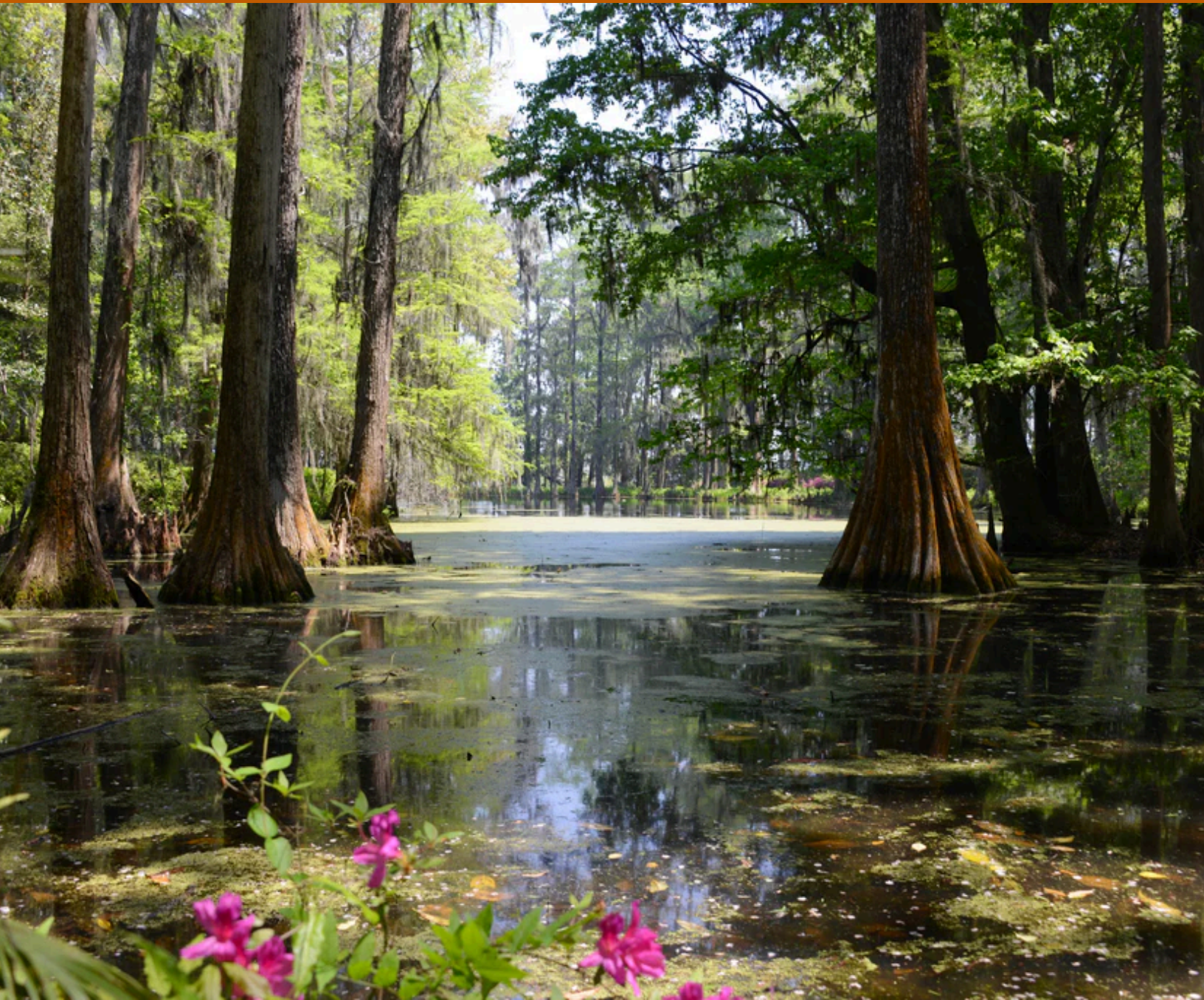




# SWAMPMUN



How to MUN

# What is Parliamentary Procedure?

**Parliamentary procedure** (abbreviated parli-pro) is a set of rules that define a Model UN committee.

- These rules determine speaking time, number of speakers per list, how often delegates are allowed to converse with others, etc.
- Despite slight differences, there is great overlap between General Assembly and Crisis parliamentary procedure.

## General Assembly

### Opening Debate

Since General Assemblies often include multiple topics, delegates must **set the agenda**.

- “The delegation of [country] motions to set the agenda to [first topic] followed by [second topic].”
  - Note that committees never have time for both topics, so the first one is what you will be discussing all weekend

**Note: Do not use personal pronouns in motions or speeches. You are a representation of an entire country's worth of people. Instead, use ‘we,’ ‘our,’ etc.**

**Example:** You represent Japan in a general assembly on the World Health Organization

Topic A: Health Emergency Preparedness

Topic B: Ensuring Equitable Healthcare in Lower/Middle Income Areas

Setting the agenda (Opening Debate): “The delegation of Japan motions to set the agenda to Topic A followed by Topic B.”

OR: “The delegation of Japan motions to set the agenda to Topic B followed by Topic A

### Moderated Caucus

The majority of debate following a set agenda is the result of moderated caucuses.

Moderated caucus: the total time allotted to the caucus, the time that each speaker is allowed to have, and the topic in which delegates are speaking on.

- This motion most often leaves each delegate with 30 seconds, 45 seconds, or a minute to propose their ideas to the rest of the room.

**Note:** During this time, you may NOT talk to other delegates. If you really wish to converse with them, pass them a note.

**Example:**

Motion: “The delegation of Japan motions for a 10/1 on current resolutions.”

- The entire moderated caucus will be 10 minutes long.
- Each speaker will have 1 minute to make a speech.
- In total, this moderated caucus will have 10 speakers.



## Unmoderated Caucus

Unlike the moderated caucus, the unmoderated caucus allows delegates to get up, walk around the room, and talk with others at their discretion.

- This is the perfect time to gather with like-minded delegates and start your resolution.
- Since this is more of a disruption to the rules than a moderated caucus, this is often voted on first.

**Example:** “The delegation of Japan motions for a 10 minute unmoderated caucus.”

## Authors Panel

The author’s panel is a crucial part of the General Assembly. Here, each resolution’s writers are required to present and answer questions about their paper.

**Presentation:** sponsors are given a specific amount of time to present the resolution, its clauses, and what each of them entail

- This can help to not only highlight the main points of the resolution, but also highlight the creativity of each individual sponsor.

**Q&A Session:** a select few sponsors are chosen to answer questions based on the information provided in their resolution

- This period is often used to either ask for clarification or to highlight flaws in the resolution.

**Note:** Your chair and co-chair will let the committee know the number of people required for both Presentation and Q&A.

**Example:** “The delegation of Japan motions to introduce resolutions in the order received, followed by a 2-minute reading period, a 5-minute presentation period, a 5-minute Q&A session, 45-second two-for-two-against period, and then move into voting procedure.”

- Reading period: a period of time for delegates to skim a resolution
- Presentation period: the resolution is presented
- Q&A session: questions regarding the resolution and its clauses are asked
- For/against speeches: two speeches persuading people to vote for the proposed resolution, along with two speeches persuading against it (similar to pro/con speeches)

## Gentleman’s Unmoderated Caucus

While rare, gentlemen’s unmoderated caucuses share slightly more in common with moderated caucuses than regular unmoderated caucuses.

- Delegates do NOT walk around and talk to each other. Instead, they remain seated and quiet.
- In the context of a general assembly, gentleman’s unmoderated caucuses are typically motioned to set time aside for typing resolutions.
- To pass information to another delegate, send a note to them.

**Example:** “The delegation of Japan motions for a 10 minute gentleman’s unmod.”

# Crisis\*

\*Note SwampMUN has no crisis committees but information on crisis's are included for delegates future use

## Opening Debate

Unlike the general assembly, you do not need to set an agenda in crisis committees. You simply motion to open debate.

You are also allowed to use personal pronouns in a crisis committee, since you are representing a single person rather than a group of them.

Example: "I would like to motion to open debate."

Note: This is typically done after the first crisis update, which elaborates on the "Current Situation" section of your background guide.

## Round Robin

In a round robin, everyone is required to speak for a specific amount of time about the topic outlined in the motion. This is more common in crisis than General Assembly because of significant reductions in room size.

- If you motion for a round robin and it passes, you are given the opportunity to speak first or last; this is crucial for talking about your directive.
- Most round robins either allot 30 or 45 seconds to each person.
- Round robins are most commonly motioned after crisis updates.

Example: "I would like to motion for a 30 second round robin on the crisis update."

## Moderated Caucus

Crisis moderated caucuses operate in the same way as those in General Assembly. In crisis committees, however, they are typically reserved for later into the crisis update. This is especially true when directives are starting to merge and delegates get closer to voting procedure.

Example: "I would like to motion for a 9/45 on differences between directives."

## Unmoderated Caucus

Again, crisis unmoderated caucuses operate similarly to those in the General Assembly. What sets them apart is that crisis unmoderated caucuses are used to merge directives.

Example: "I would like to motion for a 10 minute unmoderated caucus."

## Gentlemen's Unmoderated Caucus

Gentleman's unmoderated caucuses are more common in crisis committees than in General Assemblies. This is because crisis committees have the added mechanic of drafting crisis notes to further their own agenda rather than that of the front room.

If a gentleman's unmoderated caucus is motioned, it is often to set time aside for delegates that need to finish their crisis notes.

**Example:** "I would like to motion for a 10 minute gentlemen's unmoderated caucus."

## Voting Procedure

The voting procedure in crisis committees does NOT include an author's panel.

- No presentation, no Q&A

Voting on directives will only include introducing directives in a particular order, an amendment period, two-for-two-against speeches (often 30 or 45 seconds), followed by voting procedure.

- The more you compete in crisis, the more you will learn to manipulate this motion to your advantage.

**Example:** "I would like to motion to introduce directives in the order received, a 30-second amendment period, followed by a 45-second two-for-two-against period, and then move into voting procedure."

## The Amendment Process

The amendment period occurs during voting procedure.

After a directive is read by the chair, delegates will write their amendments on a piece of paper and bring them forward. The chair will read them off and the sponsors will determine if they are friendly or unfriendly.

- **Friendly:** the sponsors are *in favor of* the proposed amendment
- **Unfriendly:** the sponsors are *against* the proposed amendment

If an amendment is deemed unfriendly by the sponsors, the committee will vote on it

- Super majority (two-thirds of the room) is needed to overturn the unfriendly amendment.

## Timed Crisis

Timed crises are updates in which delegates are given a specific time to solve the issues within them. These are often 20-30 minutes long, but some directors may make timed crises as short as 15 minutes. Not solving the timed crisis in time may result in negative consequences for the next update, so it is best to motion for parli-pro with shorter time limits (i.e., 30 seconds speaking time instead of 45).

## Backroom Arc

In a crisis committee delegates are judged on both their front room (the actual debating part of MUN and directives passed) as well as their backroom in the form of crisis notes. Crisis notes are meant to be each delegates way of secretly influencing the committee. Crisis notes should have an end goal that you are working towards and each note should be written to work toward this goal, hence the arc aspect of the backroom. An outline of a backroom note can be found later in this document.

# Miscellaneous

- ALWAYS thank your chair when you speak or get called on to motion. It's polite :)
- Do not worry if you're not called on to motion every single time. It's the chair's responsibility to make sure that all delegates have an equal opportunity to participate. As long as you're raising your placard, you will get called on.
- While specialized and ad-hoc committees will have the same fundamental parli-pro, there may be special mechanics that must be taken into consideration. It's the director's responsibility to outline these mechanics before debate

## How to Prep

### Read the Background Guide

Reading the background guide will help you understand the specifics of the topic being discussed in committee as well as specific examples of the topic. If you are in a GA committee the background guides serve as a guide for what you should research and propose solutions for, while in a crisis committee the background guide gives you background information for the first crisis update and can give you ideas for your backroom.

### Research your Country/Character

Researching your country/character is arguably the most important part of prepping as it allows you to see your country/character's point of view on the topic at hand. GA delegates will use the information they find to start proposing solutions to the problem that fit their country/characters agenda, while crisis delegates will use this information to not only propose solutions but to also fuel their backroom arch. Delegates should also research facts and figures that back up your country stance and be aware of any flaws or argument's against it. Delegates should also know what ideas go against their country/characters agenda so they are aware what not to support in committee. It is very important that delegates use reliable sources when researching so they aren't arguing the wrong thing.

### Compile all of your Research

Compiling your research allows you to easily find facts and figures during committee and reference specific stances that your country/character has. SwampMUN is an online conference so research can be compiled into an online document, but for in person conferences delegates should print out their compiled research.

### Crisis Only: Come up with Two Backroom Arcs

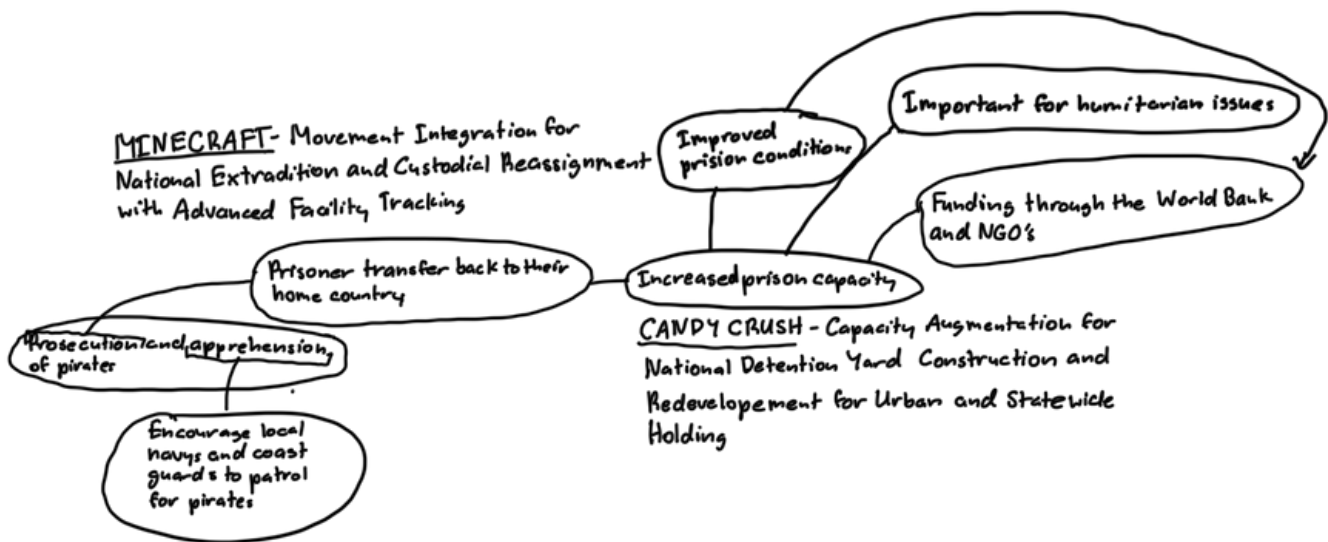
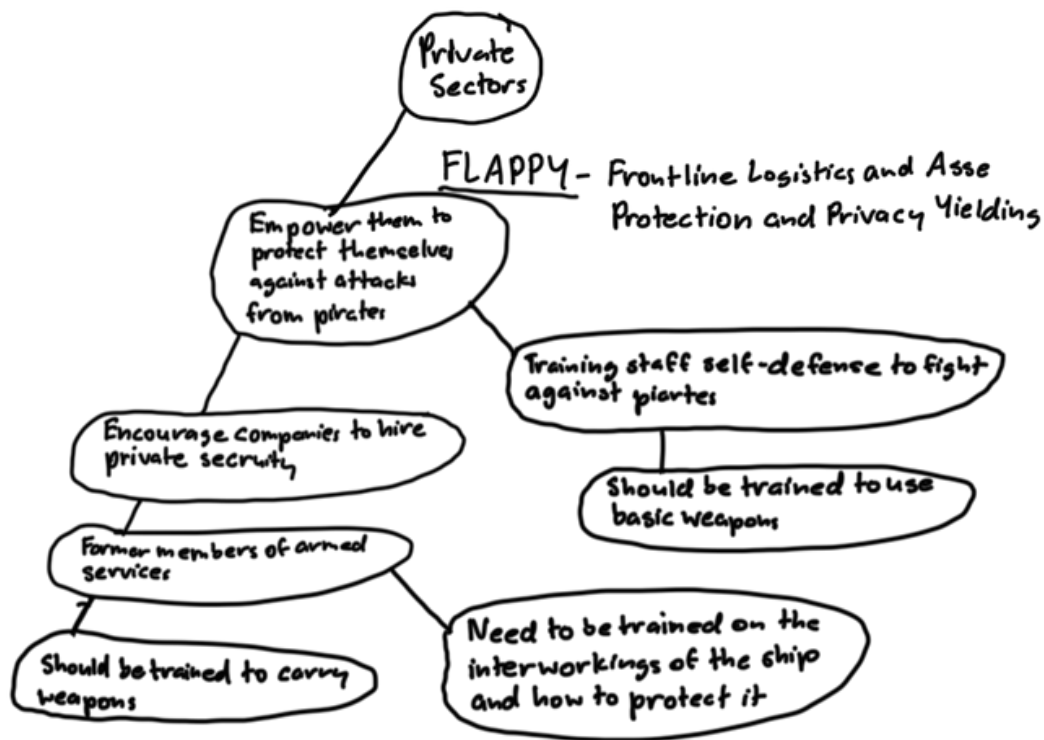
Most conferences, including the University of Florida's other high school conference GatorMUN, operate on a two-pad system, this means that delegates need to come up with two backroom arcs. Delegates should start with a goal then come up with plausible steps to reach this goal within the time frame permitted by the backroom staffers. It is recommended that you plan out your arc before hand, but do not write notes outside of committee as that is considered an unfair advantage.

### GA Only: Mind Maps

Mind maps allow you to easily come up with clauses for your working paper without actually writing them before hand. This means when you actually get into committee then you can quickly write

clauses has the foundation for them have already been laid. Mind maps also allow you to easily share your ideas with other delegates before you have actually written them out.

### Examples:



**CANDY CRUSH - Capacity Augmentation for National Detention Yard Construction and Redevelopment for Urban and Statewide Holding**

# GA Prep Document Outline

## Committee Name

Position Name

### Topic 1

Relevant Guiding Questions

Country Precedence On Topic

Policy Ideas

### Topic 2

Relevant Guiding Questions

Country Precedence On Topic

Policy Ideas



# Crisis Prep Document Outline

## Committee Name

Position Name

### Topic 1

Relevant Guiding Questions

Position Leanings On Topic

Policy Ideas

Branding theme

### Topic 2

Relevant Guiding Questions

Position Leanings On Topic

Policy Ideas

Branding theme

# Resolutions\*

\*Crisis directives are shorter versions of resolutions without preambulatory clauses

## Preambulatory Clause Examples

*Emphasizing* the importance of funding investment and development projects that mitigate inequities in AI-related technology and infrastructure,

*Cognizant of*, the lack of policies that are sustainable to climate change and are resilient to practices in water sanitation,

*Alarmed by* the environmental damage to national parks caused by human activity and climate change,

## Clause Example

1. *Stresses* the importance of branding through the creation of the BRAND (Building Recognizable & Notable Distinction) initiative that will:
  - a. Create a partnership between celebrities such as music artists, actors, and influencers,
  - b. Increase the media image of the US National Parks will help
    - i. Attract more visitors,
    - ii. Encourage mindfulness while visiting such as recycling, picking up after themselves, taking care of the natural environment, and limiting interaction with the wildlife/fauna,
    - iii. Increase the amount of Corporations that will want to invest in the US National Parks,
  - c. Incur funding through the Corporate Sponsors Campaign
1. Creates the **WATER** (Wellness and Treatment for Expectant Mother's through Resources),
  - a. Provides access to clean water for expectant and postpartum mothers,
  - b. Creates and education program on the benefits of having clean water while pregnant using **WELL**,
  - c. Uses the FLOWS initiative for expectant mothers to report that they need sanitary water,
  - d. Calls upon the following NGOs to fund **WATER**,
    - i. March of Dimes, Mum's Aid, Active Pregnancy Foundation,
1. Advocates for the establishment of a financial oversight subcommittee of the Office of Internal Oversight Services (OIOS) dedicated to investment decisions for tech startups and infrastructure that:
  - a. Includes a maximum of 1 state-appointed investment expert and 1 AI policy expert, who handle funding from sources stated in clause 1,
  - b. Meets monthly to assess funding distribution and impact, releasing reports on financial decisions every meeting, and develops a structured framework identifying infrastructure needs in target nations detailed in clause 6 every meeting,
  - c. Identifying worthwhile open-source startups in target nations to create AI ecosystems even in developing countries,
  - d. Decides the regions and locations of funding detailed in clause 3,
  - e. Is created 120 days after the passage of this resolution;

# Crisis Note Outline

To: A person your character has a connection too

Action: A clear, concise statement of what you want your character to do.

Justification/Reason: A brief explanation of why your character is taking this action. This part is crucial, as it provides the crisis director with the context needed to craft a plausible response.

Effect/Goal: What you hope to achieve with this action.

From: Your characters name

To Long Didn't Reader (TLDR): A one or two sentence summary of what you want to be the outcome of the crisis note in case the director doesn't have time to read the entire thing