

# CMUNCE XXIII

*Columbia Model United Nations Conference and Exposition*

## Advisor Guide

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## **1. Delegate Conduct**

### Behavior

Delegates are expected to behave in a civil, quiet, dignified manner at all times during the conference. CMUNCE does not tolerate any occurrence of harassment or discrimination on the basis of race, gender, religion, national origin, sexual orientation, age, or disability status. CMUNCE expects all delegates to treat fellow delegates, advisors, and conference staffers with respect and courtesy, both in speech and in conduct. Delegates are also expected to attend all conference functions and events unless they have been expressly freed from such responsibilities by their faculty advisors and a member of the Secretariat.

### Dress

Delegates are expected to be in appropriate Business Formal Attire throughout the conference. The expectations of BFA include a dress shirt or blouse, tie for men and dress/skirt/pants for women. No t-shirts with print will be allowed in the committee room.

### Preparedness

Delegates should come to CMUNCE prepared to discuss all topics of debate listed in the background guide. Delegates are expected to remain “on position” and represent their assigned position as accurately as possible, with respect and sensitivity to the topics being discussed.

### Etiquette

While engaging with other delegates during committee/session, delegates are expected to behave respectfully, professionally, and appropriately in accordance with all conference policies. No profanity nor verbal attacks will be condoned and delegates may be disqualified from awards and future attendance to our conference.

### Rules Concerning Alcohol and Illegal Possessions

Any delegate found or suspected of being under the influence or in possession of any intoxicating substances, legal, illegal, or illicit, at any time during the conference, will be immediately expelled from the conference. Violators will also be subject to full penalties of applicable federal, state, and/or local laws and ordinances.

If any delegate, advisor, or conference staffer believes they have witnessed any violation of these rules of conduct, they should report it to any member of the conference Secretariat, who will relay the information to the Secretary-General and Director-General. The

Secretary-General and Director-General will then discuss and evaluate the incident and involve all necessary parties, such as advisors.

Any violation of these rules of conduct can result in:

- Disqualification from conference awards
- Expulsion from the conference without refund
- Barring of the delegation of the responsible delegate from future participation in CMUNCE
- Any other actions deemed suitable and necessary by the Secretary-General

The Secretary-General reserves the right to impose additional rules or alter existing rules at any time during the conference at his discretion. The Secretary-General also reserves the right to expel any delegate, delegations, school, or group thereof from the conference at any time for violating or failing to comply with the above regulations or for any other reason.

## **2. Community Guidelines**

We want to ensure that the community standards within CMUNCE are clear. We want to ensure that this environment is safe, healthy, and supportive.

The following will not be tolerated under any circumstances:

- Endangerment
 

Knowingly and/or recklessly endangering the health or safety of others or oneself is prohibited. The implied or express consent of the person against whom such violence or force is used will not be considered a justification for engaging in prohibited behavior. Prohibited behaviors include, but are not limited to:

  - acts that endanger human life, or threaten physical injury;
  - unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger is prohibited (e.g., physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).
- Harassment
 

Harassing any individual for any reason is prohibited at Columbia University. Harassment is defined as unwelcome verbal or physical conduct/threat of physical conduct that, because of its severity, or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions. Harassment of an individual may occur in person, via electronic means, or through a third party. A single, isolated incident may qualify as harassment if, based on the facts and circumstances, the severity adversely affected an individual's work, education, or living conditions.

- Gender-based misconduct of any kind including sexual assault, domestic violence, sexual exploitation, stalking, gender-based harassment, and sexual harassment

The policies above come from the student conduct policies section of Columbia's website that we felt most applied to our organization. We want to emphasize that CMUNCE is meant to be a safe, healthy, and supportive environment and these standards seek to advance that expectation.

### 3. How to Support Your Delegates (Before the Conference)

#### A. Suggested Timeline of Preparation

It is recommended that your students spend at least one and a half months preparing for the conference. Here, we have included a suggested timeline for your preparation. Each topic listed below refers to a section in this guide. Please note that this timeline should be taken only as a guideline, and should be altered as you see fit for your own students.

Weeks (Before the Conference)	Suggested Activity
6	<ul style="list-style-type: none"> <li>- Brief new team members on Model United Nations</li> <li>- Actively look for conferences for your team: we suggest the MyMun and Best Delegate databases</li> <li>- Explain the key differences between General Assembly and crisis committees</li> <li>- Begin community building activities</li> </ul>
5	<ul style="list-style-type: none"> <li>- Brief your students on different components of parliamentary procedure and the different documents involved</li> <li>- Host mock conferences to familiarize your delegates with committee structure: this is the best way to practice!</li> </ul>
4	<ul style="list-style-type: none"> <li>- Students thoroughly read over their committee description and background guide</li> <li>- Begin research on debate topics</li> </ul>
3	<ul style="list-style-type: none"> <li>- Continue research</li> <li>- Begin brainstorming crisis arcs</li> <li>- Begin crisis note exercises</li> </ul>
2	<ul style="list-style-type: none"> <li>- Continue research and brainstorming</li> <li>- Have delegates review one another's research and provide feedback</li> </ul>
1	<ul style="list-style-type: none"> <li>- Begin drafting committee folder and complete with printed position paper, relevant research, etc</li> </ul>

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|  | <ul style="list-style-type: none"> <li>- Read through the Delegate Guide as a group! It is full of useful tips for delegate preparation.</li> <li>- Hold mock committee session</li> </ul> |
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## **B. The Difference Between Crisis and General Assembly Committees**

### Crisis

Crisis committees are, by definition, a group of individual positions who meet to resolve a series of events of immediate importance. Crisis Committees must find immediate solutions to problems such as wars, economic crises, etc. Because of this, the committees are constantly changing since all the actions of the delegates have almost immediate consequences that will have to be faced during the debate. In other words, the problem to be solved revolves around the actions (or inactions) that the Committee carries out.

Delegates are representing individuals, either real people or fictional characters. Hence, delegates can carry out actions individually without the knowledge or consent of the rest of the committee by writing crisis notes to the backroom. For example, a Secretary of Defense may order the movement of troops, an Executive Director may conduct corporate espionage, and a politician may call a rally or strike.

A Model UN Crisis will be fully run by its crisis staff, who are chosen by the Conference Secretariat. Model UN crises are developed by the Crisis Director. Depending on the crisis size, the director will have one or two Assistant Directors to handle the responsibilities of managing the macro story and make sure the crisis continues to go smoothly. In addition to Crisis Directors, Crisis Analysts are the other key players in the backroom. Depending on conference size, the backroom staff can range from one to four analysts per committee. Together, the Crisis Directors and Crisis Staff help facilitate the flow of the crisis arc by responding to directives and releasing crisis updates. The Crisis Chair guides debate in the front room and serves as a facilitator with front-room and backroom communications. Some crisis committees run with regular Model UN Rules of Procedure but most run as an informal unmoderated caucus with direction from the chair.

### General Assembly

The General Assembly (GA) encompasses all 193 Members of the United Nations, posing this unique forum at the deliberative, policy making, and representative core of the United Nations. GA includes committees such as DISEC, ECOFIN, SOCHUM, SPECPOL, Administrative and Budgetary, and Legal. Unlike Crisis, GA delegates represent countries and the committee works together to seek long-term solutions for long-term problems. There is no backroom in GAs and instead of writing directives and crisis notes, delegates collaborate to write resolution papers. The Chair and Assistant

Chair(s) facilitate debate. Compared to Crisis, GA debates are much more formal and emulate the structure of the United Nations.

### **C. Committee Research**

Start researching by reading your committee's background guide for guidance. The background guides will have brief introductions on the time period relevant in committee as well as the role of your assigned characters. Because these background guides are written by the Columbia students running the committee, it will give the delegates a clear idea of the direction the Crisis Director has in mind for the committee. It is recommended that delegates build their research based on the provided information and familiarize themselves with other issues that are relevant to the time period or role. It is also helpful to note items delegates can use in their crisis arc, speeches, or directives. For example, while crafting crisis notes, the delegate will want to address them to characters not in the committee room, so it would be helpful to know the names of the business partners, spouses, secretaries, friends, etc., of their character. The background guide will also provide links that you can utilize in the research process. Good research never goes out of style!

### **D. Position Papers**

Position Papers are the work of delegates through which they outline character-specific information related to the given topics of debate and the character's position and plan toward resolving the given problems, reflecting the priorities and embodying the perspective of the assigned persona. Once written, the delegates should email their papers to the Crisis Director, whose email can be found in the background guide.

In terms of content, delegates have considerable freedom in deciding what to include. Below is an example structure which delegates may use as a guide when writing their position papers:

Section 1: Introduce background information on the topic

- What is your character's perspective on or history with the topics of debate?

Section 2: State your character's official position

- What has your person done or said about this topic?
- How can the outcome affect your character's interests?

Section 3: Amenable solutions

- What solutions do you propose to resolve the problems presented in the topics of debate?
- How can your character/position contribute to the conversation?
- What resources do they have that can benefit the given situation?

Because crisis delegates are representing an individual, they should use the first-person throughout the conference. General Assembly delegates should use the traditional third-person point of view.

### **E. Crisis Notes**

Crisis notes are an integral part of crisis committees. As the main line of communication between the delegates and the backroom, they can determine the crisis updates and the fates of other delegates -- they are equally as important as front-room debate. Delegates can use crisis notes to ask the backroom for more information on their powers and resources throughout the conference; when used most effectively, crisis notes are mostly used to push the delegate's secret agenda in their crisis arc. These notes request actions that are either approved or denied by the crisis staff. The success of an action formulated in a crisis note depends on how well-written the note is. Details and creativity are the keys to success. Crisis directors are more likely to approve crisis notes if delegates write out clear steps and give specificity about their requested action. The hallmark of a good crisis note is that the crisis director incorporates it into the narrative of the committee.

- For example: I want to bug my enemy's home in order to spy on their plans. My actions would be to write to my "assistant" to purchase the spyware for me under the guise of a present for my son, who loves playing spy. Then, I would ask my "wife" to tape the bug underneath a vase and to send the bugged vase to my enemy's wife as a thank you gift. The crisis staff could approve my action, telling me that the bug worked and giving me a piece of valuable information. Or, the crisis staff could shut my note down by saying that the cook thought the vase was a casserole dish and destroyed the bug in the oven.

Please note: Not all Crisis Notes can be accepted, and delegates may become frustrated when their notes aren't receiving the response they expected. The key is to encourage them to continue to write as many notes as they can. The best delegates are the ones who planned AND adapted well to the crisis staff's responses.

### **4. How to Support Your Delegates (During the Conference)**

- Encourage your delegates to join the committee rooms around 10 minutes before the committee session begins to give your students ample opportunity to meet the other delegates.
- Please make sure that your delegates are on time during the start of every session. In the case of an emergency, please immediately inform Undersecretary-General Public Relations at [public.relations@cmunce.org](mailto:public.relations@cmunce.org) and the chair of your student's committee.
- Encourage senior members to help/mentor novice delegates.
- Encourage your delegates to fully utilize their position's powers. Chairs appreciate what you do with the powers that you started with.
- Encourage your delegates to be vocal during their committee's feedback session!
- Remind delegates that their chair is their ally. Do not hesitate to address any questions or concerns with the committee chair throughout the conference.

- Encourage your students to have water, snacks, paper/pencils, and their research printed out and readily available during committee sessions.