

# DELEGATE HANDBOOK





# TABLE OF CONTENTS

<b>Introduction to MUN</b>	<b>03</b>
• Goal of SHMUN VI	
• Organisation	
• Rules and Duties of the Delegate	
<b>Clipping</b>	<b>08</b>
<b>Points and Motions</b>	<b>09</b>
<b>In Council Procedure</b>	<b>13</b>
• Opening Speech	
• Debate	
• Lobbying and Merging	
• Amendments	
• Voting	
<b>Crisis Procedure</b>	<b>25</b>
<b>Position Paper</b>	<b>34</b>
<b>Diplomatic Notes</b>	<b>40</b>
<b>Contact</b>	<b>41</b>



# INTRODUCTION TO MUN

Model United Nations (MUN) is an academic simulation where students act as delegates representing countries or organizations to address real-world issues. They examine diplomatic processes and collaborate to simulate international decision-making.



# THE GOAL OF SHMUN VI

The conference, themed "Eye of the Storm," aims to immerse delegates in uncertainty to address tension, conflict, and pressure. The goal is to develop crisis management skills and thoughtful leadership by promoting diplomacy under stress.



## DELEGATE

Delegates represent their assigned countries or personalities in MUN councils. They research, debate, draft resolutions, negotiate, and vote as their assigned roles to address global issues.

## CHAIR

A Chair is the person in charge of a council, who controls the conversation flow and maintains session function. Their duties include managing delegates, moderating debates, keeping time, and enforcing rules.





# SHMUN VI

## SECURITY

The security officer is in charge of maintaining order and ensuring the conference runs according to plan, preventing misbehavior. They provide materials, facilitate diplomatic note exchange, and address misconduct by clipping delegate IDs.



## RUNNER

Essentially, a runner facilitates committee logistics by delivering messages between delegates and the chairs, and providing necessary stationery. They too can be summoned to clip a delegate upon misbehavior.



# SHMUN VI

## DRESS CODE

To simulate the feel of an actual United Nations conference, all delegates are required to dress in Western business casual attire at a minimum.

### **Males**

- Males must wear a formal suit (buttoned collar shirt with a blazer) with a tie or bowtie.
- Turtlenecks under a suit is not permitted.
- No sneakers, sandals, or flip-flops. Stick to formal dress shoes.
- No bright/neon colors accessories or articles of clothing. Earth tones/dark colors are preferable. No complex floral patterns.
- No hats or caps are allowed.
- Jeans must not be worn.
- Blazers and suit jackets must be worn when approaching the podium or speaking.
- Shirt must be tucked in pants.

### **Females**

- Females may wear dresses, skirts, or trousers (a blazer is preferable but not mandatory).
- Sheer panels, cut-out, and see-through clothing is not permitted.
- No sneakers, sandals, or flip-flops. Stick to formal dress shoes.
- High heels must not be longer than 7 cm high.
- No bright/neon colors accessories or articles of clothing. Earth tones/dark colors are preferable. No complex floral patterns.
- No hats or caps are allowed.
- Jeans and leggings must not be worn.
- Dresses and shirts must have sleeves.
- Skirts and dresses must cover the knee (stockings do not compensate for short skirts or dresses).



# SHMUN VI

## DUTIES OF A DELEGATE

- Delegates must use their placards if they wish to speak.
- Delegates should address the chair and the council before presenting their speeches
- The use of personal pronouns is strictly prohibited, except in crisis councils and during unmoderated caucuses and challenges. Speakers must speak in the third person.
- Insulting, physical, or verbal to anyone is prohibited, and action will be taken.
- Delegates need the chair's approval to speak, except during the unmoderated caucus.
- Delegates must refer to LEDC countries as third-world countries.
- The use of devices during council sessions is not permitted, except in crisis councils, nor is their misuse for entertainment purposes.
- Delegates are not permitted to consume drinks (other than water) or food when council is in session.





# SHMUN VI

# CLIPPING

The clipping system is designed to hold the attendees accountable for any violations of rules of conduct or procedure. Each clip is represented by a hole punched into the individual's ID card. Delegates receive three formal warnings before the first clip, after which they become ineligible for awards, and after three clips they are removed from the conference.

**! Severe violations, such as dress code breaches, possession of prohibited items, or physical violence, may result in an immediate clip without prior warnings !**

**Note: The use of personal pronouns are strictly prohibited, only to be used in unmoderated caucus and crisis councils**





# SHMUN VI

## POINTS

### PERSONAL PRIVILEGE

They are raised when a delegate experiences personal discomfort. An interruption can only occur if the speaker is inaudible. It should not be in reference to the content of the speech. Alternatively, delegates may send their privileges to the runner in a note.

**Eg) Could the delegate please speak louder?**

**Can the AC be switched off?**



### PARLIAMENTARY INQUIRY

These are questions directed to the chairs if delegates have any doubts regarding the procedures of the conference, or if they would like to cross-check the facts of what the speaker said.

**Eg) Could the chair explain the difference between a moderated caucus and an unmoderated caucus?**



## POINT OF ORDER

Delegates are to raise this to bring to attention errors in the manner in which council proceedings are taking place, but not a criticism of the content of a speech.

**Eg) The delegate is using personal pronouns**

**The delegate has gone over the allotted speaking time**

## POINT OF INFORMATION

These questions are for delegates who need clarification on rules or want to verify the speaker's statements. These questions are also directed toward the Chair

**Eg) Could the delegate please clarify operative clause 2?**

**How does this solution address developing nations?**

## REQUEST TO FOLLOW UP

Shortly after making a point of information, if the delegate wishes, they can request the chair for a follow-up for any clarifications of the answer, or further questioning.

## RIGHT TO REPLY

This is the procedure for delegates to defend their integrity against another delegate's comment. If permitted by the Chair, the response is a 30-second speech that must answer two required questions.



## MODERATED CAUCUS

A structured form of debate where delegates speak for a short, set amount of time on a specific topic proposed in the motion. This caucus allows delegates to present focused ideas, propose solutions, and respond directly to the issue being discussed while maintaining formal debate rules.

## UNMODERATED CAUCUS

An informal discussion period where delegates are free to move around the room and speak without being recognized by the chair. It is mainly used for lobbying, negotiating, and drafting resolutions. Delegates use this time to form blocs, merge ideas, and work together on solutions related to the topic.

## LOBBYING AND MERGING

Delegates are encouraged to build alliances with countries that share similar interests or policy goals, which are called blocs. During lobbying time, delegates move around the room, discuss ideas, and share the main points of their resolutions. They discuss their resolutions with their bloc to improve them by adding clauses or merging their resolutions.



# SHMUN VI

## MOTIONS

are formal propositions by a delegate to carry out a certain task within a conference

## **SETTING THE AGENDA**

After the quorum is met, a delegate may proceed to state the agenda item they wish to discuss out of the two. The issue with the majority of votes will be the topic of discussion for the day.

## **MOVE TO MODERATED/UNMODERATED CAUCUS**

The proposer must specify the topic of the caucus, the total time limit, and the individual speakers' time, and the motion is subject to a procedural vote without speakers.





## EXTEND DEBATE

Delegates can raise this motion to extend the time limit by no more than half the original length for moderated caucus, and not exceeding the original time for unmoderated.

## INTRODUCE DRAFT RESOLUTION

If approved by the chairs, the main submitters are invited to present the resolution to the committee, summarising its major clauses and intent.

## PROCEED TO VOTING

It is raised when delegates believe that debate on a resolution has reached its conclusion, and formally requests that the committee move directly to the voting procedure.

## INTRODUCING (UN)FRIENDLY AMENDMENT

This allows delegates to propose changes to a resolution under debate. Friendly amendments are accepted by all sponsors and added automatically, while unfriendly amendments require a vote by the committee.





# SHMUN VI

## MOTION FOR A TRIAL AGAINST [ ]

Used when the committee needs to investigate crimes and misdemeanors, calling for structured discussion or presentation of evidence (see page 42)

## QUESTION & ANSWER SESSION

It is raised when a delegate wishes to ask a series of questions to a particular delegate. There is a limit of 10 questions, and the motion will be subject to a procedural vote without speakers.



## CHALLENGE

This motion facilitates an in-depth formal debate between 2 or 4 delegates regarding a topic. The delegate who motioned the challenge begins first, with a time of 60 seconds, followed by the challenger speaking for 60 seconds. There is a rebuttal round, then all delegates have to answer points of information.



## ROUND ROBIN

It is an efficient way of hearing everyone's opinions, as every delegate in the room is required to speak for a set time on the issue. The order of speakers is the order of roll call. The proposer has to specify the topic and speaking time, typically 60 seconds.

## DIVIDE THE HOUSE

It is in order when the delegate proposing this Motion wishes to exclude abstention from the voting options during the final vote on the draft resolution. It can be used if the votes are 50/50, prohibiting abstentions.

## STRIKE RESOLUTION

This motion is raised when a delegate believes that the resolution is not relevant or feasible, or it is not aligned with the committee's priorities. The delegate is required to highlight the reason through a 60-second speech, and if the motion is passed, the resolution is formally removed from consideration.

## STRIKE CLAUSE

Similar to Motion to Strike Resolution, it is raised when a delegate believes that a specific clause within a resolution is unnecessary, impractical, or contradictory to the overall objectives of the resolution.

**Chairs of specialised committees may introduce motions tailored to match the unique setting and storyline.**

eg) Motion to Cast a Spell or Motion to Secure a Magical Artifact in Harry Potter council



**SHMUN VI**

# **IN COUNCIL PROCEDURE**

**ROLL CALL**

**PRESENT**

**PRESENT AND VOTING**

**SETTING THE AGENDA**

**OPENING SPEECHES**

**GENERAL DEBATE**

**LOBBYING AND MERGING**

**BLOCS**

**MAKING RESOLUTIONS**

**RESOLUTIONS**

**FOR SPEECH**

**AGAINST SPEECH**

**VOTING**



## ROLL CALL

It is taken at the beginning of each session and after any breaks. Each delegate responds either **“Present”** or **“Present and Voting.”** Delegates marked as Present may abstain on substantive votes but are still required to vote on procedural matters. Delegates marked as Present and voting MUST vote either in favor or against every motion and resolution.

## SETTING THE AGENDA

The committee needs to set the agenda by raising a motion. If there are no objections, it will be adopted. Otherwise, a procedural vote can be conducted to determine the order.

## GENERAL SPEAKERS LIST

It is established by the Chairs at the beginning of the session and remains open throughout formal debate unless closed by motion. Delegates may join the list by raising their placards or by privately messaging the Chairs. Each speaker is given 90 seconds to address the committee. Once a delegate is added to the GSL, they may not add themselves again, though they may request removal from the list by privately notifying the Chairs.



# SHMUN VI

## OPENING SPEECH

Delegates deliver **90-second opening speeches to present their country's stance** and demonstrate their understanding of the issues. These speeches should be confident, clear, and well-rehearsed, beginning with a respectful diplomatic greeting. To stay within the time limit, delegates are advised to speak for about 80–85 seconds, focusing on key positions without unnecessary details or negative remarks toward other UN member states.

**An opening speech should cover the following:**

- **Background information on the issue**
- **Country's stance**
- **Call to action**





SHMUN VI

# SAMPLE OPENING SPEECH

Honourable chairs and esteemed Delegates,

It is a great honor to represent the Federative Republic of Brazil in this respected conference.

Imagine a world where every breath we take just might be our last. But with every forest, every tree, disappearing with each passing moment, that reality is fast approaching. Today, we gather as unified voices to address deforestation and biodiversity loss.

As forests shrink, climate patterns shift, carbon emissions rise, and entire ecosystems struggle to survive, for Brazil, a country home to one of the world's largest rainforests, this issue directly affects our environment, our people, and our future. The delegation recognises ongoing national efforts to reduce deforestation rates and strengthen environmental monitoring, yet emphasizes that greater global cooperation is needed for long-lasting progress.

In addition, the loss of biodiversity is deeply intertwined with forest destruction. As habitats disappear, countless species are pushed to the brink of extinction, weakening the natural balance that sustains life across the globe. Brazil believes that preserving biodiversity is not only an environmental duty, but a social and economic necessity. Protecting species, restoring ecosystems, and combating illegal exploitation require collective commitment and sufficient international support.

The delegate looks forward to working with all dedicated nations to secure a healthier, more sustainable world for the generations to come.



## DRAFT RESOLUTIONS

A resolution is a document that proposes solutions to the issues being debated by the committee. It represents the collective position of the delegations and is voted on by all members. Each resolution must include the name of the committee, the topic being discussed, the main submitter, and the co-submitters.

Resolutions are written as one continuous sentence made up of different types of clauses. Preambulatory clauses give background information, refer to previous actions or agreements, and explain why the resolution is needed. These clauses begin with underlined introductory phrases and end with commas. Operative clauses outline the actions the United Nations or member states should take, clearly stating who will act and how. They begin with present-tense action verbs, are numbered, and end with semicolons, with the final clause ending in a full stop. This should be the only full stop in the entire document, marking the end of the resolution. Sub-clauses are used to add detail, explain complex points, and improve clarity.

### **Preparing your resolution:**

- **Show the reality of the issue and the need to act on it**
- **Propose your solution**
- **Justify your action plan**



# Preambulatory Clauses

These reference past UN actions, relevant data, or general principles to justify the resolution and set the tone for addressing the issue at hand.

Reaffirming	Noting with Regret	Congratulating	Noting with Satisfaction	Convinced
Deeply Conscious	Observing	Declaring	Pointing out	Deeply Concerned
Realising	Acknowledging	Having Received	Affirming	Having Studied
Deeply Disturbed	Alarmed by	Keeping in Mind	Aproving	Noting Further
Recalling	Aware Of	Noting with Appreciation	Believing	Noting with Approval
Deeply Regretting	Noting with Approval	Bearing in Mind	Noting with Deep Concern	Confident

**All preambulatory clauses must be written in bullet points beginning with any of the above starter words (must be bold and underlined)**



# SHMUN VI

## Operative Clauses

They provide detailed instructions or recommendations on how to implement solutions effectively. Similar to preambulatory clauses, all operative clauses must begin with a participle that is bold and underlined.

Expresses its Appreciation	Strongly Supports	Expresses its Hope	Trusts	Further Invites
Accepts	Further Recommded	Affirms	Further Requests	Approves
Further Resolves	Asks	Hopes	Authorises	Invites
Calls For	Proclaims	Calls Upon	Proposes	Condemns
Recommends	Congratulate	Regrets	Confirms	Requests
Declares Accordingly	Encourages	Urges	Seeks	Designates
Strongly Requests	Endorses	Strongly Condemns	Resolves	Strongly Affirms



**SHMUN VI**

# **SAMPLE RESOLUTION PAPER**

**Main Submitters - Uruguay, Brazil,**

**Co Submitters - USA, Denmark, Norway, Argenna, Uruguay,**

**Brazil, Israel, Cameroon, Iraq, Nepal, India, Canada,**

**Committee - UNODC**

**Agenda- Strengthening the rule of law and justice which also responses with arbitrary detention and extrajudicial executions**

**Emphasising** the need for the United Nations (UN) and international committee to work upon rule of law and justice, which also responds with arbitrary detention and extrajudicial execution,

**Recalling** Resolution 24/7 of 26 September 2013, which was extended for a further three years by the Commission's resolution 1997/50 prepared by the Working Group on Arbitrary Detention,

**Reaffirming** Article 9 of the Universal Declaration on Human Rights, which asserts the ban on arbitrary detention,

**Noting with deep concern** the ongoing detentions, extrajudicial killings and consequent violence on the humanitarian over their activities,

1. **Recognises** poverty and inequality as key circumstances that leads to the vulnerability and marginalisation of large sectors of the nation, including indigenous people;
2. **Urges** the nation to embark on measures for improvement of the nation that;



## SAMPLE RESOLUTION PAPER

- a) Ends sectarian attacks;
- b) Protects religious minorities, especially the marginalised people;
- c) Conveys citizens' rights and access;
- d) Administers the counterterrorism programme properly;
- e) Ensures proper media freedom;

3. **Appeals** to the nation to accompany serious possessions that will work on;

- a) Supporting justice and security institutions in performing their duties in an effective and professional manner, through developing capacities in the areas of strategic planning, monitoring and evaluation, legislative drafting, gender and juvenile justice mainstreaming;
- b) Improving access to justice in discriminated areas through supporting civil society organisations;
- c) Monitoring the performance of institutions and documents of human rights violations;
- d) Help justice and security institutions to better the specific legal and protection needs for women and girls;
- e) Ensuring that legal services adequately;
- f) Helping justice and security actors monitor the performance of the justice and security sector by building solid data collection;

4. **Calls upon** the nation to respond quickly and generously to consolidated appeals for development of the rule of law and justice, and to supervise arbitrary detention and extrajudicial executions;

5. **Decides** to remain actively involved in the matter.



# SHMUN VI

# FOR & AGAINST SPEECHES

Delegates have to give speeches either supporting or opposing a resolution. A for speech explains why the resolution is necessary and beneficial, highlighting how it addresses the issue fairly, promotes cooperation, or offers practical solutions. An against speech critiques the resolution, pointing out weaknesses, impractical requirements, or potential unfair effects on certain member states.

- **Speaking time: 1 minute**
- **Two mandatory points of information to be answered by the delegate**





# SHMUN VI

## AMENDMENTS

Amendments are proposed changes made to a draft resolution after it has been introduced. They may add, remove, or modify clauses and must be approved by the chairs before being considered by the committee. Voting on amendments is substantive.

**Second-degree amendments are not allowed**; however, once an amendment has passed, it may later be modified through a new and separate amendment.

The main submitter of the draft resolution decides whether an amendment is friendly or unfriendly, based on whether they agree with the proposed change.

### FRIENDLY AMENDMENT

If the main submitter accepts the amendment as friendly, it is automatically adopted without debate or voting. The approved changes are immediately applied to the draft resolution.

### UNFRIENDLY AMENDMENT

If the main submitter deems an amendment unfriendly, it must be debated by the committee. Following a statement from the delegate who proposed the change, the committee will conclude discussion and proceed to a vote.

**! Motion to introduce friendly/unfriendly amendment is raised !**



# SHMUN VI

# VOTING

For draft resolutions and amendments, delegates may vote “Yes,” “No,” or “Abstain.” Delegates who declared “Present and voting” during roll call may not abstain under any circumstances. When the chair calls for substantive votes, each delegate states their vote clearly when recognized. Delegates may also vote “Yes with rights” or “No with rights,” which allows them to briefly justify their position after the vote at the chair’s discretion.

- “Yes” - in favor. (1st round)
- “Yes, with rights” - favorable and willing to justify why the resolution should be passed with a 30-second speech (2nd round)
- “No”- Not favorable (1st round)
- “No with rights” - Not in favor and willing to justify why the resolution shouldn’t pass with a 30-second speech (2nd round)
- “Abstain” - This vote is neither in favor nor against, but a neutral one. (3rd round)
- “Pass”- The delegate wishes to be the last to cast their vote. They must vote yes, no or abstain when the chair comes back to them (3rd round)



**SHMUN VI**

# **POSITION PAPER**

Delegates are required to submit one position paper per issue, with each paper being half to one full A4 page in length. The paper should briefly explain the background of the issue, outline the country's perspective, discuss the United Nations' involvement, and conclude with realistic and relevant solutions. They should be written from the perspective of the government of your country.

## **Recommended Structure :**

- Paragraph 1: Background and overview of the issue**
- Paragraph 2: United Nations involvement and past actions**
- Paragraph 3: The country's position and national policies**
- Paragraph 4: Proposed solutions and recommendations**

## **Formatting Guidelines :**

- Font: Times New Roman, Size 12**
- Maximum length: 1.5 pages**
- Each issue must have a separate position paper**
- Delegates are encouraged to list all sources at the end of the document**



# SAMPLE POSITION PAPER

**Committee: The United Nations Security Council (UNSC)**

**Topic: Protecting natural habitats and resources in conflict zones**

**Country: United States of America**

Throughout the years, the relationship between war and environmental destruction has become well-established. Armed conflicts have been discovered to be a cause of habitat destruction, loss of natural resources, and forest depletion. The extensive use of explosive weapons like landmines and barrel bombs in the Syrian armed conflict is a real-time example of this, which has led to the loss of many important resources and the depletion of forests. This has harmed the local environment and has compromised the livelihoods of local communities that depend on these resources. These conflicts exert both immediate and residual, direct and indirect, effects on resources and habitats. The overharvesting of wildlife and vegetation in conflict zones restricts citizens' access to natural resources, threatening the resource base and the livelihoods of local communities that depend on these resources.

The United States is party to several treaties that provide varying degrees of specific, general, or incidental protections to the natural environment. Additionally, the United States has taken several steps to combat the loss of resources and habitat. The United States is party to



## SAMPLE POSITION PAPER

the Hague Convention, and Article 23(g) of the Regulations Annexed to the 1907 Hague Convention (IV) Respecting the Laws and Customs of War on Land (Hague Regulations) provides a foundational safeguard for the environment by forbidding parties “to destroy or seize the enemy's property, unless such destruction or seizure be imperatively demanded by the necessities of war.”

The United States recognizes the detrimental effect that armed conflicts, interstate or intrastate, have on the planet's resources and ecosystems, and it strongly urges all present members to take all steps necessary to minimize and eradicate the damage done to the environment in conflicts. The U.S. Agency for International Development (USAID) supports the conservation of wildlife and critical ecosystems in over 60 countries. In 2021, USAID invested \$319.5 million to conserve biodiversity, reduce wildlife trafficking and other nature crimes, and support the resilience of vulnerable and marginalized communities that depend on biodiversity and healthy ecosystems for food, jobs, and security. The United States is also working with its government to preserve habitats and resources both nationally and internationally.



The structure differs slightly for crisis councils - they are role-centric, requiring delegates to demonstrate a clear understanding of the specific office, command, or authority they represent.

They detail the role of the position within the crisis, and delegates must clearly articulate their primary objectives, justifying why these are critical in the current situation.

### **Recommended Structure:**

**Paragraph 1: Crisis history and background**

**Paragraph 2: Character involvement**

**Paragraph 3: Key concerns**

**Paragraph 4: Proposed approach**





# SHMUN VI

# SAMPLE POSITION PAPER

**Committee: Historical Crisis Council (HCC)**

**Topic: The Chernobyl Disaster**

**Character: Leonid Toptunov**

The Chernobyl disaster is undoubtedly one of the world's most serious accidents ever to occur in the nuclear power industry. In the days leading up to the tragedy, Reactor 4 was subjected to a safety test to determine how long turbines would spin and supply power to the main circulating pumps following a loss of the main electrical power supply. However, I still don't understand why this responsibility was placed on the less experienced staff, as this test had previously failed in the last three attempts. Moreover, it was to be carried out by the day shift team, and we weren't briefed at all about the procedure. Running more than 12 hours late, there was an unexpected halt in between, leaving the reactor to operate at half its power for a couple of hours. The RBMK reactor's positive void coefficient caused an issue, which made it unstable at low power levels. However, I, along with the other operators in the room, was unaware of these design faults, which were a state secret by the Soviet State Propagandists.

VI - 2026

I feel extremely guilty that my actions, as one of the engineers involved in this test, contributed to the disaster. I acknowledge that I was the one who attempted to raise the power from the dangerously low 30 MW to the necessary level for the test with the help of my colleagues. Even so, all of us were oblivious to the fact that it would cause a buildup of xenon poisoning and overheat the core. Furthermore, I take responsibility for pressing the AZ-5 button under the direction of Aleksandr Akimov. We all thought the safety measures were reliable and would compensate for human errors, stopping the power as it was supposed to.

However, I suspect this acted as a trigger for the explosion - when 32



## SAMPLE POSITION PAPER

all the rods, having graphite tips, were fully inserted, it might have caused a surge in activity.

From my perspective, the cause of the disaster was the combination of a flawed reactor design and insufficient safety protocols. More importantly, I blame the Soviet government and its ideologies. Those in the room were already under a lot of pressure to ensure the test passed under such conditions, because reporting bad news or cancelling planned tests had harsh consequences in Soviet systems. Moreover, despite the new "direction of openness" that Mikhail Gorbachev is attempting to take, I don't think the Soviets have disclosed any news about this incident to the public yet.

Nevertheless, it is crucial at the moment to contain the radiation and address the safety risks of the RBMK reactors. We need to stabilise reactor systems and prevent additional explosions. This would include deactivating any residual cooling systems and isolating the reactors. Further, as there is no containment building in the plant, I urge using the available infrastructure to create temporary radiation barriers around the most dangerous zones. Some forms of boron, sand, and lead could also be dropped in the surrounding areas. We should also focus on evacuating the residents of Pripyat. Moreover, I strongly advocate revising the RBMK reactor design. While I would not be directly involved in the design process, I suggest re-engineering the reactor's graphite moderator or replacing it with a water moderator. It would also be beneficial if the safety systems were enhanced and operational training was established. I am confident that we can work towards reducing the impacts of the Chernobyl disaster and make the city of Pripyat free from radiation, effectively and as soon as possible.



SHMUN VI

# CRISIS PROCEDURE

ROLL CALL

GSL

CRISIS  
UPDATE

FLOOR OPEN  
TO POINTS  
AND  
MOTIONS

DRAFT  
DIRECTIVES

CRISIS  
UPDATE  
(CYCLE  
REPEATS)

Crisis councils are fast-paced, simulating real-time events, responding to an urgent or evolving situation

A crisis committee is divided into two main parts: **the frontroom and the backroom**. The frontroom consists of the council itself, including the chairs and the delegates, where formal debate, discussions, and decision-making take place. The backroom is made up of the Research and Training team, who closely monitor the actions and discussions in the council, and would release crisis updates based on the directives and crisis notes submitted by delegates.

The committee may move in and out of formal debate, moderated caucuses, and unmoderated caucuses at the discretion of the chairs. The dais may introduce crisis updates at any time, which can change the direction of debate and force delegates to reconsider their strategies. Council meetings usually start from a set time called the **freeze date**, and continue from there. The agenda is flexible and does not need to be followed strictly, as the council progresses based on unfolding events and crisis updates.



# SHMUN VI

# DIRECTIVES

Instead of resolutions, crisis committees primarily use directives. While resolutions and directives are similar, a directive's structure is less formal, and there aren't any preambulatory or operative clauses.

Directives are short, action-based documents that outline immediate steps a delegate or group wishes to take in response to the crisis. They usually have titles, are written in bullet points or short paragraphs and focus on specific actions rather than long-term policy.

### **It is used for, but not limited to:**

- **Information request**
- **Correspondence between characters**
- **Deals/negotiations**
- **Spying**
- **Assassinations**





# SHMUN VI

## **TYPES OF DIRECTIVES**

### **PUBLIC DIRECTIVE**

These are submitted openly and shared with the entire council, and often address issues that require transparency or committee-wide action.

#### **Main Components of a Public Directive:**

- **Memorable title (can be funny or serious)**
- **Specific orders or actions that you would like to see undertaken**
- **What you expect/hope will be the result**
- **Signatures, with portfolios of all signatories**





# SAMPLE PUBLIC DIRECTIVE

## **Operation Tripoling Down**

**Signed: Secretary of Defense, Secretary of State, Secretary of Agriculture, Vice President**

In reaction to the current hostage situation in Libya, the US National Security Council determines to undertake the following measures:

1. Direct intelligence resources to find out the exact location of these hostages and how well protected this location is,
2. Prepare plans and intelligence for two blackhawk helicopters and a team of Navy SEALS to rescue the hostages from their location at the order of this committee,
3. Cooperating with the Libyan Government, secure and set up a hospital outside Tripoli to provide emergency medical care for the hostages once rescued,
4. Issue an order that all information about this hostage situation is to be kept Top Secret without any leaks to the media, to protect the security of this mission, until after the mission is complete.

Once the location is obtained, report back to this committee before launching the rescue mission.



## JOINT DIRECTIVE

Written and submitted by two or more delegates together. Like public directives, joint directives are visible to the council once approved. These are often used to coordinate large-scale or multilateral actions that require combined resources or authority.

Joint private directives can also be written to pursue shared objectives discreetly without signaling intentions to other delegates.

## PRIVATE DIRECTIVE

Submitted confidentially to the crisis staff, allowing a delegate to take discreet actions, conduct investigations, or pursue secret strategies. The outcome of a private directive is decided solely by the crisis staff based on realism and the situation in the committee.

### Main Components of a Private Directive:

- **Memorable Title (can be funny or serious)**
- **Who are you writing to/who does it involve?**
- **What do you want to accomplish?**
- **When do you want it to happen?**
- **Where do you want it to happen?**
- **Why do you want to do this?**
- **How do you intend to accomplish it?**
- **Signature, with your title**



# SAMPLE PRIVATE DIRECTIVE

## Operation Lockdown

To all Heads of Embassies and Consulates in North Africa,

In light of the current hostage crisis in Libya, immediately place embassy and consular security on high alert, and close all visa and consular offices until further notice. Make sure all ambassadors have assigned personal security at all times, and cease any field work in dangerous areas. Work with the governments in your respective countries to find any information you can about the raptors of the 2 US Aid Workers captured earlier today, and make it clear that their cooperation is crucial to our bilateral relationships. Specifically, try to find the name of the organization that has captured these aid workers, their demands, and the location where our citizens are being held. Report back immediately with any information you obtain.

Secretary of State, John Kerry



## CRISIS NOTES

These are private instructions or actions that a delegate wants to take independently, such as negotiations, investigations, or strategic moves. They are written on official paper or submitted digitally and are not seen by other delegates. The outcome of a crisis note depends on realism, resources, and alignment with the committee's direction.

To my trusted assistant Wang Peng,  
I have recently decided to enter into the casino business.  
Please use my personal funds to purchase a suitable building  
located near the Hong Kong International Airport in order to  
increase access for tourists. I understand that there might be  
some hesitation from the locals in regard to foreign  
investment so I would also like you to release a statement to  
the public that the casino renovations and maintenance will  
employ hundreds of local Hong Kong residents during this  
time of extreme unemployment.

I would also like you to covertly reach out to one of my  
contacts in the criminal underworld that I have surely made  
through my various business dealings. Arrange a meeting  
with an international heroin dealer (under the guise of  
having dinner with an old friend) in order to discuss a  
possible smuggling operation to be run out of my casino,  
providing myself and the dealer with immense profits. Please  
inform me as to the results of these actions.



# PRESIDENTIAL ADDRESS

This is a formal statement delivered by the head of government or a designated authority figure during a committee. These addresses are used to communicate major developments, policy positions, or shifts in the official stance of governing institutions.

**Presidential Addresses may be used to:**

- **Announce new laws, decrees, or emergency powers**
- **Address public unrest or crisis developments**
- **Frame or reframe events for the wider population**
- **Influence the direction of debate and delegate priorities**





# SHMUN VI

# TRIALS

Structured judicial proceedings used within crisis committees to address alleged violations of law, abuse of authority, or actions deemed threatening to public order.

## 1. Opening Statement of the Defendant

This statement should outline their position, address the charges, and provide context for their actions. No evidence may be introduced at this stage.

## 2. Opening Statement of the Prosecution

The prosecution will then present an opening statement summarizing the charges, the rationale for the trial, and the case against the defendant.

## 3. Presentation of Evidence and Witness Testimony

The prosecution may present evidence and call witnesses to support their case. Witnesses may provide testimony relevant to the charges. The dais determines the number of witnesses and time allotted. The defense would also need to follow the same.

## 4. Cross-Examination

## 5. Closing Statements

Prosecution Closing Statement: A summary of the case and justification for the proposed outcome.

Defense Closing Statement: A final response addressing the charges, evidence, and testimony presented.

## 6. Deliberation and Verdict



## DIPLOMATIC NOTES

Diplomatic notes facilitate communication during sessions where cross-talk is prohibited, ensuring compliance with council rules. If additional paper is needed, delegates may raise a point of personal privilege to request more. Notes must follow a specific format, clearly indicating the sender and recipient on the outside. They are to be handed to the runner, who will deliver them after verifying their content for appropriateness.

**! Inappropriate notes may result in a warning or clipping !**





# SHMUN VI

## CONTACT

SHMUN VI will be held on 7th and 8th of February, at the Sacred Heart School premises. For further updates, you can refer to our Instagram page or our website. If in case of further inquiries, do not hesitate to contact us using any of the below:

**Instagram: [shmun.bh](https://www.instagram.com/shmun.bh)**

**Website: [www.shmunbh.com](https://www.shmunbh.com)**

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