



# ADHOC PROCEDURE

**MOTIONS AND POINTS**

Point of Order	Object/Question session procedure
Point of Information	Question the speaker (during the speaker's list) through the presidency.
Point of Inquiry	Request information from the presidency (the time, breaks, procedure, etc.)
Point of Personal Privilege	Request privileges unrelated to the debate (ex. bathroom, noise, room temperature)

Motion to open briefing session	"The delegation of (country) makes a motion to open a briefing session for the (number of update) crisis update for the time of (set briefing time)"	Time for delegates to read and analyze crisis updates given for the sake of writing crisis notes and analyzing updates.
Motion to Set the Agenda	"The delegation of (country) makes a motion to set the agenda to the (name of first crisis update)"	Declares the first crisis update will be discussed. This is only done at the beginning of the first session of the first day.
Motion to Open the Tour de Table	"The delegation of (country) makes a motion to open the tour de table for the time of... (Set speaker's time)."	Series of short speeches given by each delegate at their seat. It can be established more than once throughout the sessions, but must be used after the first crisis update.
Motion to Open a Moderated Caucus	"The commission of (country) makes a motion to have a moderated caucus for the time of...(time)."	Debate among delegates with guidance from the chairs. The commissioner must raise their placard and wait to be called on. When called upon, delegates must rise and speak.
Motion to Open an Unmoderated Caucus	"The delegation of (country) makes a motion to have an unmoderated caucus for the time of...(time) with the purpose of... (purpose)."	Free debate among the delegations supervised by the presidents. It is a time in which delegates can work on their amendments or press releases. The delegates can move freely around the room and gather others to become signatories or sponsors of

		amendments or gather supporters of press releases.
Motion to Close the Tour de Table	“The delegation of (country) makes a motion to close the Tour de Table.	Close the tour de table and move on. It can be reopened later.
Motion to Adjourn the Session	“The delegation of (country) makes a motion to adjourn the session until... (set time for next meeting).”	Close the session until the time set for the next meeting
Motion to Close the Session	“The commission of (country) makes a motion to close the session.”	Close the session indefinitely.
Motion to Open Roll Call Vote on an amendment	“The delegation of (country) makes a motion to open roll call vote on the ammendment.”	Open voting procedure and begin voting on a specific ammendment. Done by roll call vote.
Motion to Open Roll Call Vote on a press release	“The delegation of (country) makes a motion to open roll call vote on the press release.”	Open voting procedure and begin voting on a specific press release. Done by roll call vote.
Motion to present an ammendment	“The delegation of (country) makes a motion to present an ammendment with sponsors (sponsor names) and signatories (signatorie names).”	Motion to present one specific ammendment to the delegations.
Motion to present a press release	“The delegation of (country) makes a motion to present a press release”	Motion to present one specific press release to the delegations.
Motion to present a public declaration	“The delegation of (country) makes a motion to present a public declaration with delegations (delegation names aligned to press declaration)”	Motion to present one specific public declaration to the delegations.

## **CRISIS COMMITTEE VOCABULARY**

To fully comprehend how the crisis committee works and the following descriptions of debate order, it is highly important that delegates understand the tools and words they'll hear while in session.

**Crisis Notes:** Individually written directives sent by delegates to their Home Government (H.G.) to mobilize resources, execute strategic actions, or respond to crises. The crisis notes must state whether actions are taken anonymously or can be presented openly to the committee. Do keep in mind that not all suggestions will be feasible and backroom will inform you of this.

### **Example:**

**From:** The United Arab Emirates

**To: Home Government**

### **Crisis Note**

To the attention of His Excellency the Prime Minister, the Minister of Interior, and the Director of the UAE Intelligence Service,

It has come to our attention that a transnational criminal syndicate may be operating within the Gulf region, attempting to disrupt regional stability through illegal arms trade and human trafficking activities. In light of this, we request the immediate mobilization of intelligence assets to gather pertinent information on this group's operations. Operate discreetly and keep this secret to the rest of the committee. This will enable our delegation to take swift and decisive action in coordinating an international response to prevent further escalation and safeguard the security of the UAE and its allies.

**The delegate of the UAE**

**Joint Private Crisis Notes:** The same as a regular crisis note except it is written by two delegates and sent to the backroom as directives representing both parties interests.

**Example:**

**From:** The United States of America and The United Mexican State

**To: Home Government**

**Crisis Note**

It has come to our attention that transnational drug cartels, or "narcos," are expanding their operations along the U.S.-Mexico border, increasing violence and trafficking. Immediate action is needed to counter this threat. We request the mobilization of intelligence agencies to gather information on cartel activities and leaders. Strengthening border security with enhanced patrols and surveillance is crucial. Additionally, we recommend creating a joint task force between our nations to target cartel operations. Economic sanctions should be imposed on cartel members and their financial networks, and we should coordinate with regional partners for joint operations. A public statement outlining our actions should also be made to ensure transparency. We await your approval and any further instructions.

Sincerely,

The United States of America and The United Mexican States

**Crisis Update:** Official notifications informing delegates of new developments in the crisis.

These updates reflect the consequences of delegates' actions, crisis notes, and press releases.

They are presented at the start of a session through printed documents, live performances

from backroom actors, or direct announcements by the Chairs.

**Amendment:** Amendments are proposed by delegates working during unmoderated caucuses and address specific aspects of the crisis. They include signatories and sponsors, with the goal of refining or adjusting the direction of the resolution or action. Amendments are written in a

format similar to resolutions and must be reviewed and approved by the Chairs in paper format, then written on devices, presented to chairs once again before being presented and voted upon by the committee. If passed by roll call vote, they are incorporated into crisis updates. Keep in mind that due to the nature of a crisis, amendments are much shorter than regular resolutions.

Amendments must be structured as follows:

Heading must include committee name, sponsors, signatories and what aspect of the crisis they tackle.

Preambulatory clauses provide background information, context, and justification for the actions outlined in the operative clauses. They typically start with phrases like "Recognizing," "Taking into account," or "Considering."

**Preambulatory phrases:** They introduce each preambulatory clause. Must be written in

*Italics*

Affirming	Bearing in mind	Further recalling
Expecting	Fully alarmed	Reaffirming
Having studied	Noting with satisfaction	Declaring
Alarmed by	Believing	Guided by
Expressing its appreciation	Fully aware	Realizing
Keeping in mind	Noting further	Deeply concerned
Approving	Confident	Having adopted
Expressing its satisfaction	Fully believing	Recalling
Noting with regret	Noting with approval	Deeply conscious
Aware of	Contemplating	Having considered
Fulfilling	Further deploring	Recognizing
Noting with deep concern	Observing	Deeply convinced
	Convinced	Having considered further
		Referring

Operative Phrases are phrases used to introduce specific actions or directives in operative clauses. Examples include "Calls upon," "Urges," "Recommends," "Encourages," and "Requests."

**Operative phrases:**

Orders	Further resolves	Considers
Commands	Authorizes	Reminds
Requires	Expresses its hope	Declares accordingly
Obligates	Has resolved to	Requests
Establishes	Further invites	Deplores
Compels	Notes	Expresses its appreciation
Demands	Calls upon	Designates
Requires	Proclaims	Expresses its hope
Accepts	Condemns	Strongly condemns
Encourages	Designates	Draws the attention
Further recommends	Reaffirms	Supports
Affirms	Confirms	Emphasizes
Endorses	Draws the attention	Further proclaims
Further requests	Congratulates	Further reminds
Approves	Emphasizes	Trusts
Expresses its appreciation	Regrets	Asks

**Example:**

AD-HOC Crisis Committee

Sponsors: Italy, France and Denmark

Signatories: Finland, the Netherlands, Austria, Spain and Germany

Crisis Update on AI hybrid warfare

*AD-HOC Crisis Committee,*

Having observed the rapid advancement of artificial intelligence technologies,

Taking into account the growing use of AI-driven cyberattacks in hybrid warfare,

Recognizing the increasing threat of AI-enhanced misinformation campaigns targeting political stability,

Encourages all member states to invest in AI-driven defense systems to bolster national security against emerging threats; **[use semicolons to separate operative clauses]**

2. Urges nations to establish comprehensive cybersecurity protocols that address vulnerabilities related to AI in hybrid warfare;

**Press Release:** A public statement crafted by the committee and approved by a simple majority, designed to shape media narratives, inform the global audience, or appeal for support from external entities. This tool is meant to be used as a news outlet to inform the rest of the world about actions within the crisis committee, with the intention of affecting crisis updates.

**Example:**

Press Release of the Crisis Committee

The Crisis Committee has called for an immediate ceasefire and the establishment of safe zones in response to the ongoing conflict in [specific region], which has led to widespread displacement and suffering. We urge the international community to provide humanitarian aid and support diplomatic efforts for a peaceful resolution. The committee is committed to working towards a lasting solution and minimizing further civilian harm.

**Public Declaration:** Similar to a press release but intended only for internal committee communication. It can be issued by an individual country or a coalition to share intelligence, announce military actions, or apply diplomatic pressure within the committee. Unlike press releases and amendments, press declarations do not impact public opinion in crisis updates and do not require a vote for approval.

**Example:**

Public Declaration of Brazil, India, South Africa, and Argentina

Brazil, India, South Africa, and Argentina declare the establishment of the Global Cooperation and Prosperity Alliance (GCPA). This coalition is committed to advancing



shared economic growth, enhancing defense capabilities, and promoting regional stability through collaborative efforts. The alliance has no aggressive aims, provided its members' sovereignty is respected and no external interference threatens their collective peace and development.

**Backroom:** A writing team responsible for creating new crisis updates based on the actions taken by delegates. The backroom evaluates crisis notes, drafts crisis updates, and determines how the crisis evolves. Delegates must refer to the backroom as their Head of State, government, or relevant authority in both notes and debate.

### ORDER OF PROCEDURE

The first order of business in the first session will be the delivery of the initial crisis update from the backroom, introducing the crisis to the delegates. This crisis will remain the same throughout all sessions, but it will evolve and become more complex through updates, crisis notes, public declarations, and amendments as delegates engage with it.

Once delegates have received the first update, the next motion should be to open the briefing session. This motion allows delegates time to read and analyze the crisis update, helping them prepare their crisis notes, speeches, and better understand the situation.

After the briefing session, the next motion should be a **Motion to Set the Agenda**. This motion will state which council proposal will be discussed first. Following this, a **Motion to Open the Tour de Table** can be introduced. This motion allows each delegate to give a short speech from their seat, and it must take place after the first crisis update. The purpose of the Tour de Table is for delegates to state their position on the crisis update. These two motions are only to be made at the beginning of the first session of the day.

Once the Tour de Table concludes, delegates will begin a moderated caucus to discuss further and elaborate on their positions. Later in the session, unmoderated caucuses will be used more frequently, allowing delegates to focus on drafting amendments, public declarations, press releases, and crisis notes. Delegates can draft multiple of these documents throughout unmoderated caucuses, and it's encouraged to address the crisis effectively.

Amendments, press releases and public declarations must first be written on paper and approved by the Chairs. Once approved, they can be entered into digital format with the Chairs' permission. Devices will only be allowed for this process. Once amendments and documents on devices are approved, presented<sup>1</sup>, and pass voting procedure, they will be incorporated into the crisis updates. **Only amendments and press releases are voted on within committee.**

Crisis notes should be given to pages, who will bring them to the Chairs for approval. The Chairs will review the notes for clarity and consistency before returning them to the pages to be sent to the backroom for inclusion in future updates. Crisis notes will be returned with notes from backroom during the middle of each session whenever possible. Updates will be given at the start of each session.

<sup>1</sup> Presentation of amendments will be followed by points of information and a roll call vote. All voting within this crisis committee includes a one single round of roll call without rights.