

- Administrative and Budgetary Committee
- [insert committee name]
- World Health Organization

### *Specialized Assemblies*

- Arctic Council
- [insert committee name]

### *Crisis Committees*

- Hunger Games [insert fun title]
- Fallout [insert fun title]
- The Worst of Brothers: The Elite of Nineveh

### *Press Corps*

- ALMUN XVI's Press Corps



## Substantive Secretariat

### **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.

**Shrishti Dubey (DG):** [almun.dg@gmail.com](mailto:almun.dg@gmail.com)

### **UNDERSECRETARY-GENERAL OF GENERAL & SPECIALIZED ASSEMBLIES (USG-GA/SA)**

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

**Mikey Sivertson (USG-GA/SA):** [almun.usg.ga@gmail.com](mailto:almun.usg.ga@gmail.com)

### **UNDERSECRETARY-GENERAL OF CRISIS COMMITTEES (USG-Crisis)**

The USG 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 arcs and to construct background guides. USGs of Crisis also ensure that Crisis committees run smoothly during the conference and plan accordingly.

**Quinn Lee (USG-Crisis):** [almun.usg.crisis@gmail.com](mailto:almun.usg.crisis@gmail.com)

### **UNDERSECRETARY-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.

**Sarah Clifton (USG-Press):** [almun.usg.press@gmail.com](mailto:almun.usg.press@gmail.com)

## Committee Staff

### *General & Specialized Assemblies 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 sessions; 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 the 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.

#### **\*A Note on Specialized Agencies**

The formal naming of Chair and Co-Chair might differ in each Specialized Agency but the roles still remain the same. For example, in the International Court of Justice the Chair would be called the President of the Court and the Co-chairs would be called the Vice-Presidents of the Court.

*Crisis Staff***FRONT-ROOM STAFF**

The front-room staff consists of the Chair and Co-Chair. The main functions of these positions are the same as for the Chair and Co-Chair in General & Specialized Assemblies. In addition to those duties, the front-room staff communicates with the crisis director to schedule crisis updates and crisis note pickups. The front-room staff is the main point of contact and support for delegates in crisis committees.

**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 Undersecretary-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(S)**

Crisis Staff spends the majority of their time during ALMUN inside the Crisis room creating and executing crises as the 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.

*Press Corps Staff***UNDERSECRETARY-GENERAL OF PRESS CORPS (USG-PRESS)**

The USG-Press plans and organizes the Press Corps branch of ALMUN. He surveys news sources and chooses a range with a balance of regions, ideologies, and focuses. He prioritizes the assignment of sources with varying ideologies and methodologies. During ALMUN, the USG-Press introduces delegate-reporters to the committees they will be writing about and briefly prepares them on what to write. He then judges the delegates' written and multimedia reports.

**ASSISTANT UNDERSECRETARY-GENERAL OF PRESS CORPS (AUSG-PRESS)**

The AUSG-Press acts as Co-Chair to the USG-Press and provides delegates with any assistance they may require as they write their articles. The AUSG-Press assists the USG-Press in scoring delegates on their speaking, writing, and reporting abilities.

## Course of Committee: General and Specialized Assemblies

This section provides a brief summary of events that occur in General Assembly and Specialized Agency committees for ALMUN XV. 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**<sup>1</sup> to discuss topic selection.

### *Introductory Speeches*

After one of the topics is 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**<sup>2</sup> 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**<sup>3</sup> to begin working with other delegates on a

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<sup>1</sup> The **speakers' list** is the default list of the delegates wishing to speak. The list opens at the beginning of committee and must be formally closed via a  $\frac{2}{3}$  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.

<sup>2</sup> 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.

<sup>3</sup> 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

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

### *Writing Working Papers*

Delegates, once in a **bloc**<sup>4</sup>, will write **working papers**<sup>5</sup> 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**<sup>6</sup>, a delegate may motion to introduce draft resolutions. During this time, delegates may motion to read draft resolutions, motion for a **Q&A session**<sup>7</sup>, 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.

*NOTE: This section is not a completely accurate description of the General Assembly & Specialized Agency processes; 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.*

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<sup>4</sup> 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.

<sup>5</sup> 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"

<sup>6</sup> 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.

<sup>7</sup> 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 a 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	Emphasizing	Having Examined
Alarmed by	Expecting	Having Received
Approving	Expressing its appreciation	Keeping in mind
Bearing in mind	Fulfilling	Noting with deep concern
Believing	Fully aware	Nothing with satisfaction
Confident	Emphasizing	Noting further
Contemplating	Expecting	Observing
Convinced	Expressing its appreciation	Reaffirming
Declaring	Fulfilling	Realizing
Deeply concerned	Fully aware	Recalling
Deeply conscious	Further deploring	Recognizing
Deeply convinced	Further recalling	Referring
Deeply Disturbed	Guided by	Seeking
Deeply Regretting	Having adopted	Taking into consideration
Desiring	Having considered	Taking

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

Crisis committees operate using much less formal parliamentary procedure. These committees use less formal resolutions, known as directives, to facilitate a more fluid debate in response to impending crises delivered 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 Crisis committees unfold over the course of the conference.

### *Introduction*

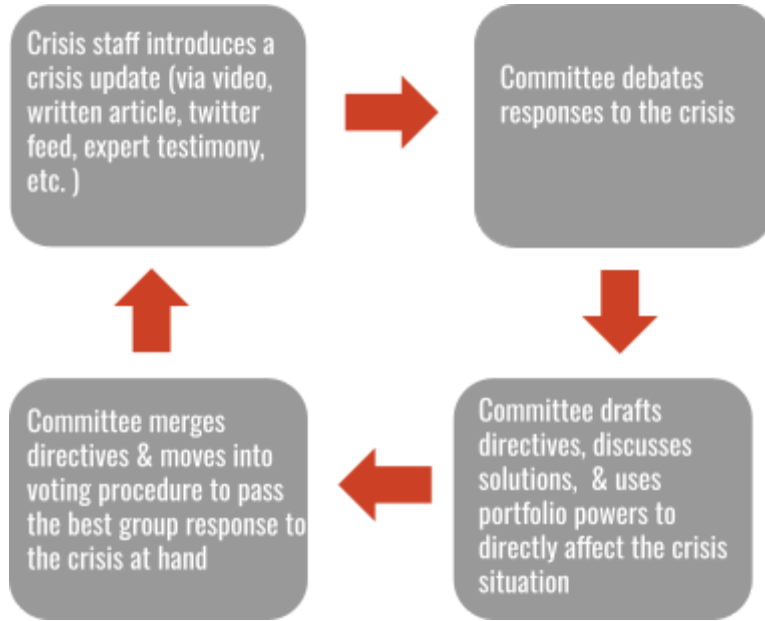
At the beginning of the first committee session, the dais, the Crisis Director and their staff will introduce themselves to the committee and take any procedural questions. At the beginning of each session, the dais will take a roll call for each member state represented in the committee. Please take 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. Crisis updates are a creative way for the Crisis Staff to engage the delegates in pressing matters and facilitate debate throughout a committee session. Some examples of crisis updates include a news article for delegates to read, a twitter feed, or an expert witness testimony given to the committee in person. After an update delivery, the Crisis Staff will allow questions to be asked from the delegates: depending on the update, Crisis Staff has the right to deny a question and answer period from the delegates. 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.



## 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 the entire committee as a collective body. They are less formal than a General Assembly resolution as they are intended to be a quick yet productive response to the varying crises at hand. 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 to 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.

### DIRECTIVE 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 in 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<sup>8</sup> 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 staff facilitates crisis notes through the "two-pad system" at ALMUN, 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.

### CRISIS NOTE 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.*

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<sup>8</sup> A **crisis arc** is a way for a delegate to achieve their character's personal goals through the use of their portfolio powers as well as interactions with the outside world.

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 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 the 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 accomplishing in committee. 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).

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

## General Position Paper Guidelines

Your experience as a delegate doesn't begin on the first day of the conference. Rather, the time you spend leading up to the conference is just as important as the debate and discussion that occurs therein. Proper research and preparation are key to a successful performance, but for new delegates, or those without much experience, the idea of a MUN conference and the preparation behind it can seem like an overwhelming task. The best place to start is this Background Guide written and prepared for you by your committee staff. This document is the perfect jumping off point for all of your research, and it will also help you understand the innerworkings, schematics, and purpose of your character/country assignment and role as a delegate during the conference.

The position paper is a delegate's first impression to the dais and is the final product of a student's preparation and research for any Model United Nations conference. It contains informed perspectives and histories of the state a delegate represents and is crucial to creating an authentic MUN experience.

All delegates are strongly encouraged to submit a position paper. Each country/character represented at ALMUN XIV must submit a position paper in order to be considered for awards. The best position paper within each committee will be awarded the Outstanding Position Paper award by the committee staff.

### TIPS AND NOTES:

- Do not write in first person; write as the character represented (e.g. "The New York Times leans...")
- Avoid the passive voice
- Write matter-of-factly rather than with embellished language
- Remember to cite your sources in-text if necessary
- **Position papers should be saved as a word document or PDF file with the title "ALMUNXVI\_[committee]\_[country/character]".**



## General and Specialized Assemblies Position Paper Guidelines

### Format

- The position paper will be two pages, so that each topic takes up space on one page. When finished writing positions for the first topic, add a page break and begin the second topic on the second page. Do not exceed two pages.
- The document will be single spaced, 12 pt., Times New Roman
- The document will begin with a three line header on the left side consisting of the following:
  - Name(s) of the delegate(s)
  - State represented by the delegate(s)
  - Committee in which the delegate(s) will participate
- After the header, center and identify the title of the first topic, such as in the following example:  
Topic A: [Insert Title of Topic]
- References will be cited using footnotes in MLA format. Include the URL for electronic sources. We strongly encourage using solely electronic sources for ease of reference.

### Content

Position papers will have three paragraphs for each topic outlined as follows:

1. **The first paragraph** introduces the topic from the point of view of the nation represented. It discusses the history of the topic, specifically in relation to the country.
2. **The second paragraph** analyzes the topic's context in the nation and expresses most of the research done on the topic. It discusses past action or inaction, success or failure, and the nation's current thoughts and feelings towards the issue.
3. **The third paragraph** consists of an informed discussion of solutions to be proposed by the delegate(s) at the conference. It uses the research done on the topic and synthesizes it into new and creative ideas based on the nation represented by the student.

## Example GA & SA Position Paper

John Doe  
The Italian Republic  
Disarmament and International Security Committee

### Topic A: Unmanned Aerial Vehicles (UAVs)

Since 1849 Unmanned Aerial Vehicles (UAVs) have become the trademark technology of the 21<sup>st</sup> century. They are quickly gaining prominence and are flying themselves into every aspect of our lives: militarily, economically, socially and environmentally. Regardless of the many benefits that are associated with UAVs Italy feels the disadvantages outweigh the benefits. The glaring problem with this technology is the blatant risk for non-combatant lives and the simple fact that there is no regulation of this new and advancing technology.

UAVs were seen on the broad scale in World War II used by the Allied forces to attack German rocket sites. After this, the development of UAV combatant technology skyrocketed. Advancements by Israeli and American sectors for drone technology enabled UAVs to be used for reconnaissance and combat, capable of firing guided missiles and equipped with GPS<sup>1</sup>. Notably, Israel and the United States' UAV programs have swelled in size and capacity, with the United States adopting a policy of widespread drone use to hinder the efficiency of militant groups around the world. It has been seen that these efforts in Pakistan and Yemen have both been effective at taking out militant leaders and destructive in terms of civilian casualties. Italy feels as though these attacks are violations of national sovereignty of the affected countries, but worries that regulation of such attacks could hinder counterterrorism efforts. In the most recent decades, the range of UAV functions has exploded and these vehicles have become much more useful in non-combat, surveillance and information gathering settings. As the technologies for UAVs develop around the world, the benefits of the new research provide for more efficient and effective means of security, scientific advancement, and an overall greater comprehension of the world around us. Proliferation of these technologies in all sectors globally has reached an unparalleled rate, as most nations begin to pursue to develop UAV technologies of their own. Italy feels that it is clear that technology is surpassing human limitations. UAVs are the future of combatant missions and reconnaissance. However as they maintain momentum and continue to develop, they will become more powerful and will amass a potential threat to civilians across the globe.

Italy would lay out a foundational map of guidelines for the production and proliferation of UAV technology. These regulations will be applicable to all countries across the globe regardless of the number of UAVs in their possession. However Italy notes that technological development is imperative for advancement in our technological age and does not want to limit this technological progress. Italy proposes that the use of drones must be monitored but open channels of communication be explored in order to stimulate UAV development. Italy understands that this is easier said than done; hence Italy proposes the following steps to achieve its goal. First it is imperative that the global community promotes an environment open to the collective development of UAVs. By creating the atmosphere of sharing Italy firmly believes that a certain air of trust will be established. However, this is an idealistic plan so Italy proposes countries must adhere to guidelines that state that their UAV technology not be used for militaristic purposes and that an institution similar to Nuclear Nonproliferation Treaty<sup>2</sup> be created and enforced. Although this is not a perfect plan, Italy feels it is important to start somewhere to address the problems with UAVs and a piece of regulation that is already enforced and is working could potentially be the start of the answers to our problems.

<sup>1</sup> "Unmanned Aerial Vehicles." *Purpose*. N.p.. Web. 7 Jan 2013. <<http://www.uavs.org/purpose>>.

<sup>2</sup> "THE TREATY ON THE NON-PROLIFERATION ." . The United Nations. Web. 3 Jan 2013. <<http://www.un.org/en/conf/npt/2005/npttreaty.html>>.

*NOTE: This position paper contains only one of the two pages required in the GA & SA position paper. This position paper's font size was decreased to fit the content on one page without editing the header or footer.*

## Crisis Committee Position Paper Guidelines

The Crisis position paper will be one page in length. It will consist of general background information on the topic and character which can include information found from outside sources if needed. Ad Hoc delegates will not submit a position paper.

### *Format*

- The position paper will be one page. Content for the paper will be broken into paragraphs instead of additional pages. Do not exceed one page.
- The document will be single spaced, 12 pt., Times New Roman
- The document will begin with a three line header on the left side consisting of the following:
  - Name(s) of the delegate(s)
  - Character represented by the delegate(s)
  - Committee in which the delegate(s) will participate
- If you use outside sources, citations are required. References will be cited using footnotes in MLA format. Include the URL for electronic sources. We strongly encourage using solely electronic sources for ease of reference.

### *Content*

Position papers will have three paragraphs outlined as follows:

1. **The first paragraph** introduces the character assigned to the delegate. It should include a summary of who the character is and the character's powers. This summary reinforces that the delegate understands the position of the character. Powers can include those which are not necessarily expressly permitted according to the background guide but are synthesized from what the background guide describes.
2. **The second paragraph** analyzes the character's role in the crisis at hand. The delegate should give a brief explanation of the crisis from the perspective of the character. More importantly, the paper should describe the character's role in the overarching story of the crisis.
3. **The third paragraph** consists of an informed discussion of solutions to be proposed by the delegate(s) at the conference. It uses the research done on the crisis and synthesizes it into new and creative ideas based on the character represented by the student.

## Example Crisis Position Paper Jane Doe

Jane Doe  
Fish Mooney  
Gotham City

Fish Mooney comes from a rough childhood, with her mother dying when she was a child<sup>1</sup>; this lack of security has fueled her desire to clench as much power as possible. To her, power is control, something she never had growing up. Mooney is tough and merciless, wielding her power ruthlessly. As the right hand woman to mob boss Carmine Falcone, she has extensive knowledge about the inner workings of both Gotham and the Falcone family, of which she is an honorary member. Mooney is a savvy business woman, and has control over some of the major districts of Gotham, such as the Fashion, Theater, and Diamond districts, and is the founder and owner of the Mooney Nightclub. Controlling such a wide variety of fruitful enterprises, Mooney has the freedom to conduct whatever dealings she would like, especially self-serving ones.

Mooney is well aware of Carmine's softening state. She welcomes this, as she is a cunning, ambitious woman. Waiting for the perfect time to pounce, Mooney is willing to do almost anything to take over Carmine's position as the most powerful mob boss in Gotham. However, she must do this carefully; being in Falcone's right ear has proved helpful, and is something Mooney doesn't betray lightly. Using her various connections, such as those with Harvey Bullock and Butch Gilzean, Mooney will use all of her available power to accomplish this goal.

Mooney will advocate for anything that will further her own self-interest. She is not a "good guy", by any means, and she will betray anyone for power, even Falcone in the end. However, in order to do this, she must have loyal allies, something she will spend the majority of her time cultivating. As would be expected, Mooney has no desire to fix the corrupt government, as this ineffective institution works in favor of both her businesses and future powerseeking ambitions. Mooney will go to great lengths to prevent extreme reform measures from occurring. Although she wants to take over Falcone's regime, Mooney wants no part in enabling Sal Maroni to obtain more power, as his power grabs weaken her; so she will do everything she can to prevent him from obtaining Arkham and any other territory he desires. However, she is not opposed to working with him in a dire situation; afterall, "the enemy of my enemy is my friend". Contrary to characters such as Harvey Dent or Jim Gordon, justice is not a concern of Mooney's. Any knowledge she has about the Wayne Murders will be held onto closely, only to be used when she gets something in return. There is no simple, straightforward plan automatically securing Fish Mooney as the most powerful mob boss in Gotham. Nevertheless, with Mooney's determination and intelligence, she will surely secure her rightful position in due time.

<sup>1</sup> "Fish Mooney." Gotham Wiki (blog). Retrieved 10 February 2023, [https://gotham.fandom.com/wiki/Fish\\_Mooney](https://gotham.fandom.com/wiki/Fish_Mooney).

***NOTE: This position paper is a highly-scored paper from ALMUN XV's Gotham committee. This position paper's font size was decreased to fit the content on one page without editing the header or footer.***

## Press Corps Position Paper Guidelines

All delegates (also referred to as reporters) in Press Corps must submit a position paper to be considered for awards and successfully campaign for committees. These position papers will include research on their news source and the possible opinions of their news source on various committee subjects.

### *Format*

- The position paper will be one to two. Content for the paper will be broken down into paragraphs, not separate pages. Do not exceed two pages
- The document will be single spaced, 12 pt., Times New Roman font
- The document will begin with a three line header on the left side consisting of the following:
  - Name of the delegate
  - News Source represented by the delegate
  - Committee in which the delegate will participate - “Press Corps”
- Add a 3rd page as Works Cited for outside sources referred to in the position paper. Cite using MLA format.

### *Content*

Position Papers will have 3-5 paragraphs outlined as follows:

1. **The first paragraph** introduces the News Source assigned to the delegate. It should discuss the history, present leanings, distribution, readership, and main coverage areas of the news source. It should also outline its degree of independence from the government of its state. This paragraph ensures research into the news source and prepares delegates to report from its POV.
2. **The second through fourth paragraphs** are on the subject of specific committees. Delegates must discuss 2-3 ALMUN committee topics which are relevant to their news source. Of these 2-3 topics, delegates must choose at least one GA/SA committee and at least one crisis committee. The delegates may choose to analyze one or both topics for GAs and SAs. Each paragraph will be about one committee topic. These paragraphs will include a brief summary of the committee topic in 1-2 sentences. The bulk of the paragraph will be focused on possible solutions to the issue and comment on which ones the news source would prefer.
3. **The last paragraph** is OPTIONAL. If written, it should serve as a conclusion and summarize the general leanings of the news source, as illustrated throughout the paper.

## Example Press Corps Position Paper

Jane Doe  
Daily Mail UK  
Press Corps

Daily Mail UK was founded by English journalist Alfred Hamsworth in 1896. The firm began publishing newspapers in London, and since then has been one of the most popular newspapers in Britain, mostly amongst middle aged women. The Daily Mail newspaper has established Scottish and Irish editions of their newspapers, and their website is available for all countries to see. The Daily Mail is right-wing biased and endorses the Conservative Party and UKIP. They are a free press. Like other newspapers, the Daily Mail generally focuses on politics, public affairs and figures, pop culture, sports, and finances. It's formatted in tabloid form.

One of the Special Political and Decolonization Committee (SPECPOL) discusses the decades-old territory conflict between the natives of Western Sahara, specifically the Polisario Front, and the Moroccan government. This committee aims to resolve this conflict by discussing ways to integrate both nations through solutions that they can agree upon for the purpose of mitigating their hostility towards each other and peacefully coexisting. In the past, there have been resolutions in which Western Sahara has had the options to remain under Morocco's rule as one country, become a sovereign state, or become completely autonomous from Morocco. A common addition of these resolutions were referendums. However, neither party can reach an agreement. For example, the Baker Plan (2003) essentially included similar propositions to previous resolutions: Western Sahara's autonomy under Morocco and a referendum after a period of time. As expected, this resolution was not acceptable for either country. The Daily Mail UK would like to see the countries of Morocco and Western Sahara cooperate with each other for the safety and advancement of their societies. The most effective way would seemingly be to allow Morocco to rule Western Sahara and give them sovereignty. Both countries are adamant in their prerequisites for the agreement to work out. The only solution would be to find middle ground for their requirements for cooperation.

The Sabotage in Space: Martian Madness crisis committee is centered on establishing and maintaining a functional second human colony on Mars. Following the deterioration of the previous colony's society, astronauts from 12 powerful countries are tasked with rebuilding new infrastructure for the continuation of human life on Mars. The obvious reasons for the collapse and disappearance of the colony are the lack of resources for both the settlers and the colony's operations. Possible solutions to prevent a repeat of this situation could be to simply withdraw from the operation or to continue with better execution, as well as a willingness to invest more money into equipment advancements. The Daily Mail UK supports these 12 astronauts on their mission and believes it would benefit the human race to continue the settlement of Mars.

The "Live like a Republican, Vote like a Democrat" committee is a delegation of new and experienced cabinet members of Bill Clinton during his second term as an American president. This committee is focused on guiding Clinton to make better decisions regarding foreign and domestic policies, compared to his first term as a president. Regarding dealing with issues in foreign countries, the United States generally has the options to focus their efforts elsewhere, collaborate with countries of similar influence in giving aid, or let the country or countries aid themselves. Considering the potential power of the Clinton administration, the Daily Mail leans towards giving other powerful nations a chance to help the countries in need. To address domestic affairs, establishing a central healthcare system in the United States as it would benefit American citizens giving them cheaper access to better health. Taxes that go into welfare programs should go towards a better healthcare system. We believe that following these actions will better improve Clinton's reputation as a Democratic president.

*NOTE: This position paper is a highly-scored paper from ALMUN XIV's Press Corps. This position paper's font size was decreased to fit the content on one page without editing the header or footer.*