



CancunMUN

START THE WAVE

by International American School of Cancun

Ad-Hoc
Parliamentary
Procedure

Points:

Point of Order	Object/Question session procedure.
Point of Information	Question the speaker (during presentations of amendments, press releases, public declarations) through the dais.
Point of Inquiry	Request information from the dais (the time, breaks, procedure, etc.)
Point of Personal Privilege	Request privileges unrelated to the debate (e.g., bathroom, noise, room temperature)

Motions:

Motion	How to say it	Purpose
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 strategizing.
Motion to Set the Agenda	“The delegation of (country) makes a motion to set the agenda to the (name of first crisis update).”	Declare the first crisis update will be discussed. This is only done at the beginning of the first session on 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, 30 to 60 sec.).”	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. There are no questions to the speaker.
Motion to Open a Moderated Caucus	“The delegation of (country) makes a motion to have a moderated caucus for the time of...(time).”	Debate among delegates with guidance from the chairs. The delegate 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 chairs. 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 Open Roll Call Vote on an Amendment	“The delegation of (country) makes a motion to open a roll call vote on the amendment.”	Open the voting procedure and begin voting on a specific amendment.
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.
Motion to Present an Amendment	“The delegation of (country) makes a motion to present an amendment with sponsors (sponsor names) and signatories (signatorie names).”	Motion to present one specific amendment to the delegates.
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 delegates.
Motion to Present a Public Declaration	“The delegation of (country) makes a motion to present a public declaration with the delegations of (countries aligned to the public declaration)”	Motion to present one specific public declaration to the delegates.
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 delegation of (country) makes a motion to close the session.”	Close the session indefinitely. Used only at the end of the conference.

The dais must approve of the point or motion before the delegate continues

Yields:

Yield Time to Chair	“The delegation yields its time to the chair.”	Eliminate the time remaining if you finish a speech before your time runs out during the tour de table.
Yield Time to Delegate	“The delegation yields its time to the delegate of (country).”	Give the remaining time to another delegate so that he/she may speak. This time must be accepted by the delegate who will receive the extra time.

These yields only apply when the tour de table is open

Notes:

- ❖ The Dias (pronounced die-as) is a way to reference the chairs collectively.
- ❖ Delegates may not use personal pronouns, as they represent countries and not individuals. So, when stating a motion or yield, they will use their country’s name instead of “I” and speak in the third person.
- ❖ Delegates may send notes to the dias to state they are present and voting if they missed the roll call, or for points of personal privilege. Conference pages will assist in passing notes.
- ❖ In addition, delegates may send notes to each other to form alliances or discuss ideas during the moderated caucus. These notes must first be sent to and approved by one of the chairs.
- ❖ For any motion to take place, all delegations present must be at their assigned seats and in order (except for introducing documents to the dias). If an unmoderated caucus ends, delegates must return to their places.
- ❖ If a delegate does not know the appropriate amount of time to set for a motion, they may say “for the time the dias/chair recommends” and later restate their motion after the dias responds.
- ❖ **Vocabulary:**
 - ~~Speaker’s List~~ → Tour de Table
 - **Resolution** → There are no single resolutions in this committee. Instead, several shorter amendments, releases and declarations meant to respond quickly and effectively to the topics at hand.

- **Backroom:** A separate room from the committee where crisis writers will be working to answer crisis notes and provide updates on the crisis.
- **Crisis Updates:** An official message from the backroom that informs delegates of new developments in the scenario. It reflects the consequences of the delegates' actions, as well as independent events introduced by the backroom to escalate or shift the situation.
- **Home Government (HG):** The government/institutions of the country the delegate is representing, with the same capacities the country has in real life.
- **Crisis Notes:** Private instructions sent to the HG proposing actions, mobilizations, or investigations. Crisis Writers respond to these notes as the home governments giving intel to their countries.
- **Joint Crisis Notes:** Submitted by two delegates in a coordinated action.
- **Amendments:** Short, resolution-like documents debated and voted on within the committee to change the course of action publicly.
- **Press Releases:** Public statements voted on by the committee to influence media narrative and impact future updates.
- **Public Declarations:** Internal announcements that inform other delegates of positions, alliances, or actions without influencing public updates.

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 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, and pass voting procedure, they will be incorporated into the crisis updates. The rest of the documents can be immediately done on a device with the chair's consent.

- Presentations will be followed by points of information and a roll call vote.
- All voting within this crisis committee includes a single round without rights.
- Only amendments and press releases are voted on within the 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.

Document procedure and examples

Please read this section carefully to avoid doubts during the conference. It is highly important that delegates understand the tools and words they'll hear while in session. Still, the chairs and secretary generals will be pleased to help if any questions arise.

Crisis Updates

They are 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.

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.

RISE Criteria for Crisis Notes

R — Realistic The action must be plausible given the delegate's position, national power, and available resources.

I — Informed The note should be clear, specific, and show a good understanding of the situation. It must be well-written and logical.

S — Strategic The action should serve a larger diplomatic, military, or political objective and align with national or bloc interests.

E — Effective The proposed action must have the potential to influence the course of the crisis or provoke a meaningful development.

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 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 States

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

Amendments

Amendments are written similarly to resolutions, check the "resolution format" document for more details. They 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 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.

- 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. Start with phrases from the word bank found on the "resolution format" document.
- Operative Phrases are phrases used to introduce specific actions or directives in operative clauses. Start with phrases from the word bank found on the "resolution format" document.
- Keep in mind that due to the nature of a crisis, amendments are much shorter than regular resolutions

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,

1. Encourages all member states to invest in AI-driven defense systems to bolster national security against emerging threats;
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.