



CANADA MODEL UNITED NATIONS

Crisis Rule of Procedures

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CANMUN Code of Conduct

Introduction

The conduct of attending delegates at the 2024 Canadian Model United Nations (hereby referred to as “CANMUN 2024” or “the conference”) reflects on their institution and the conference. To ensure a safe, professional and fun conference for all those in attendance, including but not limited to delegates, faculty advisors, conference staff and hotel staff, the following Code of Conduct has been formulated. Please ensure that you thoroughly read through this document, as all attendees are expected to abide by these policies during the duration of the conference (including but not limited to committee sessions, conference socials, committee breaks, and the opening and closing ceremonies) and, by extension, during any events or activities organized in the context of the conference. All delegates have indicated their acceptance of, and agreement to abide by, the terms of the Code of Conduct in their completion of registration at CANMUN 2024.

Harassment and Discrimination

1. All conference participants are expected to be respectful of each other. Harassment of any form will not be tolerated, which includes, but is not limited to, discrimination based on ethnicity, national origin, race, colour, religion, age, mental and physical disability, socio-economic status, gender identity, gender expression, sex and sexual orientation.
2. Harassment and Discrimination through any medium must be refrained from by participants, which includes but is not limited to:
 - a. In-person harassment, such as speech, gestures, sounds, phrases, touching etc.,
 - b. Digital mediums such as social media, text messages, email, phone calls, etc.,
 - c. Written mediums such as notes, written speeches, directives, etc.,
3. The secretariat of CANMUN 2024 reserves the right to determine what constitutes bullying and other inappropriate behaviour towards any individual and/or group.
4. The engagement of behaviour that constitutes physical violence and/or the threat of violence against any individual and/or group, including sexual violence and harassment is strictly forbidden, and may include, but is not limited to, the following:
 - a. Indecent and/or unwelcome suggestive comments about one’s appearance,
 - b. Nonconsensual sexual contact and/or behaviour among individuals or a group of individuals,
 - c. The sexual contact or behaviour between delegates and staff is strictly forbidden;

5. Cultural appropriation is prohibited. This includes, but is not limited to, attire, accents, etc. that belong to a certain cultural, religious, or ethnic community.
6. Reported actions of harassment will thoroughly be investigated and the Secretariat reserves the right to take action (if deemed necessary).

Responsibilities and Liabilities

1. The valuables and possessions of delegates, and the safeguarding thereof, falls under the responsibility of the delegates. Neither Sheraton Centre Toronto Hotel nor CANMUN 2024 and its staff shall be held liable for losses arising due to theft or negligence.
2. Delegates are responsible for the damages they cause to Sheraton Centre Toronto Hotel or its property, the possessions of other delegates, staff, faculty advisors, or other hotel guests.
3. CANMUN 2024, Sheraton Centre Toronto Hotel, and their respective staffs, shall not be liable towards any injury to persons, or damages or losses to property that may occur during the conference or due to a failure to comply to the rules governing said conference, including but not limited to, this Code of Conduct, Hotel rules and applicable laws, statutes and regulations.
4. Delegates are expected to present Conference identification upon request to Hotel and Conference staff.
5. Delegates must abide by Hotel rules while on Hotel premises. In particular, delegates are to refrain from the harassment of Hotel staff and other guests.

Abiding to the Laws of the City of Toronto, Province of Ontario, and Canada

1. Delegates, staff and other participants are required to abide by Ontario and Canadian laws, as well as Toronto by-laws at all times. Of particular note are laws referring to:
 - a. Theft;
 - b. Sexual Violence;
 - c. Possession of firearms and other weapons;
 - d. Trafficking and use of illegal drugs;
 - e. Public disturbances or nuisance alarms, ex. The triggering of an alarm when an emergency does not exist;
2. The legal drinking age in Ontario is 19 years of age. All participants found engaging in illegal activities may be expelled from the Conference and held criminally liable, regardless of legal drinking age of the delegate's residence.

3. All conference venues are non-smoking facilities (including cigarettes, e-cigarettes, and vapes).

Dress Code

1. All participants of CANMUN 2024 are expected to wear western business attire. Delegates, staff and other participants not maintaining an appropriate standard of dress will be asked to change their clothing to fit the dress code. If you need any exceptions to be made, or have questions about the dress code, please contact the Equity team via email, equity@canmun.com.

Illness Policy

1. In light of the recent pandemic, we ask that delegates displaying symptoms of COVID-19, RSV, the Flu, or any other infectious illness to stay home, as to maintain the wellbeing and health of delegates, staff and guests.
2. In the event that you have recently (within one week of the first day of the conference) been in close contact with a positive case of COVID-19 and are not displaying COVID-19 symptoms, please use a rapid test and self-monitor for symptoms before and during the conference.
3. If at any time during the conference you begin to experience symptoms of any illness or feel unwell, **please inform your faculty advisor or a staff member, utilise personal protective gear (such as wearing a mask), and use a rapid test where possible.**
4. If you feel that your wellbeing is threatened/if you are concerned or uncomfortable, please inform a staff member or contact the Equity team via email, equity@canmun.com.
5. CANMUN 2024 nor its agents accept responsibility for the effects of any illness contracted during the conference. Ultimately, it is the responsibility of the individual to monitor the health and wellbeing of themselves, despite the measures put in place.

2SLGBTQIA+ Protection Policy

1. Any homophobia and/or transphobia will not be tolerated. This includes purposeful misgendering, discrimination, outing and/or use of transphobic /homophobic hate speech. All delegates are expected to treat other delegates with respect and refer to them with their preferred pronouns. If you personally feel uncomfortable as a result of the listed events above or due to similar events, please let us know in the form below.

How to Report

If you have a violation of the Code of Conduct to report, here are the following resources/procedures you can use to get in contact with a committee staff/secretariat member.

1. Communicate with a staff member responsible for you/your delegate's committee. They can be contacted via email.
2. Email the equity team at equity@canmun.com. The equity team will get back to delegates in 1-3 business days for concerns before the event takes place, and will respond to delegates on the day of receipt during the conference. Additionally, if you have any questions about the code of conduct before or during the conference, please email equity@canmun.com.

The Secretariat reserves the right to discipline attendees for not adhering to/violating any of the above stipulations. Disciplinary measures include, but are not limited to, suspension or expulsion from committee, removal from the conference/conference venue, disqualification from awards and/or disqualification from future events.

Opening the Committee

Roll Call

Roll call is the 'attendance' in Model UN. The committee Dais (staff) will have a list of delegates (student names and their assigned countries/characters) where moderators will conduct roll calls in alphabetical order. Roll call will be conducted at the beginning of each committee session. Roll call will allow the Dais to set the following:

1. Set quorum
2. Set simple majority
3. Set supermajority
4. Count votes

There are two responses that delegates can give when responding to roll call. Please respond with ONE of the following:

Present (P) – will vote on all procedural matters, but may abstain from voting on substantial matters (e.g., resolutions/directives).

Present and Voting (PV) – must vote on all procedural and substantive matters (i.e., cannot abstain from voting on resolutions or directives).

Note that the moderator will take note of a delegate's stance. This information is taken into consideration during voting procedure - **delegates who are PV and abstain from voting will be reminded by the Dais.**

Quorum

Quorum is used to define the number of delegates required to be present in the committee room to open debate and start the committee session. This number is set at $\frac{1}{3}$ of all delegates that are present in the committee room for the CANMUN conference. This number can/will be updated as the number of delegates in the committee changes.

Simple Majority

Simple majority is defined as 50% + 1 of all delegates who are present in the committee. Most motions can be passed with a simple majority, with a few exceptions.

Supermajority

Supermajority is defined as $\frac{2}{3}$ of all delegates who are present in the committee. Destructive motions, such as the motion to enter voting procedure on draft resolutions/public directives, **must** be passed with a supermajority.

Motion to Open Debate

After roll call, delegates must motion to open debate. A **simple majority** is required to pass this motion and (officially) begin the committee session.

Speakers Lists

Primary Speaker's list

The Primary Speakers' List allows delegates to decide which topic to focus on from the background guide. By default, the speaking time for the Primary Speakers' List is 1 minute, but members of the committee can motion to change the speaking time. If a change to speaking time is motioned, the vote must be in supermajority, meaning over two-thirds of the delegates agree to the changed speaking time.

Secondary Speakers' List

Once delegates decide on the topic of discussion, delegates will enter the Secondary Speakers' List. This list is an opportunity for delegates to discuss ideas directly relevant to this first topic of discussion. The Secondary Speakers' List allows delegates to express their opinion on the topic, and state their stance upon the committee. This is an opportunity for delegates to receive their support from other delegates by stating the delegate's unique solution. Additionally, specifically in Crisis Committees, the Secondary Speaker's List can be replaced with a round-robin, where each delegate has a one-minute speaking time, and each delegate can express their opinions.

What is Destructiveness?

Often, the dias will mention the "destructiveness" of a motion. This term refers to the amount in which the motion affects the committee. The Destructiveness is based on the type, length, and number of speakers involved in the motion. The general destructiveness of the motion is as follows:

1. Motion to enter voting procedure
2. Motion to introduce draft resolutions/public directives
3. Motion for an unmoderated caucus
4. Motion for an extension
5. Motion for a moderated caucus

Points

Unlike ordinary motions, **points** are automatically the most destructive motion on the floor. Delegates can state points between speeches and when the chair asks for points or motions on the floor.

Point of Inquiry

At any point, if a delegate has a question on the academic content of the committee, the delegate can raise the point to the director or the chair.

Point of Personal Privilege

If at any point a delegate is uncomfortable, the delegate can raise a Point of Personal Privilege at any time.

Point of Order

If any delegate feels the chair has not followed the rule of procedure stated in the Rules of Procedure, they can raise a point of Order.

Directives

Directives are one of the most important aspects of crisis direction. Directives work to steer the direction of the crisis through being a directional maneuver that can catalyze or inhibit the current situation. Unlike draft resolutions, they have the power to impact the committee within mere minutes. There are several different types of Directives, outlined below.

Private Directives

Private directives describe actions that can be carried out by a single delegate, given the limits of their portfolio powers. After you have assured that you will be sending a directive to the Dais, the delegate will raise their arm with the note and indicate who it is addressed to on the note. In this case, it should be addressed as "To: Crisis". After some time, the Crisis staff will hand back your note with the following outcome of it. The staff's notes will be written in pen of a different colour to ensure the clarity of their response. Delegates are also able to send notes to physically far away delegates through the Crisis team, after ensuring that your note is labelled "To: (Delegate name)"

Joint Private Directives

Joint Private Directives operate as Private Directives done with several delegates. Delegates sponsoring this private directive will always need to be written on the note as a sponsor. These are handled similarly to other private directives mentioned before.

Note: There are no signatories for private directives

Public Directives

Public Directives are operative clauses taken by the committee. These function similarly to resolution papers. Both Sponsors and Signatories need to be written down on the directives, with a minimum number of signatories at the dais's discretion to be able to present. These private directives are not necessarily expected to be as formal as a resolution paper. Still, the Dais would look favourably upon a more detailed directive with multiple sub-clauses and statistics supporting the arguments.

Special Events

Crisis Updates

These are periodic and interrupt the debate amongst delegates, and describe the current situation that the committee is in right now. Delegates must adapt themselves to the situation they are in, and further progress on their Crisis Arc. During the conference, Crisis Staff often act using a skit to describe the current situation. Crisis updates are directly related to the public and private directives in play during the committee. These updates can occur after an unmoderated caucus. Delegates will be allowed 1-3 questions on the Crisis Update, but this is dependent on the dias's discretion.

Timed Crisis/Blackout Crisis

Occasionally, Crisis Staff can announce a Timed Crisis. This serves to solve a problem within a given timeframe in real-time. For example, there is international inflation, and all delegates must solve this problem within the committee session. This allows delegates to solve the current predicament and provide peace talks to the warring sides.

Motions

Simply put, a motion is a formal way that a delegate can instigate an action.

Generally, there are two types of motions. Ordinary Motions and Extraordinary Motions. Ordinary Motions follow the rules of destructiveness, as stated above, and Extraordinary Motions do not follow the destructiveness rules.

Ordinary Motions

Moderated Caucus

A moderated caucus allows delegates to propose to talk about a subtopic within the overall topic. Calling for a Moderated Caucus requires a delegate to specify:

1. The Topic
2. Total Time
3. Speaking time for each delegate

If multiple motions are introduced, they will be voted on in the order of destructiveness stated above. For example, if a delegate motions for a “10 to 1 on the topic of the usage of cocaine” and another delegate motions for a “10 minute 30-second moderated caucus on the usage of cocaine”, the second motion has 20 speakers, which would rank higher on the destructive list. So, the latter motion would be voted on first. A moderated caucus needs to be passed with a simple majority. Additionally, if the delegate’s motion passes, they have the option to speak first or last.

Unmoderated Caucus

Calling an Unmoderated Caucus only requires delegates to announce the time of the unmoderated caucus. Additionally, unmoderated caucuses will not be entertained if the dais thinks there is not enough debate happening. Unmoderated caucuses need to be passed with a simple majority from the delegates.

Motion to Pass Resolution Papers

If delegates finish working on a resolution paper, the delegate must first submit the paper to the dais, who will either approve or disapprove the paper. Feedback will be given at the discretion of the dais.

If the working paper is passed by the dais, it will be considered a public directive/draft resolution which can be presented to the committee. The dais will announce the approval of submitted papers.

Delegates can introduce the working papers by specifying the papers they want to introduce or to introduce all papers. In a crisis committee, papers can be submitted at different times according to the crises they are facing. After introducing a resolution paper, it is highly recommended to have a Q&A session to have more debate on the resolution paper.

A motion to introduce a draft resolution paper has to pass with a simple majority. If passed, the dais can invite up to four sponsors to introduce their working papers. The sponsor limit is at the discretion of the dais. The limit should be decided based on the size of the committee and the number of working papers on the floor.

Motion to Enter Voting Procedure

Once at least one paper has been introduced, the committee can vote to enter voting procedure on any paper/directive.

Delegates can vote on the way they want to vote on the paper. Here are the different ways delegates can vote on a paper:

1. **Voting by Placard:** This is the most standard and most favored by the dais. The dais will call upon each delegate to either vote in favor, against, or abstain. Remember that abstaining is only an option if the delegate states that they are “present” and not “present and voting”
2. **Voting Clause by Clause:** This is a voting method where delegates vote on a resolution paper clause by clause. The Dais will not approve of this voting method if the Dais feels it will not be productive for the resolution paper.
3. Other methods are not recommended by CANMUN, but delegates can enact such a motion with discretion from the Dais.

Voting procedure needs to pass with a supermajority. If the motion passes, no delegate can leave the room.

NOTE: Normally, papers need a simple majority to pass. However, if the background guide specifies, the requirement could be unanimity or a supermajority.

Extraordinary Motions

Extension of any Caucus

If a moderated or unmoderated caucus's time has elapsed, any delegate has the opportunity to motion for an extension of the same caucus. In a moderated caucus, the extension has to be on the same topic and have the same speaking time. In an unmoderated caucus, an extension is just a time to communicate more or write resolution papers. An extension is more destructive than a moderated caucus, but not as destructive as an unmoderated caucus.

Motion for a Round Robin

If a delegate wishes for every delegate to give their opinion on a topic, they can propose a motion for a round-robin. Remember that this is usually used at the start of the committee so everybody can give their opinion. The delegate must specify:

1. The topic
2. The speaking time for each delegate

Round robins are more destructive than moderated caucuses but less destructive than unmoderated caucuses and need a simple majority to pass. If passed, the delegate who raised the motion has the option to go first or last. The Dais has the option to determine speaking order by going through roll call.

Motion for Amendments

If a delegate desires to make substantial changes to the clauses, they can send notes to the Dais for amendments. The motion to introduce amendments can be made after the Dais has received all the amendments.

To pass a motion for amendments, there must be a simple majority within the delegates. This motion will only be done once per topic*. Usually, the Dais will read out the amendments informally and have sponsors label them as friendly or unfriendly amendments.

*In the case of a Crisis Committee, different resolution papers can come in at different times, in which case, an Amendment session can be done with each public directive

Friendly and Unfriendly Amendments

Friendly Amendments: All sponsors agree that the amendment should be implemented within the resolution paper, and the Amendment can be put in directly.

Unfriendly Amendments: At least one sponsor does not agree with the resolution paper.

Delegates will vote on the directive **before** voting on the paper. If the unfriendly amendment does not pass with a **supermajority**, then the amendment is rejected. If the unfriendly amendment is passed with a **supermajority**, then the amendment is added, and sponsors no longer need to vote in favor of their paper

Motion for a Q&A Period

After the introduction of a resolution paper, delegates can motion for a question and answer(Q&A) period on that paper.

To motion for a Q&A, delegates must state the total response time and response time for each question. This motion is more destructive than both a moderated and unmoderated caucus but is less destructive than a motion to introduce other resolution papers. It is recommended that delegates introduce Q&A sessions after each paper is presented.

A simple majority is needed to pass the Q&A period, and the Dais will call upon one delegate at a time to ask their questions. Once a delegate asks a question, the Dais will start the timer for one sponsor to answer the question, and once they finish, the Dais will stop the timer to choose a second delegate to ask their question, and this continues until there is no response time left.

Right of Reply

If a delegate feels offended or targeted by another delegate's speech, they can motion for a right of reply. This motion would be the most destructive motion on the floor, and if the Dais entertains the motion, the victim delegate will have 1 minute to respond.

Voting on Resolution Papers

To enter the voting procedure, delegates must first pass a motion to either vote on one paper or vote on all papers introduced.

During the voting procedure, all delegates must stay in one room and are restricted from passing notes to one another. Delegates will be asked to raise their placards to express the statuses below:

1. For
2. Against
3. Abstain

NOTE: All delegates who are **“Present and Voting”** cannot abstain from a vote.

Yields

Sometimes, delegates have time left over from their speeches. They have a multitude of options, but they must yield their time to something.

Yield to Chair/Floor

The delegate can announce the end of their speech by yielding their chair to the chair.

Yield to Delegate

The delegate can yield their time to another delegate if the delegate thinks that the delegate particularly echoes their sentiments. This needs the approval of the Dais, and if the delegate's time is less than 15 seconds, this order will be rejected.

Yield to Q&A

The delegate can yield their time to a Q&A period where fellow delegates can ask them questions about their speech. This has to be approved by the Dais and will follow the same format as a Q&A period on a resolution paper. The Dais will select questions from fellow delegates and the answering delegate will use their remaining speaking time to answer the questions one by one. Again, if the delegate's time is less than 15 seconds, the order will be rejected.

Closing Debate

It is recommended that the Dais release delegates for a break 5 minutes before the end of the committee session. To release delegates for recess, delegates must propose a motion for recess. The Dais will need to mention when this motion is in order. Additionally, at the last committee session, a delegate must motion "Motion to end Debate" for the committee to end. Again, this motion needs to mention when this motion is in order. \

Resolution Papers

The resolution is the main result of the work of your committee and is meant to resolve the problem that your committee is focused on. Resolutions are often worked on during the unmoderated caucuses with your bloc.

Resolutions have two main functions:

1. To determine what the United Nations will do about the issue.
2. To recommend or request that the individual Member States undertake actions to help solve the issue.

Typically, there are three sections on a resolution paper:

1. The Header
2. The Preambulatory Clauses
3. The Operative Clauses

The Header

The header typically follows a specific format.

1. **Working Paper Name** - The name your working paper
2. **Committee** - The name of the committee you are taking part in
3. **Sponsors** - The main authors that wrote the clauses of the resolution
4. **Signatories** - The delegates that would like to see this resolution introduced in the committee. You don't have to support a resolution to be a signatory!

Example:

Working Paper “Democracy Forever”

Committee: North Atlantic Treaty Organization

Sponsors: United Kingdom, Belgium, Montenegro

Signatories: Spain, United States, Italy, Luxembourg, Croatia

The Preambulatory Clauses

The preambulatory clauses start off with preambular phrases, which are italicized in the resolution, and each clause must end with a comma. The main purpose of the preambulatory clauses is to explain why the committee is discussing the issue. The goal of the preambulatory clauses is to set the scene for the actual resolutions.

We highly recommend you refer to past UN resolutions, treaties and international actions related to the topic.

Preambular Phrases

Affirming	Expecting	Having studied
Alarmed By	Expressing its appreciation	Keeping in mind
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with deep concern
Bearing in mind	Fully alarmed	Noting further
Believing	Fully aware	Noting with approval
Confident	Fully believing	Observing
Contemplating	Further deploring	Reaffirming
Convincing	Further recalling	Realising
Declaring	Guided by	Recalling
Deeply concerned	Having adopted	Recognizing
Deeply conscious	Having considered	Referring
Deeply convinced	Having considered further	Seeking
Deeply disturbed	Having devoted attention	Taking into account
Deeply regretting	Having heard	Taking into consideration
Desiring	Having examined	Taking note
Emphasising	Having received	View with appreciation

Example:

Recognizes the threat that trade dependency on China poses to the stability of NATO countries,

Acknowledges the need to distance ourselves from trade with China,

Pledges to balance distancing trade with China while working to improve NATO's relationship with China,

Aims to improve and cooperate with more countries in an effort to help the world and promote international cooperation,

Aspires for peace between NATO and China,

The Operative Clauses

Operative paragraphs are the most essential aspect of a resolution paper as they determine the action the UN will take on the issue. Each paragraph takes action, so it's important to be careful with each of the operative paragraphs in a resolution.

Operative paragraphs start with operative phrases which should be bolded, and the end of each operative clause ends in a semi colon with the final operative which ends in a period.

If an operative is broken into sub-operatives, you would use a colon to introduce these sub operatives.

Operative Phrases

Acknowledges	Notes with approval	Realises
Adopts	Endorses the Declaration	Recalls
Affirms	Expresses its appreciation	Recognizes
Approves	Expresses its concern	Recommends
Authorises	Establishes	Reminds
Believes that	Endorses	Requests
Calls attention to	Insists that	Resolves
Calls upon member states	Instructs	Suggests that
Condemns	Invites	Supports
Confirms	Notes that	Take note
Decides	Demands	Urges
Emphasises	Determines that	Welcomes

Example:

1. Establishes a NATO Independence Fund (NIF):
 - a. range from 0.010 to 0.015 of every NATO member country's GDP will be pooled into this fund
 - b. Contributions will be collected annually;
 - c. The amount that each country is expected to contribute is amendable based on individual country needs;
 - d. Fund will be distributed to the country affected and not to a specific private corporation;
 - e. Fund will be used for Clause 3;
2. Creates a NATO-China Council:
 - a. This council will act as the main information avenue between China and NATO in regard to NATO increasingly distancing itself from Chinese Economic sphere;
 - b. Will act as a way to curb China's Aggressive foreign policy and make it clear that NATO distancing itself from China is not an economic war but rather a move to benefit the NATO members
 - c. The council will hold biannual meetings, after which a report will be published, covering:
 - i. The state of NATO-China relations
 - ii. Progress towards distancing NATO from trade dependency on China
 - d. Funded by NIF.

Flowchart

