



PANAMUN XXIX
Recovering Hope

Crisis

Delegate Handbook

The International School of Panama

October 20-22, 2021

Table of Contents

I. Introduction	3
II. Prior to the Conference	3
Research	3
The Position Paper	4
III. During the Conference	5
Procedure	5
Flow of Debate	7
Crisis Notes	10
IV. Final Notes	11

I. Introduction

Welcome to PANAMUN! This handbook serves as a crash course into the Historical Crisis Committee (HCC) and Contemporary Crisis Committee (CCC). We're so glad you applied to be part of Crisis. On behalf of the entire PANAMUN staff, we hope you enjoy the conference and are able to use this handbook to properly prepare yourself for the chaotic crises that will ensue.

Historical and Contemporary Crisis are quite different from other committees at PANAMUN. Rather than solving a modern issue while representing countries, delegates represent government officials in power during a tumultuous period in history or the present day--hence "Crisis". Crises committees are not unique to PANAMUN and represent a form of MUN designed to challenge delegates' adaptability, creativity, and strategic thinking.

The committees are primarily run by three chairs and closely overseen by the Deputy Secretary General of Special Committees. Your chairs will moderate debate, answer Crisis Notes (see below), and approve directives. There will also be an admin in the room to ferry notes between the chairs and delegates. The committee may also be frequented by witnesses or characters relevant to the topic, depending on the cabinet's actions...

Finally, remember that you have been selected for either HCC or CCC because of your interest, debate skills, and work ethic. In order for HCC and CCC to be the exciting and explosive experience they can be, please take the time to prepare, so that when the conference comes, you are able to enjoy all it has to offer.

II. Prior to the Conference

Research

As any good delegate knows, research is key to understanding your role and position in any committee. However, research is *especially important* in Historical and

Contemporary Crisis as you are simulating real events and impersonating someone. Here are a few guidelines:

- **Read the issue bulletin!** It explains the background, at least on a preliminary level. The General Overview section denotes the key elements of the issue, and the Major Parties section will help you understand the stance of each political party or group in the crisis at hand. When you know what party or group your character belongs to, you can begin to anticipate potential crises and alliances in the committee.
- **Do personal research.** At PANAMUN, we do not give you specific portfolio powers, so it is up to you to do that research. If you cannot find information on your specific character, look at what powers that position generally has. Crisis issues are especially complicated; to impress your chairs, you need to creatively and accurately use your character to demonstrate your debate prowess.
- **Research the true historical events.** While the point of HCC and CCC is to change history or create a new future, researching what actually happened will help you anticipate crises, understand your position, and get a better sense of what is happening. The issue bulletin will cover some of this, but it's important to **fill in any gaps with your own research.**
- Finally, know that your research allows you to **think creatively.** How can you change what happened? How can you use your character to make a significant impact? Research is important because it facilitates what makes Crisis fun: creative chaos.

The Position Paper

The position paper is a one-to-two page document that details your position in the committee. For the rest of PANAMUN, the position paper is divided into five clear sections. For Historical and Contemporary Crisis, there are some modifications to [that structure](#). You do not have to follow this structure; it is simply a suggestion. Please note that *if you want an award, you must submit a position paper*. You are encouraged to write in first person!

1. **Introduction.** Introduce your character. Give the chairs a sense of your character and how you intend to use their powers in the committee. You can (and should) keep some surprises, and use this section to show the chairs you understand your

character and give them a sense of you as a delegate. You can also use this to delineate your character's portfolio powers.

2. **Policy and Controversy.** What general politics does your character follow? What goals does your character have? How does your character interact with the public and other members of the government? What issues are especially important to your character? Are there any clear topics to avoid or shut down?
3. **Solutions.** Think about specific events that would help your character reach his/her goals. What are key elements to your characters' strategy to protect the government and your character's beliefs?

Remember not to give everything away! Let your chairs know you've done your research and have thought about strategy without telling them your plans.

All position papers are due prior to the first session of the conference. We ask that you please email your position paper to your chairs. If you must print it, give it to the chairs as you walk into the committee room.

III. During the Conference

Procedure

Every conference does crisis procedure a little differently. Keep in mind that even with a set procedure, your chairs will be flexible with the exact procedure to accommodate any confusion and crises that arise. You should talk in first person.

Unlike the rest of PANAMUN that follows THIMUN procedure, HCC and CCC use OAS/North American style procedure, with moderated and unmoderated caucuses. A caucus is simply a way for delegates to speak to one another and express their ideas.

Here is a general list of motions:

- **Motion to open debate.** Necessary at the beginning of the conference and after any breaks. Simply allows debate to begin. Your chair will call for it when appropriate.
- **Motion to open speaker's list.** At the very beginning of the debate, the chair will call for this motion. It acts as an "opening speech" for the committee. Each delegate will add themselves to the list and will have one minute to introduce themselves to the committee. Commonly, these speeches begin with a greeting,

followed by an introduction to the character and their general intentions for the debate.

- **Motion for a moderated caucus.** This is used to suggest topics for the committee to debate. Each delegate may speak when the chair asks for speakers. Delegates speak one at a time, trying to fill the allotted time per speaker, until the time for the caucus has elapsed. The delegate who proposes the caucus will have the choice to speak first or last. The delegate who proposes the caucus must state the topic, the total time (a maximum of 20 minutes), and the time each speaker will have (minimum 30 seconds, max 60). Note that the total time for the caucus must be divisible by the speaking time. For example:
 - There cannot be a caucus of 8 minutes and 30 seconds if each speaker has 60 seconds.
 - If the speaking time is 45 seconds per speaker, the total time must be divisible by 45 seconds--6 minutes, 9 minutes 45 seconds, 13 minutes and 30 seconds, etc.
- **Motion for an unmoderated caucus.** This is used when delegates want to discuss without the constraints of moderated caucus procedure. This time can also be used to lobby and write directives. Delegates who propose this motion must state the time for the "unmod" (maximum of 20 minutes). Chairs play no role besides stating how much time is left and being available for questions.
- **Motion to extend current caucus.** Used if a delegate believes the current (un)moderated caucus is productive and needs to be extended. The chairs may not always accommodate this, either because they believe debate has entered a rut or due to time constraints. Delegates must state the duration of the extension.
- **Motion to introduce (a) directive(s).** Directives are the crisis version of resolutions. Directives contain a list of actions that the committee deems appropriate for the situation. Please write the name of the directive, the main submitter(s) names (no more than two), and the signatures of at least $\frac{2}{3}$ of the committee. Signing only means the delegate wants to debate it. Actions should be numbered; full sentences are not always necessary. All actions should be specific, including troop numbers, funding amounts, etc. when necessary. The chair will read out

the directive once it has been introduced. Examples of what a directive may include:

- Issuing a press release on the state of the committee
- Issuing commands to the army or any other governmental bodies
- Condemning actions/declaring laws
- Sending committee-wide letters to other (members of) government
- Any other actions the committee deems necessary.

*Note that any delegate may introduce any directive, regardless of who is the main submitter. Delegates can also opt to introduce, read, and vote on multiple directives at once.

- **Motion to suspend/close debate.** Used to end debate: usually before a break and at the end of the conference. The chair will call for this motion when appropriate.

Points are simply questions a delegate may have. A delegate may ask any questions related to the committee and/or conference, including:

- Going to the bathroom
- Adjusting the room temperature
- Time to breaks/time left
- Procedural questions
- Any questions about the actual issue, whether that be the (historical) time, situation, and updates, etc.

Flow of Debate

Chair: Can I get a motion to open debate?

Any delegate: *raise placard* Motion to open debate.

Chair: Debate has now been opened. As we are just beginning debate, the chair asks for a motion to open speaker's list.

Any delegate: *raise placard* Motion to open speaker's list.

Chair: That is in order. All delegates wishing to add themselves to the speaker's list?

All delegates: **must* raise placard*

Please note that you will be added to the speaker's list in the order that the chair sees your placard. All delegates *must* raise their placards.

Chair: Okay, thank you. We will begin with Delegate A. You have the floor for one minute. I will tap the gavel once at 45 seconds and twice at 60, which means you must finish your sentence.

Delegate A: *Stands up and gives speech. Sits down when finished*

Chair: Next is Delegate Y.

Delegate Y will give their speech, and so on, until everyone has given their speech.

Chair: With that, the Speaker's List is exhausted.

[>>] Are there any points or motions on the floor at this time?

*If there are no motions on the floor at any time, the debate returns to speaker's list.

Any delegate: *raises placard* Motion for a moderated caucus on topic X, total time Y, Z seconds per speaker.

Chair: Are there any other points or motions at this time?

As many delegates' motions as necessary may be introduced. The chair will continue to ask until there are no more motions on the floor.

Chair: We will now vote on the motions in order from most disruptive to least disruptive.

The chair will collect votes for each motion. Note that longer moderated caucuses are more disruptive than shorter ones. Each delegate may only vote for one motion. In the event of a tie, the chair retains the right to have the delegates re-vote or break the tie him/herself.

FROM MOST TO LEAST DISRUPTIVE

If an unmoderated caucus passes:

Chair: We will now be entering an unmoderated caucus for N minutes.

Delegates may get up and do whatever they please, though they are expected to be discussing with one another and/or drafting directives. Please avoid yelling or being overly boisterous.

Chair: The time for this caucus has now elapsed. Please return to your seats. *pause*

[>>] Are there any points or motions on the floor at this time?

If introducing a directive passes:

Chair: I will now read out Directive Name by main submitters Delegate A and Delegate B. *chair reads out directive* We will now entertain 2 speakers for and 2 speakers against this directive. All delegates wishing to speak for? *delegates raise placards* Delegate A, you have one minute to speak in favor, followed by Delegate B.

Delegate A: *stands up, gives speech, sits down*

Delegate B: *stands up, gives speech, sits down*

Chair: We will now entertain two speakers against. All delegates wishing to speak against? *delegates raise placards* Delegate C, you will have one minute to speak against, followed by delegate D.

Delegate C: *stands up, gives speech, sits down*

Delegate D: *stands up, gives speech, sits down*

Chair: Are there any points or motions on the floor at this time? *delegates may raise their placards if they have questions* Seeing as there are none, we will now enter voting procedures on this directive. Note passing is now suspended. Admin, please secure the doors. Delegates may vote for or against but may not abstain. All delegates wishing to vote for? *delegates raise placards* All delegates wishing to vote against? *delegates raise placards* With that, this directive passes/fails.

[>>] Are there any points or motions on the floor at this time?

Note that if there are no speakers for and/or against, the chairs will simply skip this step.

Delegates may ask the chair to entertain more speakers for/against or have a moderated caucus on the directive if necessary when the chair calls for points. If main submitters want to make amendments, they may ask to do so when the chair asks for points.

If a moderated caucus passes:

Chair: We will now be entering moderated caucus on topic X for Y time, Z seconds per speaker. Delegate A, would you like to speak first or last?

Delegate A: First. *delegate stands up, delivers speech, and sits down*

Chair: Thank you delegate. Are there any other speakers on the floor?

Delegate B: *stands up, delivers speech, sits down*

This continues until the total time for the caucus has elapsed. In the event there are no more speakers wishing to speak, the caucus will end and the chair will ask for new points or motions.

Delegates may speak several times during one caucus, but the chair will try to choose diverse speakers to encourage equal contribution from all delegates.

Chair: The time for this caucus has now elapsed.

[>>] Are there any points or motions on the floor at this time?

If an extension passes:

Chair: The current caucus will continue for X minutes. (If moderated): Are there any speakers on the floor at this time?

Continues until time elapses.

Chair: The caucus has now ended.

[>>] Are there any points or motions on the floor at this time?

Note: In addition to everything above, your chairs may use a straw poll or round robin when appropriate. A straw poll is a simple vote where the chair asks a question (usually about the procedure or a specific aspect of the crisis) to figure out delegates' general feelings. A round robin functions similarly to Speaker's List, where each delegate gives a one-minute speech about the specified topic.

Crisis Notes

In crisis, delegates are able to privately communicate with people within the committee as well as outside the committee by writing notes. Notes are very important in crisis and can be used as part of a delegate's strategy to create alliances and broker deals. The note should include a To/From. If going outside the committee, raise your hand and the admin will collect it. If it's going inside the committee, simply pass it around. Delegates may not read notes not addressed to them.

You may send notes to people outside the committee, whether real or not. The chair will respond to the note, acting as the person it is addressed to. Include the addressee's position. Examples:

From: Minister of Justice

To: John [Bodyguard]

I believe my life may be in danger. Please hire two more bodyguards to my personal entourage as well as ten to surround my house.

From: Minister of War

To: President of the United States, Ronald Reagan

Dear Mr. President,

While I had hoped to avoid this, it appears as though my country is facing a communist threat we cannot handle. I am asking for military aid as soon as possible. We need at least five hundred infantrymen to support our army, with fresh supplies and artillery. Please let me know if you can help us out. With any luck, the Soviets will be kicked out of the Americas!

Yours truly,

Cesar Hernandez

IV. Final Notes

For award descriptors, please see the [High School Delegate Handbook](#).

Remember to be creative and enjoy this process! We suggest you plan out a strategy no matter what your goals are, and adapt this strategy as the committee goes on. If you're lost or confused, there are many helpful strategies and crisis tips available online, either on YouTube or Best Delegate, that you may find helpful.

If you have any questions, feel free to contact your chairs at their listed emails on the PANAMUN website or the Secretariat at secretariat@isp.edu.pa.

Let the crises ensue!