

# PROCEDURE GUIDE



Department of Justice:  
Firearms and Explosives  
Division

## Welcome Letter

Dear delegates,

First of all, receive the warmest welcome to the thirteenth edition of the Marymount school model of United Nations (MMUN XIII). For me, it will be an honor to accompany you through this committee. From the crisis center, I hope you find the model as a safe and fun space of learning experiences not only from the topics you will need to research but from other delegates as you share ideas and arguments. The committee expects that all delegates manage to display their best skills at public speaking, negotiation, and research, but further, we expect that delegates stand out by their human part, constructing a safe space for everyone to participate where respect is the main rule as part of the MMUN spirit.

Lastly, I would like to remind you that this guide is meant to help you understand how the crisis will function throughout the committee so you can take advantage of all the resources offered by the crisis center. If you happen to have any doubt do not hesitate to contact me.

Wish you all the best of luck,

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## Roles

### The Honorable Chair

- The honorable chair/Presidents are the maximum authority within the committee. They are in charge of acting as moderators for the debate, guiding the delegates, maintaining order, and solving any questions or disputes that may arise during the development of the committee. They are also in charge of creating the study guides for the topics so it is highly recommended that any doubts before the model are consulted with them.

### The Delegates

- The delegates are the essence of the debate. They are in charge of discussing the topics in an effort to find solutions while acting as worthy representations of their country's interests. All interventions made by the delegates must agree with the United Nations charter, laws, treaties, conventions, and international protocols that the country they represent has signed and ratified. They must know which Multilateral Organizations, in addition to the UN, the country that they represent is part of, and which of these are the most important and influential worldwide. Before beginning discussions in committees, they are responsible for addressing the committee with a speech, which will not exceed a time determined by the table, where they will show the official position of the country they represent. The delegates have several duties for the right development of the committee. First, it is necessary that they know all the procedures for the debate and follows the rules of the model. Second, it is of paramount importance that the delegates arrive to the model with a full, meticulous preparation that will allow them to move comfortably around the topics. Finally, delegates must constantly be representatives of respect and the values of the model, for the proper development of the relations within the model.

### The Crisis Center

- The crisis delegate has the function of moderating the actions and events that occur within the committee, using different academic and pedagogical tools that allow its dynamization. One main role the crisis center has is to review the directives created by the delegates. This includes approving them (along with the chair), deciding their importance for the debate, and communicating to the committee the events and implications of whatever actions are taken. The crisis delegate is also available as a guide for delegates during the redacting process of directives. Aside from directives, the crisis center is also in charge of making sure the debate is fluid and substantial. For this, he may also bring crises to the committee that he considers pertinent for its proper development.

## Crisis Procedure

### Portafolio power

- Portafolio power is used by delegates to answer questions about their character, or gain knowledge within their character's capabilities, such as economic power, health, important allies, resources, and weaknesses, among others. Delegates must only use portafolio power if they cannot find the answers to their questions from any other source.

Structure

**Date:** Current date in the committee

**Redacting delegation(s):** Which delegate(s) are sending the question

**Questions:** The questions must be stated in a direct and concise manner.

### Directives

Directives are the tool that delegates use to be able to take actions of any nature as long as they are consistent with the capacity of the delegation. They must be reviewed by the crisis center in order to take effect. There are two types of directives: public and private.

*Public directives:* This type of directives are mainly used for press releases, and they will be read out loud to the whole committee. They are used when the committee decides to take action as a whole. (Public directives have to be voted in order to submit them; they pass by simple majority).

*Private directives:* Are usually carried out by one delegate, or can be a small group. They are used for strategic actions, usually relating to individual interests. These directives will be kept secret from the rest of the committee, and can therefore be encrypted to protect the information in them, and ensure that the results are only known to the reactants.

Structure

**Date:** Current date in the committee

**Redacting delegation(s):** Which delegate(s) are sending the directive

**Nature:** Public or Private

**Method of encryption:** Optional (Used for private directives only).

**Title:** Title of the directive

**Preamble:** A brief introduction to the action that will be realized. Usually states the motive behind the directive. This does not state the action that will be realized, only introduces it.

**Action:** The delegates must explain in detail the action that they want to carry out. It must include the following information:

- What is the action: describe the action in chronological order and how it will happen
- Who will carry out this action - include full names and details about the people
- What resources will be used (exact quantities) and where those resources came from
- Where and when will the action be implemented

Delegates must be as detailed and thorough as possible. Otherwise, the crisis center will not accept the directive.

**Objective:** Explain what the delegates hope will be accomplished if their directive is approved.

*Note:* Keep in mind that the results from the actions taken may not be the same as what is stated in this section, as this will be decided by the crisis center.

## Press Release

- These are statements by the delegates or the entire committee. They are used to provide information, expose a position, incite public action, or for the population to support their side. The messages can be articles published in a newspaper, public statements broadcast on television, etc.

### Structure

**Date:** Date in committee.

**Redacting Delegation(s):** Who is issuing the statement.

**Media:** Where it will be broadcast. Also include the resources and logistics needed for this.

**Message:** Message to be published.

**Objective:** Although a press release usually has to be accompanied by a directive for it to have an impact, in this space you will be able to specify if you want the release to have an impact within the committee and what. As with directives, the objective of the press release is not guaranteed to be met, that will be decided by the strategy center.

## Special Procedure

As previously mentioned, only a few changes will be made to the procedure used in traditional committees, therefore, in addition to the motions or points specified in the MMUN XIII handbook, specific ones will be considered for this committee. Additionally, some codes will be introduced that will work in a similar way to motions and points.

**Motion for a cabinet consultation:** The delegate who proposes the motion receives the power to give the floor to the next delegate who wants to use it. The delegate who proposes it must specify a time per speaker, the time that the debate will last, and, if necessary, the topic to be discussed. Decided by simple majority in the voting process.

**Code to call a meeting:** It is used when the delegate considers it necessary to call a meeting apart from the committee. Whoever does so can ask for the participation of one or more delegates within the committee and/or people who are not part of the conference. This code will also work as a point, however, the people summoned have the right to refuse to attend.