



Crisis Procedure Handbook

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UCIMUN

Crisis Committees Procedure

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Crisis Structure

How a Crisis Committee functions

A crisis committee is not like a traditional Model UN committee, since it focuses on a niche committee and topic, with countries and characters that are directly connected to the issue.

Crisis committees are typically fast-paced and delegates have more power as compared to other committees. The structure relies on consistent communication between the front room (dais and delegates) and the backroom (crisis director and staff) in the form of crisis notes.

- Crisis committees begin **in media res**, in the midst of an important event. The timeline of the crisis is communicated in the form of **crisis updates** from crisis staff. They will be entering the committee room in regular intervals to update delegates on the current state of the topic, through various announcements.
- Delegates will have the chance to work on both **short term responses** and **long term solutions** to the given topic. Their short term responses will be based on the recently received crisis update, aiming to solve the issue at hand. Their long term solutions should reflect in their speeches and motives as they attempt to solve the issues noted in the topic(s).
- All delegates are assigned a **portfolio power**. It is given to them on the day of (or in some cases, a day before) the conference. This power is indicative of the resources available to the individual delegates, to be used by them when writing directives. These resources can be utilized to work for their own gain, or against the agenda of other delegates to further their personal agendas. These powers must be used as directed by crisis staff and overstepping assumptions of their resources may lead to directives being rejected by the backroom. All portfolio powers will be helpful to delegates to complete crisis actions.

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Procedure

Different procedures and motions in Crisis

Most parliamentary procedure in crisis committees tends to be more fluid and loosely followed. Due to the fast-paced nature of these committees, there will be more opportunities for delegates to interact with each other directly, rather than in the traditional formal debate style.

As with traditional committees, crisis committees begin with a roll call, with delegates answering if they are present (or present and voting). Committee will begin with a **motion to open debate**. There is **NO speaker's list** in crisis committees, thus there is no need for motions to set the agenda – if there are two different topics in a background guide, chairs will specify which topic is to be followed on the specific day. Every caucus can be extended by half the time allotted in original motion.

→ Moderated Caucus

- Allows for delegates to speak individually on a subtopic set in the motion, for a specific time. They will be called on by the chair. The delegate making the motion will have the choice to go first or last.
- **EXAMPLE:** “Motion for a five-minute moderated caucus with a 30-second speaking time to discuss the latest crisis update.”

→ Unmoderated Caucus

- Allows for delegates to move around the room and speak to each other directly. This time can also be used to work on joint or personal directives.
- **EXAMPLE:** “Motion for a seven-minute unmoderated caucus.”

→ Round Robin

- Every delegate in the room goes in order to make a speech on a subtopic set in the motion. This motion only specifies the speaking time for delegates, and no total time.
- **EXAMPLE:** “Motion for a round robin with a 45-second speaking time to discuss military options.”

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Directives

[How to use them, Samples](#)

Also known as crisis notes, directives are proposed solutions to the current issues written by delegates that are sent to the backroom. They are different from Resolutions in traditional Model UN committees in both their structures and purpose.

[samples included below!]

When writing directives, delegates do not need to use preambulatory clauses. Since crisis includes fast committees, directives must be focused on enforceable actions and effective use of collaboration and powers. There are multiple different types of directives that delegates can send to the backroom:

→ Personal Directives

- These are written by individual delegates. They can make use of their portfolio powers to advance their personal agenda in relation to the ongoing crisis / topic, or attempt to work against the other delegates in the committee.
- **SAMPLE:** Directive
 - This should include action clauses with specific uses of given portfolio powers. Delegates can use assumptions about the scope of their powers, but only in reasonable measures.

Personal Directive - **Albus Dumbledore**

1. Authorize 15 witches and wizards from the Order of the Phoenix to infiltrate Death Eater Headquarters
2. Establish a safe house on the outskirts of London for Harry Potter
 - a. Enforce hexed protection of horcruxes
3. Give 10 points to Gryffindor

- **SAMPLE:** Communiqué
 - This is a form of personal directive that allows delegates to communicate with individuals (NPCs) outside of the committee, which may include people in their inner circle, or their counterparts (usually

ambassadors in other countries). This may include action clauses to perform work outside of their own powers, or to acquire information.

To the American ambassador in Russia,

I have made the decision to investigate why President Putin has not been returning my calls or texts. I would like to speak with him and remind him of our power, so that he does not act like a spoiled child. It is breaking my heart to see his handiwork in Ukraine, and we would like to gauge the communicational situation across the pond.

I would like you to instate certain intelligence agents, or as I prefer to call them, Secret Humane Intelligence Tools (SHITs). You should authorize the use of 5 such SHIT agents that will operate in the guise of housekeeping for Putin's family. Please make use of our funds for our SHITs as necessary.

Please update me on the news.

God Bless You,
~USA.

PS. may the lord protect our SHITs.

→ Joint Directives

- These are written by two or more delegates. They can make use of their portfolio powers to collaborate on their agendas in relation to the ongoing crisis, or attempt to solve. **If there are more than 3 sponsors, the directive must include signatories from the committee.**
 - The number of signatories should be 50%+1 of the number of sponsors for such a directive.
- Joint directives may be **voted on by the committee**; if the total number of sponsors and signatories equals 20% of the present delegates in committee.
 - For example, if a committee has 30 delegates, and a joint directive has 4 sponsors and 2 signatories, then it must be presented and voted on by the committee.
- **SAMPLE: Directive**
 - This should include action clauses with specific uses of given portfolio powers. Delegates may combine their powers to make an efficient directive.

Save the Galaxy! : Fight the Separatists

Sponsors: Coruscant, Tatooine, Naboo

Signatories: Alderaan, Kashyyyk

1. Establish an army of the republic
 - a. Grant emergency powers to Chancellor
 - b. Hire the Kamino to create a clone army
 - i. Authorize creation of 2 million units, with 5 leaders each
2. Call upon Jedi Council to send specialized Knights to areas in conflict
 - a. Reinforce efforts of local governments and militias
3. Declare creation of a Judiciary council
 - a. Elect leaders from countries chosen by Chancellor
 - b. Enforce use of checks and balances for emergency powers

→ Press Releases

- These may be written by individual delegates, or in collaboration. They can make use of their known connections and allies outside of the committee to spread relevant information to aid their own or sabotage another's cause. These can be used to affect delegates' own public approval rating (which may affect the efficacy of their directives).
 - Doesn't need to have a specific number of sponsors and/or signatories. It is not voted on by committee, and can be kept secret / made public on the discretion of the crisis staff.
- **SAMPLE:** Press Release
 - This should include a specified audience and author. Should have a specific topic; factual accuracy isn't always necessary!

DINO: Death Is Not an Option

Sponsors: Ellie Sattler, Alan Grant, Ian Malcom

Signatories: Owen Grady, Claire Dearing

Jurassic Park: There have been thefts of unborn frozen velociraptor embryos as well as perpetuation of unauthorized breeding among the T. Rexes. At the moment, there has been

evidence found in the form of camo clothing bits, implying that these actions were a result of the “investigative” visit from the Armed Forces.

We condemn the use of animals as potential weapons, and would like to remind the public of previous disasters that have occurred at the hands of such people and authorities. We urge activists and environmental organizations to take direct action and speak with their representatives.

Writing effective Directives

Writing directives is important to delegates’ performance in committee, as it depicts how they are able to affect change on the topic or their fellow countries.

The quality of directives relies on the effective use of delegates’ portfolio powers, collaboration, and their use of secrecy. An effective collaboration may include delegates combining their personal powers, but not necessarily revealing to each other the entire extent of it.

→ Assets

- Delegates must make accurate use of their given portfolio powers in the defined scope. UCIMUN crisis staff will share notes with delegates on the day of the conference that indicate how many times delegates are able to use their power. When given specific numbers of resources, delegates must take care to keep track of how much they’ve used / lost, paying attention to responses and feedback received from the backroom.

→ Appeal

- Delegates should clearly specify where/how/who/when they want to use their resources in order to ensure effective use of their powers. They must pay special attention to details so that they can later transform or even upgrade their powers.

→ Argument

- Delegates must provide a clear insight to their motivation and reasoning behind their directives. This allows backroom and dais to understand their responses fairly and allow for logical responses to their crisis notes.

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Voting

Procedure for committee decisions

For crisis committees, since traditional resolutions aren't used, a formal caucus is not part of the procedure. Voting is used for committee decisions, namely for motions that have objections and are called to vote, or, most commonly, for committee directives.

As specified in the **Directives** Section, only joint directives, that have the total number of its sponsors and signatories equal 20% of the present delegates in committee, are to be presented and voted on in committee.

→ Presenting Directives

- Directives will be introduced and read out loud **by the dais** in front of the committee, in order of submission. This is imperative to allow delegates to know what the directives are, before voting on them.
- **EXAMPLE:** "Motion to introduce all directives on the table."

→ Voting Directly

- The committee will vote on the directives presented to the committee. The directives will pass by a regular majority (50%+1) vote.
- **For Security Council** committee(s): if one of the permanent five countries (USA, UK, Russia, China, France) vote against the committee directive, it will not pass due to their veto power.
- **EXAMPLE:** "Motion to move directly into voting procedure on all directives."
 - Delegates making the motion may choose to specify on a **vote by roll call**, or a **vote by acclamation**.

→ Voting with Rights

- Delegates may motion to include for or against speeches for the directives when moving into voting procedures. They may use this time to sway countries or characters' decisions regarding the directives on the table. Directives would be voted on after the speeches, with a simple majority (50%+1) needed to pass.
- **EXAMPLE:** "Motion to move into voting procedure with 2 speakers for, 2 against, with a 30 second speaking time."

Crisis Actions

Crisis Committee specific steps

An essential part of a successful crisis committee is effective communication between the frontroom and the backroom. This is dependent on not only the dais and the crisis staff, but also the delegates.

When the crisis staff is presenting updates to the committee, delegates must make sure to take notes and ask any questions they may have after they are done presenting. These can include technical questions, and questions about the content. **During crisis updates**, delegates should pay special attention to:

- **Committee resources:** how the scope of the committee is affected / useful in the given crisis update, and if any current investigations have garnered important information.
- **Civilians:** how have citizens of certain countries or the delegates' own people been affected by the issue, and what kinds of people have access to the information (or if it is confidential).
- **Concerned parties:** how have external reacted to the issue, or if they have any intel to potential changes in the geopolitical status.

Building blocs is also a necessary aspect of being a crisis committee delegate, as delegates should look for powers that their interests align with. They can use these partnerships to combine portfolio powers and use a joint influence to help push solutions and their agendas in committee.

Responses to Directives: Crisis staff will be providing responses to directives, and they will be specifying whether delegates' actions were **implemented**, **rejected**, or **partially enforced**. Delegates will be receiving their notes back when crisis staff comes to committee rooms. Based on these responses to their actions, delegates must work on using the given feedback to either improve their responses or further their personal agendas.

Extra Resources

- [NAIMUN Crisis Procedures](#)
- [CTMUN Crisis Procedures](#)
- [WISEMEE Crisis resource](#)
- [UChicago Crisis Procedures](#)

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