

GWCIA XXIX

December 7th, 2024



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Letter from the Secretary General

Dear esteemed delegates,

Thank you for choosing the Greater Washington Conference on International Affairs! We have been planning GWCIA 29 all year, just for you. I am excited to share what we have been working on and to provide the best Model UN conference possible. This handbook will walk you through all you need to know as a delegate- whether this is your tenth conference or your first! Please take your time to read through this handbook in order to learn more about the conference, our expectations, and parliamentary procedure. If you have any further questions that are left unanswered, feel free to email any of our lovely secretariat members but do not forget to CC your advisor.

Have fun and good luck!

Emma Milchunes
Secretary-General of GWCIA XXIX

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Letter from the Chief of Staff

Esteemed delegates,

Welcome to GWCIA XXIX! As you begin to prepare for the conference, developing your research, diplomacy, and speaking skills, we wanted to share a few insights on how parliamentary procedure will function this year. This is to assist you in the preparation process but also help you understand how your committee will flow. Below are some basic and procedural rules and guidelines that will help you better prepare and perform in committee. Please keep these guidelines in mind for the conference, and recognize that this is meant to be helpful to delegates of varying degrees of experience.

Some important things to note:

- 1) This is a tech free conference. While online research beforehand is strongly encouraged, we want to ensure that every delegate has equal access to information during the conference. Since every student may not have access to a laptop, we will be using pen and paper. We encourage printing out background guides, research, and notes or position papers before the conference if you must access them during committee sessions. All resolutions and directives will be handwritten by delegates, so we encourage bringing paper and pens with you, but we will also supply these

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for all students. You MAY NOT draft resolutions or directives prior to the conference - prewriting will not be tolerated.

- 2) Additionally, we expect a professional dress code, so please come prepared in business professional clothing that would be just as appropriate for the real United Nations. We would like to model professionalism as one would do if participating in the actual United Nations. Along with that, we encourage you to wear clothing that you find comfortable, since you will be dressed in it for the duration of the conference.
- 3) While position papers are optional, if you do choose to write a position paper beforehand, that's great! Position papers provide an opportunity to understand your country/character in greater depth before the conference starts. If you do write a position paper, please email it to your chair and your advisor before the conference, so they are able to give you feedback before the conference starts.
- 4) At any point throughout the conference or prior, please **ALWAYS add an advisor's email to any email you send to GWCIA XXIX staff.**
- 5) Lastly, if you have any questions about your committee, please do not hesitate to contact your chair, but included with your advisor!

We cannot wait to see the work you put together for the conference this fall! GWCIA has always been a wonderful opportunity to see how the next generation of leaders develop their oratory, diplomatic, and research skills. I have no doubt that this



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year will be no different if not better. Best of luck delegates, and we cannot wait to see you discuss some of the most pertinent issues facing the world this December! As always, raise high!

Gowri Nair

Chief of Staff

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Introduction to Parliamentary Procedure (Parli Pro):

- **Present:** When the chair of the given committee takes attendance at the beginning of each committee session, they will ask if the delegation is ‘present’ or ‘present and voting’ if you wish to be marked ‘present’ you will respond by raising your placard and saying ‘present’. Being marked ‘present’ means that the delegation represented is present, but may abstain from voting on a draft resolution
- **Present and Voting:** When the chair of the given committee takes attendance at the beginning of each committee session, they will ask if the delegation is ‘present’ or ‘present and voting’ if you wish to be marked ‘present and voting’ you will respond by raising your placard and saying “Present and voting”. Present and Voting means that the delegation represented is present, and may NOT abstain from voting on a draft resolution; they must vote either for or against the respective resolutions.
- **Motion:** A delegate can ‘motion’ for a mechanism of parliamentary procedure to take place (i.e, 9:45 moderated caucus (meaning nine minutes, 45 second speaking time), 15 minute unmoderated caucus, open the speakers list, suspend debate, present working papers in the order they were submitted, etc.)
- **Point:** In the same manner a delegate may make a ‘motion’ a delegate may raise a ‘point’ when the chair conveys they may be taking any points or motions. A point is primarily used to ask a question or request an accommodation. A delegate should

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specify the point they intend to make by either stating “point of inquiry,” “point of personal privilege,” or “point of order”

- “Point of Inquiry” is used when a delegate is unclear about an aspect of parliamentary procedure
- “Point of Personal Privilege” is used when a delegate requires personal accommodation, such as exiting committee.
- “Point of Order” is used when a delegate wishes to bring attention to improper parliamentary procedure.
- **Clause:** A clause is the proposal written in the working paper or draft resolution that specifies a solution, proposal, framework, or other relevant implementation the delegate wishes to include in the working paper. An example of clause formatting can be seen below:
 - Mechanism word (establishes, suggests, urges etc.) the utilization of XYZ program
 - One way for this proposal to work
 - Another way for this proposal to work
 - Specifics that apply to sub clause b
 - Specifics that apply to sub clause b
- **Sponsors:** Sponsors are delegates who author the working paper and/or draft resolution.



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- **Signatories:** Signatories are delegates who did not sponsor the working paper or draft resolution, but would like to see it presented and debated on the floor.

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International Bodies

Delegates,

My name is Tess Rosler, and I am thrilled to be serving as your USG of international bodies for our 29th annual GWCIA conference! Model UN is an activity designed to push you to the limits of creativity, strategic ability, and diplomacy. Below are answers to frequently asked questions on procedural matters that will help you to grow and succeed over the course of the conference. Remember to recognize the human impact of your debates, include others in discussions, be respectful of those around you, and most importantly: have fun!

Best Regards,

Tess Rosler

USG of International Bodies

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How does a committee begin?

At the beginning of each committee session, the chair will take attendance wherein delegates who are present will reply if they are ‘present’ or ‘present and voting.’ Each committee will start with the General Speaker’s List, which is the delegates’ opportunity to share their delegation’s stance on the topic. Later on in the round, if no motions pass, the committee will return to the General Speaker’s List by default.

What is the typical format of a committee?

The typical format of an international bodies committee consists of a variety of moderated and unmoderated caucuses to fuel debate. Delegates will form blocs and create working papers, and will then eventually merge working papers together with other blocs to create final resolutions.

What is a moderated caucus and how can you motion for one?

Moderated Caucuses are structured debates about a certain topic. When making a motion for a moderated caucus, you must include the speaking time of each speaker and the topic speeches should be about. (Example: “Motion for a 6 minute moderated caucus with a 30 second speaking time on the topic of internet accessibility in rural areas!”) Delegates may motion for a moderated caucus at chair’s discretion when they ask if there are any points or motions on the floor at the given time.

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What is an unmoderated caucus and how can you motion for one?

Unmoderated Caucuses are unstructured debates where delegates are allowed to walk around and talk to other delegates. When making a motion for an unmoderated caucus, delegates simply state the time. (Example: “Motion for a 15 minute unmoderated caucus”) Delegates may motion for an unmoderated caucus at chair’s discretion when they ask if there are any points or motions on the floor at the given time.

What are working papers?

Working papers are documents that contain ideas about potential solutions to the problem at hand in committee. Working papers are collaborative and require that delegates form allies or blocs. The time and number of working papers that will be accepted is up to the chair’s discretion. Eventually, working papers will be edited and delegates will work with other blocs to merge working papers into a final, comprehensive resolution that solves the problem at hand.

What are final resolutions?

Resolutions are formatted documents that outline the actions the committee will take to solve the problem. Resolutions will have a certain number of co-sponsors and signatories that will be determined and announced by the chair. The time and number of resolutions that will be accepted is up to the chair’s discretion. Resolutions will be presented by the bloc followed by a Q&A session where the committee may ask

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questions about the resolution. The amount of delegations allowed on presentation and Q&A will be up to the chair's discretion.

What happens after all resolutions have been presented?

After all final resolutions have gone through presentation and Q&A time, all members of the committee will collectively vote on the resolutions to see which solutions will pass!

Specific procedural matters to keep in mind in a double delegate committee:

- In terms of voting procedure, each delegation may only cast ONE vote when voting procedure is taking place. For example, the delegation of the United States has one vote, even when two delegates are representing said delegation.
- When the chair of the double delegate committee states that it is appropriate, one delegate from each delegation may move to the out-room to write working papers/draft resolutions, while the other delegate remains in-room to give speeches and listen to other delegates.
- Delegates may switch between in-room and out-room as much or as little as they please; however it is recommended that delegates attempt to have an even presence in each room



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- During the Author's panel (presentation and Q&A session), both delegates must remain in-room to view the author's panel of each working paper/draft resolution.

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Regional Committees

Well hello there delegates!

My name is Liana Moldovanu and I am your USG of Regional Bodies for GW CIA XXIX! I can't wait to meet all of you during the conference this year and see all of your exciting resolutions and ideas come to life! This section of the delegate handbook will focus on regional bodies, and will aim to not only help you understand the flow of debate in a regional body, but to truly prepare you to enjoy and contribute to the important issues we will be discussing too! Good luck to all of you, and I can't wait to see you soon!

Best,

Liana Moldovanu

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The Smaller, More Specialized, and More Fun Version of a GA!

In terms of the flow of debate and general rules of procedure, General Assembly and Regional body committees are nearly identical. The main difference is that Regional bodies tend to be smaller and the topics discussed are a bit more unique, generally focusing on issues that are important to a specific region rather than the world as a whole. Sometimes, Regional bodies are set in different time periods as well; for example, a Regional body like the E.U discussing the topic of Brexit would be set in 2016. Thus, to prepare for committee, is it essential that you read your background guide to ensure you have a complete and thorough understanding of not only your topic but also the specifics as to how the Regional body you are representing will function and the time period of your. Additionally, to prepare for debate itself, I would recommend reading through the International Bodies section of the handbook, as many of the same procedures apply to Regional bodies. All in all, Regional bodies offer delegates an opportunity to tackle more niche topics while exploring the world, and hopefully, having lots of fun.

Flow of Debate

The parliamentary procedure used in a Regional Body, as mentioned earlier, will be pretty much the exact same as that used in a GA. An overview is presented below.

1. *Attendance*: This is typically the first thing that happens in committee. When your delegation's name is called, you can choose to respond either present or present and voting. If you choose present, you may abstain from voting on

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resolutions. If you vote present and voting, you do not have the option to abstain.

With either option, you still MUST vote on all procedural matters.

2. *Open Debate*: one delegate will motion to open debate. If the motion passes, debate is officially open and conversation can begin amongst delegates. This is typically the first thing you do in committee after attendance is taken. It's a great opportunity to get started in committee, especially if you're a bit nervous about proposing motions later on.
3. *Speakers List*: one delegate will motion to open the speaker's list, they will set a specific time, for example, "motion to open the speakers list with a 1 minute speaking time." At this point in time, delegates can raise their placard for the opportunity to speak and address opening concerns.
 - a. *Setting the Agenda*: Oftentimes, two different topics are presented in your background guide. After you have started to share your ideas through the Speaker's List, your committee as a whole will need to choose which topic to discuss further first, and will thus set the agenda to discuss this topic prior to starting debate. A motion to set the agenda is formatted as "Motion to set the agenda to topic A then topic B". Your committee will then have to vote on the motion. Once it passes, you typically return back to the speaker's list.
 - b. **Important Note**: If all other motions fail, debate will revert back to the speaker's list!

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4. *Moderated Caucuses:* Motions for moderated caucuses will typically be entertained after a few more speeches on the speaker's list, at the chair's discretion. Moderated caucuses are very important to debate as they help the committee focus on a specific subtopic of the issue. When motioning for a moderated caucus, one would typically say "motion for a 9:45 moderated caucus on the topic of . . .". The most important thing to keep in mind is that your motion needs a total speaking time, an individual speaking time, and a specific topic. Make sure that your total speaking time is divisible by your individual speaking time as well. Some of the most common motions for a moderated caucus will include times like 10:1, 9:45, 6:30, etc, so keep those in mind during debate. If this motion passes, other delegates will have the opportunity to raise their placard and speak if they wish. If it was your motion that passed, the chair will also ask if you would like first or last speaker's right, so you can choose if you would like to give the first speech or the last one. One last tip . . .in my experience both in the high school and college circuit, I've noticed chairs really like when you propose very specific topics for moderated caucuses that will help drive the committee forward. I'd highly recommend trying to make such a motion during committee!
5. *Unmoderated Caucuses:* This is a more informal part of debate where delegates get the opportunity to get out of their seats and talk to other delegates they have similar ideas to, starting the process of 'bloc building'. After establishing a bloc

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(aka the group of people with ideas similar to yours that you will be working with for the rest of the committee), delegates work together to write a comprehensive and collaborative resolution paper. Unmods have to be motioned for and a motion would look something like: “motion for a 15-minute unmoderated caucus.” Other common times are 10 minutes and 25 minutes. During unmods, a really important tip is to remain present but also respectful and inclusive to all those around you. Make sure everyone gets their voice heard and be a leader in showing kindness, respect, and inclusivity!

6. *Resolutions*: These are going to be, as mentioned previously, your comprehensive and collaborative papers that you and your fellow delegates will work on together. You really do need to work together on a paper; there have to be at least three sponsors of your resolution, and you should likely have even more. These papers will include all the solutions that your bloc has come up with together that you feel will best resolve the issue being discussed in the committee. Typically, a resolution has the appropriate formatting/header, several preambulatory clauses(these identify the problems you need to solve), and a lot of operative clauses(specific, descriptive solutions of how you are going to solve the issues at hand). Here is a [link](#) with further instructions on what a typical resolution paper may look like.
7. *Author's Panel*: Yay! You're almost done! Now it's time to present those papers! A few people from your group, depending on your chair's decision, will go up and

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present the papers and answer questions that other delegates in the room may have about them.

8. *Voting*: Now that all the papers have been presented, it is time to vote. Depending on how many delegates are on your committee, will depend on how many people need to vote in favor of the paper for it to pass. If your paper gets enough votes, it will pass! Woohoo!
9. *Close debate*: “motion to close debate.” Once debate is closed, you’re all done! Go give yourself a pat on the back for doing so awesome!

Basics You Need to Know (to prepare and during committee)

Research

- Research is so important. Once you get your position, make sure to take at least a couple of hours to learn about your position and of course, read the background guide that is provided to you by your chair so you can be as prepared as possible. I personally recommend finding a niche subtopic within your topic to focus on, as that way you have both a different perspective to add on during speeches and unique mods and clauses.

Position Papers

- While they are not required at GW CIA, it’s always good to know what they are just in case. A position paper is usually going to be a one-page paper in which you discuss who you are, why you feel your position is important, a history of the

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issue your committee will be discussing, and your specific solutions. Check out [this link](#) if you're interested in learning more!

Gentleman's Unmod

- I've seen this done just a couple of times throughout my time in MUN, so they're relatively uncommon. Essentially, all delegates will remain in their seats, but they may speak freely with other delegates and discuss issues at hand in an informal matter, but you MUST stay seated.

For more information on everything Model UN related that I may not have covered and you still have questions on, feel free to reach out or go [here](#) for more information.

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Historical/Specialized Committees

Hello Delegates,

Welcome to one of the most unique forms of a Model UN committee: Historical/Specialized! These committees represent a unique blend of traditional General Assembly-style committees and Crisis Committees. Each conference and each committee may vary in their procedure, so be prepared to be flexible and not follow standard parli-pro. Typically these committees are designed to simulate historical events, hypothetical scenarios, or address specific global issues with a unique twist!

If you have any further questions about the flow of debate or the structure of your specific committee, do not hesitate to reach out to either your Chair!

Best,

Camila Vargas

USG of Historical and Specialized

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Structure of Debate:

Crisis Elements: Historical/Specialized Committees at our conference will incorporate crisis elements such as periodic updates to guide debate. Each committee will also have a Crisis Director whom delegates can ask questions about these updates and respond through directives.

Directives: Delegates will collaborate to draft directives, which are short notes containing action points to address specific situations arising from crisis updates. Historical/Specialized committees will NOT have backroom, therefore no crisis notes. Delegates main objectives should be to address what is being discussed in committee and crisis updates.

Structure of Committee:

Mid-Sized Committees: Delegates can expect to be in committee with 25-35 students.

Individual Representation: Delegates will represent a specific person rather than a country. This could be a fictional or real individual. Character descriptions for each delegate will be provided through the committee's background guide- which will be available on our website.



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Research: Delegates should base their research on the character they represent while utilizing creativity into their positions and actions during the conference. Do keep in mind that the main objective of this conference is to HAVE FUN!

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Crisis Committees

Hello Delegates!

Welcome to GW CIA! I am so excited to be your USG of Crisis Committees! The dynamic and fast-paced environment of crisis style Model UN Committees truly test delegates with their skills of diplomacy, strategy, critical thinking, and collaboration. As a more unique committee type, crisis committees can be more difficult to understand- hopefully, this handbook will allow you to better comprehend how exactly these committees function.

Whether this is your first crisis committee or your tenth, I hope you have a great time at GW CIA!

Best,

Scarlett Metts

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Crisis Committees: The Basics

Crisis committees function with a very distinctive form of parliamentary procedure. One of the key differences between crisis committees and General Assembly (GA) style committees is that in a crisis, delegates represent a character rather than a country. This character may be a real current or historical figure, such as a President, or even a fictional character. In some cases, the fictional character may not even derive from a source of media, and could be just completely made up for the purpose of the committee. The background guide for your committee will feature a short paragraph detailing the background of your character, as well as their interests and motivations in the context of the committee. Some crisis committees may pertain to more serious subject matters, such as this year's 1965 Second Cabinet of Lee Kuan Yew. Others may be entirely fictional, such as our Doofenshmirtz Evil Inc. Board of Directors. Despite the subject matter of a crisis committee, all operate under the same format, and they challenge delegates to act creatively and competitively! Crisis committees are made up of two functioning organs, the "frontroom" and the "backroom." Below, an indepth look at both components are offered to help you become a certified crisis delegate!

The Frontroom

The frontroom of a crisis committee is where delegates engage in debate, led by the Chair and Vice Chair. The frontroom is what one typically thinks of when the words "Model UN" come to mind. Throughout the flow of debate in frontroom, delegates will

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aim to create and pass “directives.” You may be familiar with the concept of “resolutions,” the long documents that are created collaboratively in GA style committees. Directives are similar to resolutions in their format, but much shorter. While a resolution is typically 20+ pages long, directives usually average 1-3 short pages. Directives also do not utilize “preambulatory clauses,” and instead list very short and specific actions to address the crisis at hand. Your Chair will set the minimum and maximum caps for directive page numbers, sponsor numbers, and signatory numbers, as well as a “directive cap” for the total number of directives that will be accepted that round. Being a sponsor means you have actually written something on the directive and are a primary contributor of the creative process, whilst being a “signatory” means that you have read a directive over without contributing to it, but still wish to see it debated during the voting procedure. Therefore, being a signatory does not always mean that you support the directive and wish to vote in favor of it!

In the frontroom, moderated and unmoderated caucuses will be used to control the flow of debate- these caucuses operate the exact same way as they do in GA style committees. A moderated caucus is when delegates give speeches in a flow controlled by the Chair, while an unmoderated caucus is an aspect of uncontrolled debate in which delegates are free to move around the room and share ideas with others. Typically, in a crisis committee, speeches in a moderated caucuses are used to respond to the crisis update and promote your own directives. Unmoderated caucuses are used to merge directives with others, keeping the page caps and sponsor caps set by the Chair in mind.

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While debate is happening in the frontroom, delegates are also expected to work on their pads for the “backroom,” which is why time management skills are heavily emphasized in crisis committees.

The Backroom

The backroom is an extremely unique facet of Model UN that is only found in crisis style committees. Physically, the backroom is a different room only accessible by the Crisis Director and the Crisis Staffers of the conference. Delegates will utilize two different notepads to plan out an “arc” for their character. Think of this arc like a storyline for your character within the context of the committee- arcs should be feasible and make sense given the background and motivations of your character. Typically, arcs aim to cause chaos and go against the general wishes of the committee. Arcs are created by delegates through the use of two different notepads, where delegates write to a fictional character. This character should not be someone in committee, and preferably not a real character either: think of this character as someone you make up for your storyline in order to achieve your goals. For example, if you are representing a President, one character that you write to could be your made-up Secretary. Your Pad 1 and your Pad 2- the names for your two different physical notepads- should each be addressed to a different character.

The first note on your Pad 1 is known as your “Manifesto.” This Manifesto is an overview of your entire arc, making sure to clearly state what you hope to accomplish.

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Keep in mind that due to the dynamic nature of crisis committees, you may have to alter your arc! You may not achieve your exact end goal- competitive delegates know how to adjust their arcs according to the responses and feedback that they receive, as well as to the flow of debate. After you send in your Pad 1, you will only ever have one pad in the frontroom with you at all times. Typically, your notes are returned to you every 30 minutes. As soon as the crisis staffers take your Pad 1 to the backroom, you should begin writing your Pad 2 - when your Pad 1 is returned, you will receive a written response from a crisis staffer who is acting as the character you have written to. This response will detail if you have achieved your goals from the note, and if not, what you should do to do so. Typically, you should spend your first few notes building up resources in order to achieve your goals. Successful crisis arcs are fluid in nature, pertain to specifically to your character, and contain well-written notes with creative end goals that will affect the dynamics and debates of the frontroom.

Crisis Updates and Unique Procedures

Crisis updates are the key element of crisis committees! Throughout the course of the committee, the Crisis Director and staffers will come into the frontroom in order to share information about a new crisis. Crisis updates are influenced by an array of happenings in both frontroom and backroom- such as the directives passed, individual crisis arcs, and elements introduced by the Crisis Director. Overall, crisis updates shape the flow of debate and aid in creating a dynamic environment. Delegates should be

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prepared to quickly think on their feet during each crisis update and begin thinking about ways to solve the crisis via directives. It should be a goal of each individual delegate to write something in their crisis notes that could possibly make an update. If information from your crisis arc makes it into an update, it is usually best to keep it a secret that it is you, especially early on in committee. Some crisis updates may include unique elements and pauses in normal parliamentary procedure. One example of this is a “timed crisis,” in which all normal debate is stopped in order for delegates to respond to an urgent crisis. After each crisis update, there is usually a period for delegates to ask a few questions before normal debate is resumed.