



Delegate Guide

Table of Contents

Delegate Code of Conduct	2
Chain of Communication	3
Statement RE Unacceptable Behavior	4
Community Guidelines	4
MUN Content	5
Introduction to Committee Staff	5
Differences between Crisis & GA	6
Parliamentary Procedure	7
Research and Preparation	8
Committee Room Actions	9
Writing Directives	9
Writing Resolution Papers	9
Tips to Contribute Meaningfully to Debate	10
Moderated Caucus Etiquette	11
How to Navigate an Unmoderated Caucus	11
Backroom Actions	12
Elements of a Good Crisis Note	12

Delegate Code of Conduct

Behavior

Delegates are expected to behave in a civil, quiet, dignified manner at all times during the conference. CESIMS does not tolerate any occurrence of harassment or discrimination on the basis of race, gender, religion, national origin, sexual orientation, age, or disability status. CESIMS expects all delegates to treat fellow delegates, advisors, and conference staffers with respect and courtesy, both in speech and in conduct. Delegates are also expected to attend all conference functions and events unless they have been expressly freed from such responsibilities by their faculty advisors and a member of the Secretariat.

Dress

Delegates are expected to be in appropriate Business Casual Attire throughout the conference. The expectations of BCA include a dress shirt or blouse and dress/skirt, with optional tie. No t-shirts with print will be allowed in the committee room.

Preparedness

Delegates should come to CESIMS prepared to discuss all topics of debate listed in the background guide. Delegates are expected to remain “on position” and represent their assigned position as accurately as possible, with respect and sensitivity to the topics being discussed.

Etiquette

While engaging with others, delegates are expected to behave respectfully, professionally, and appropriately in accordance with all conference policies. No profanity nor verbal attacks will be condoned, and should a certain measure of respect be broken, delegates may be disqualified from awards and future attendance at CESIMS. When fellow delegates are speaking on the Speaker’s List or in Moderated Caucus, delegates should not speak until called on.

Rules Concerning Alcohol and Illegal Possessions

Any delegate found or suspected of being under the influence or in possession of any intoxicating substances, legal or illicit, at any time during the conference, will be immediately expelled from CESIMS. Violators will also be subject to full penalties of applicable federal, state, and/or local laws and ordinances.

Any violation of these rules of conduct can result in:

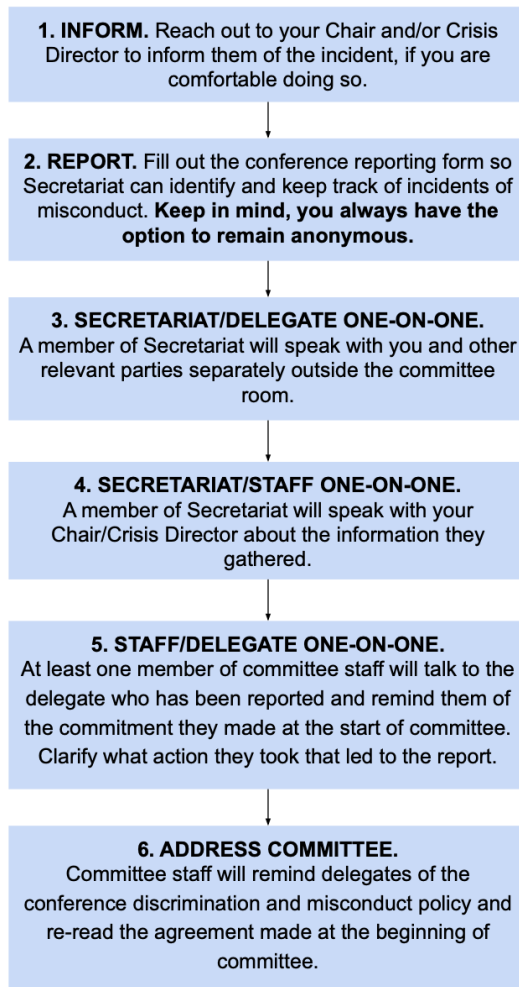
- Disqualification from conference awards
- Expulsion from the conference
- Barring of the delegation of the responsible delegate from future participation in CESIMS
- Any other punitive action deemed suitable and necessary by the Secretary-General

The Secretary-General reserves the right to impose additional rules or alter existing rules at any time during the conference at her discretion. The Secretary-General also reserves the right to expel any delegate, delegations, school, or group thereof from the conference at any time for violating or failing to comply with the above regulations or for any other reason.

Communication

Chain of Communication

If you would like to report an incident of misconduct, discrimination, or harassment to the conference...



Statement RE Unacceptable Behavior

The Columbia International Relations Council and Association (CIRCA) and CESIMS Fall 2022 seek to make our conference and this committee a safe space in which all participants feel comfortable and welcomed. Consequently, we require our delegates to commit to the following policies:

(TW/CW: Mentions of discrimination and gender-based misconduct.) Racism, sexism, homophobia, transphobia, xenophobia, anti-Semitism, islamophobia, ageism, ableism, and any otherwise prejudicial or and discriminatory statements or behavior will not be tolerated. Furthermore, CIRCA and CESIMS 2022 have a zero-tolerance policy for gender-based misconduct in any form, including sexual harassment and abuse. All participants in this committee agree to refrain from any such activity and treat one another with courtesy and respect.

(TW/CW: Mentions of violence, genocide, torture, suicide.) Due to the nature of the activity, we recognize that violent subject matter such as war, colonialism, and terrorism are often discussed in Model UN committees. Delegates commit to treating these topics in a thoughtful and mature manner. Furthermore, utilizing instances of genocide, torture, sexual violence, suicide, and/or other sensitive subjects as a part of a character's crisis arc will not be tolerated in any conference-related content.

If any delegate fails to uphold these policies, they shall be subject to immediate investigation and intervention by the CESIMS 2021 staff, and may be ultimately subject to removal from the conference. If you feel uncomfortable reporting misconduct yourself, please ask your advisor to contact a member of the conference Secretariat.

Community Guidelines

1. Speaker courtesy:
 - a. One delegate may speak at a time, and delegates not recognized to speak may not interrupt.
 - b. In order to speak, raise your placard or hand. The Chair will confirm your position in the speaking order and identify whose turn it is to speak.
2. No ad hominem attacks will be tolerated,
 - a. You may oppose other delegates' positions but should not attack the delegates themselves.
3. What happens here stays here, but what is learned here leaves here.
 - a. Please use this space for constructive conversation, rather than for gossip or spreading rumors.
 - b. This is a safe space. No racism, sexism, homophobia, transphobia, islamophobia, xenophobia, or any variation or iteration of hate speech will not be tolerated. Actively think about how to eradicate any unconscious bias you may hold.

- c. Ask yourself: what am I perceiving? What are my automatic associations? How can I act in accordance with my values?
4. When appropriate, make use of the [anonymous reporting form](#) available to staffers and delegates.

The following will not be tolerated under any circumstances:

Endangerment

Knowingly and/or recklessly endangering the health or safety of others or oneself is prohibited. The implied or express consent of the person against whom such violence or force is used will not be considered a justification for engaging in prohibited behavior. Prohibited behaviors include, but are not limited to:

- acts that endanger human life or threaten physical injury;
- unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger (e.g. physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).

Harassment

Harassing any individual for any reason is prohibited at Columbia University. Harassment is defined as unwelcome verbal or physical conduct/threat of physical conduct that, because of its severity or persistence, interferes significantly with an individual's work or education or adversely affects an individual's living conditions. Harassment of an individual may occur in person, via digital means, or through a third party. A single, isolated incident may qualify as harassment if, based on the facts and circumstances, the severity adversely affected an individual's work, education, or living conditions.

Gender-based misconduct of any kind including sexual assault, domestic violence, sexual exploitation, stalking, gender-based harassment, and sexual harassment will also not be tolerated.

MUN Content

Introduction to Committee Staff

Chair: The committee staffer that serves as the head of the committee. The Chair will preside over committee proceedings, call on delegates to speak, and guide you through parliamentary procedure.

Crisis Director: The committee staffer in charge of the backroom, and is most likely the creator of the committee itself. They have the final say on what will occur in the committee's overall crisis arc.

Crisis Analyst: The committee staffers that answer delegate's crisis notes. They aid the Crisis Director in guiding the committee's overall crisis arc.

USG of Committees: Members of the secretariat who oversee all of CESIMS' committees and work with Crisis Directors and Chairs on developing their committee frameworks. Additionally, they collect delegate feedback in committees.

Secretariat: The group of staff that are in charge of the logistics and operations of the entire conference. They guide Crisis Directors to ensure satisfactory committee experience for delegates, as well as organize conference events behind the scenes.

Differences between Crisis & GA

Crisis committees are, by definition, a group of individual delegates who meet to resolve a series of events of immediate importance. Crisis committees must find immediate solutions to problems such as wars, economic crises, etc. Because of this, the committees are constantly changing since all the actions of the delegates have almost immediate consequences on the committee that will have to be faced during debate. In other words, the problems to be solved revolve around the actions (or inactions) that the committee carries out.

Delegates in crisis committees represent individuals, whether they be real people or fictional characters. Hence, delegates can carry out actions individually without the knowledge or consent of the rest of the committee by writing crisis notes to the backroom. For example, a Secretary of Defense may order the movement of troops, an Executive Director may conduct corporate espionage, and a politician may call a rally or strike.

A Model UN crisis committee will be fully run by its crisis staff, who are chosen by the Conference Secretariat. Model UN crises are developed by the Crisis Director. Depending on crisis size, the director will have one or two Assistant Directors to handle the responsibilities of managing the macro story and make sure the crisis continues to go smoothly. In addition to Crisis Directors, Crisis Analysts are the other key players in the backroom. Depending on the conference size, the backroom staff can range from one to four analysts per committee. Together, the Crisis Directors and Crisis Staff facilitate the flow of the crisis arc by continuously responding to directives and releasing crisis updates. The Crisis Chair guides debate in the front room and serves as a facilitator between front-room and backroom communications. Some crisis committees run with regular Model UN Rules of Procedure, but most are conducted as an informal unmoderated caucus with direction from the chair.

The General Assembly (GA) encompasses all 193 Members of the United Nations, posing this unique forum at the deliberative, policy making, and representative core of the United Nations. GA includes committees such as DISEC, ECOFIN, SOCHUM, SPECPOL, Administrative and Budgetary, and Legal. Unlike crisis, GA delegates typically represent countries that work together to seek long-term solutions for long-term geopolitical problems. There is no backroom in GAs, and instead of writing

directives and crisis notes, delegates collaborate to write resolution papers. The Chair and Vice Chair(s) facilitate debate. Compared to crisis, GA debates are much more formal and emulate the structure of the real United Nations.

Parliamentary Procedure

Points:

- ❖ **Point of Inquiry:** used to ask a question regarding procedure. If you want to do something, but are unclear about how to do it, raising a point of inquiry is the best way to do so.
- ❖ **Point of Personal Privilege:** used to express concern about an issue that affects your comfort and ability to participate, such as the volume of speakers or the temperature of the room. You can ask to use the bathroom by raising a point of personal privilege.
- ❖ **Point of Parliamentary Procedure:** used when a delegate has a question about parliamentary procedure.
- ❖ **Point of Order:** used when a delegate believes the Chair has made an error in parliamentary procedure. Must pertain strictly to procedure, and not the topic being discussed.

You may raise a point without being recognized to speak, meaning you can interrupt other speakers. This does not mean you should interrupt someone in the middle of a speech. You can, however, interrupt the chair.

Motions:

- ❖ **Speaker's list:** the very first opportunity to speak in committee. When you move to open the speaker's list, you will first say: "I move to open the speaker's list." After doing so, another motion will be made to set the speaking time: "I move to set the speaking time for ___ minute(s)." Typically, it will be no more than 1 minute.
 - In a speaker's list speech, you will take a minute to outline your country's core beliefs about the issue at hand. During this time, do not state all of your solutions, but give a general sense of the main focus of your position, and go from there.
- ❖ **Moderated caucus ("mod"):** the portion of debate where you can formally express your country's views to the entire committee in a speech. When you move for a moderated caucus, you will specify a duration, speaking time, and topic.
 - For example: "I move for a 10 minute moderated caucus with a 1 minute speaking time to discuss funding solutions."

- The speaking time must divide into the total duration to produce a whole number for the number of speakers. While a 10 minute moderated caucus with a 1 minute speaking time (10/1) is a common motion, there are other duration and speaking time combinations you can use. Below are some other examples.
 - 12 minutes/45 seconds
 - 10 minutes/30 seconds
 - 9 minutes/45 seconds
- ❖ **Unmoderated caucus (“unmod”)**: the time in committee used to informally discuss with other delegates, form blocs, and write working papers. When you move for an unmoderated caucus, you only specify a duration; there is no speaking time nor topic since the chair doesn’t regulate what you discuss or who talks.
 - For example: “I move for a 15 minute unmoderated caucus.” Typically, unmoderated caucuses run for 5, 10, or 15 minutes. Normally, unless the chair expects you will be very productive, they will not be more than 10.
 - If your time runs out—say, 10 minutes—you can move for an extension at its conclusion. For example: “I move for a 10 minute extension.” The extension cannot be longer than the original motion. You also cannot extend a previously-made extension. The same applies to moderated caucuses.
- ❖ **Round Robin**: similar in structure to a moderated caucus, but every delegate will be recognized in turn to speak on a given topic. When you move for a round robin, you will need to specify the topic and speech time.

Research and Preparation

CESIMS does not require position papers. Begin your research by reading your committee’s background guide. The background guides will have brief introductions on the time period relevant in committee, the issue(s) at hand, as well as the position of your assigned character or country. It is recommended that delegates further build their research based on the provided information and familiarize themselves with other issues relevant to the time period or your role. It is also helpful to note items you can use in your speeches, crisis arc, directives, and solutions. The background guide will also provide links that you can utilize in the research process.

Committee Room Actions

Writing Directives

In crisis committees, delegates pass short, specific documents called **directives**. Each directive is meant to address a certain problem brought into the committee and represents the action the committee will take with regard to the crisis at hand. Similar to resolutions, directives require signatories and are usually supported by a number of delegates. Although the committee may pass multiple directives, only one course of action may be taken. Thus, if directives with conflicting clauses are passed, the last directive's actions will supersede those of the previous directives. Directives are introduced to the committee by a Motion to Introduce a Directive.

To write a directive, simply write down solutions that you have in mind to address the current crisis. Share your directives with the rest of your committee to get signatories. A delegate may write their own directives or resolution paper, but it is strongly recommended that they work with others to craft more comprehensive directives together.

Writing Resolution Papers

A **resolution paper** is the formal document produced and adopted by various UN bodies. In Model UN, a resolution paper is the document that contains all the clauses written by the delegates during the simulation to be voted on at the end. Generally, $\frac{3}{4}$ of the committee time is dedicated to writing clauses, merging ideas, and passing one comprehensive paper. Before they are introduced officially, resolutions are formally known as “working papers.” Working papers are introduced into committee by a Motion to Introduce Working Papers. Once introduced, working papers are then referred to as “draft resolutions.” They undergo a series of edits by the Chair as well as mergers with other papers by sponsors before being reintroduced and finally voted on. Do not pre-write the resolution paper! The purpose of resolution papers is that they are the result of cooperative work between delegates.

To write a resolution, begin with preambulatory clauses, which are headed with preambulatory phrases and state the present conditions and problems that the resolution will look to solve. Solutions should be written in the form of operative clauses, which start with operative phrases, or action words. Give your document a catchy and relevant title.

Delivering Strong Speeches

Delegates should use their speeches to establish their preferred course of action on any given issue and to refute claims made by previous speakers. All speeches should be made in character, meaning that the views you espouse should reflect the views that your character/country would have on any given issue.

In your opening speech, start off with a hook, discuss topics you believe will be especially pertinent in committee, and offer potential solutions so other delegates know your stances on the issues.

While there is not one formula to making a great speech, here are some other helpful tips for speaking:

- ❖ Practice timing your speeches so that you take up the entirety of your speaking time. It would be a waste to not use up all your time--this is your time to shine!
- ❖ To give a strong speech, take a deep breath in the beginning and state your points before going in depth.
 - People may zone out (it's human nature), so by stating your points first, fellow delegates at least know what your ultimate goals are.
 - Talking slowly and taking small pauses not only improves comprehension of your speech but also allows you time to remember what you are going to say.
- ❖ Ask your advisors, teammates, and friends to help in brainstorming points and arguments.
- ❖ Engage with the committee room by making eye-contact with others!
- ❖ Be respectful and civil during speech.

Tips to Contribute Meaningfully to Debate

- ❖ Read the background guide before the committee!
- ❖ Do thorough research on the setting of the committee and your position to ensure your speeches are factually accurate.
- ❖ Listen carefully to other delegates' speeches and take notes so you are aware of what has been said and whom to work with.
- ❖ Keep your speeches relevant to the topic! It may seem fun to give a joke speech, but that will not contribute meaningfully to the debate.
- ❖ We encourage everyone to speak during committee.
- ❖ Notes must be respectful and relevant to the committee. No notes should be passed between delegates to play games or speaking about any topic besides what is going on in committee. Please save these conversations for after the committee sessions.

Moderated Caucus Etiquette

Moderated caucuses are structured as formal debates. Each delegate will be called upon to speak by the chair by raising their placard. It is important to be respectful of other delegates during moderated caucuses, and you can do so by practicing the following:

- ❖ Please do not interrupt other delegates who are giving a speech with your comments.
- ❖ Do not cross-talk or converse with other delegates while a delegate is speaking.
- ❖ If you agree with the sentiment delivered by a delegate during a speech, do not shout “I agree!” or “Yeah!” You can express your agreement via notes and/or finger snaps.
- ❖ Please wait to be called on by the chair before speaking.
- ❖ Do not swear in committee. It is impolite and detracts from the running of the committee.

How to Navigate an Unmoderated Caucus

Unmoderated caucus is the main segment of the committee where you will work closely with other delegates to discuss solutions and papers. It can seem intimidating, but being diplomatic and friendly can help you out in unmods. Politely approach other delegates whose speeches you agree with or were interested in, share your ideas with them, and offer to work with them. It can also be helpful to send notes during moderated debates to create relationships and invite people to meet up in unmods.

Unmoderated Caucus Etiquette:

- ❖ Do not leave the committee room during an unmoderated caucus unless given express permission from your chair.
- ❖ Unmoderated caucuses are a time to discuss, not scream– use your indoor voice.
- ❖ Keep unmoderated caucuses on topic: talk about what is going on in committee only.
- ❖ Do not talk over other people during unmoderated caucuses.
- ❖ Please be respectful when conversing and debating with other delegates. **CESIMS will not tolerate any racism, sexism, xenophobia, or any other discriminatory language.**

Backroom Actions

Elements of a Good Crisis Note

Crisis notes are your opportunity to directly contribute to the committee's crisis arc. The hallmark of a good crisis note is that the crisis director incorporates it into the narrative of the committee. Here are some tips:

- ❖ Your first crisis note should include steps to get a funding source. You will be able to achieve a lot more through your crisis notes if you can afford to make purchases, etc.
- ❖ Make your notes as **detailed and creative** as possible.
- ❖ Crisis Directors are more likely to approve crisis notes if delegates write out clear steps and provide specificity. The Crisis Director should be able to determine from the note exactly what you want to do, why you want to do it, and your plans for accomplishing it.
- ❖ Always ask what your portfolio powers are if you do not know. CESIMS is a teaching conference, and our staff are here to support and guide you in any way possible!

Backroom Teamwork: Joint Crisis Note Tips and Etiquette

Joint Crisis Notes (JCN)– a note to the backroom signed off by all parties involved. Joint Crisis Notes are a great way to collaborate with other delegates in Crisis and to show diplomacy. This is also a unique strategy that allows delegates to benefit from each other's resources and build alliances without the rest of the committee knowing. Here are some tips on JCN structure and how to best use them:

- ❖ JCNs should be structured like an ordinary crisis note-- clearly laid out steps and sufficient resources to carry out the task
- ❖ JCNs should be signed off by all parties involved
- ❖ Practice Joint Crisis Note Etiquette
 - The note should be approved by all parties involved.
 - Do not edit the note without other parties' knowledge. If a delegate involved wishes to undermine the JCN secretly, they should send a separate crisis note.
 - Do NOT sign on other positions who did not agree or take part in the writing of a JCN.

Joint Crisis Note Etiquette is very important as you are collaborating with other delegates to synthesize your resources to address situations in the crisis rather than using it to your personal advantage.