



Dear Delegates,

Welcome to the first annual LakeMUN Conference, a collaborative Model UN experience brought to you by Lake Travis and Westlake High School. We are excited for all of you to experience a brand new conference that will hopefully continue for years to come! Although we had originally hoped to host an in-person conference for our first joint venture, we have worked hard to pivot to a virtual experience, thanks to the efforts of the LakeMUN officer team, as well as our sponsors, Mr. Austin Fruge [LTHS] and Mrs. Leah Pagano [WHS].

We hope to witness diplomacy in action and thoughtful solutions to difficult global issues delivered by delegates who have researched and honed their country's stances. Being a delegate for any nation is no easy feat, but we at LakeMUN are certain that after many days of research, that the delegates we see here today will be well spoken and well versed in their topics. Our goal for you is to consider the marginalized voices that are generally silenced or often disregarded as large diplomatic bodies craft resolutions that often feel disconnected from their implementation on the ground level. We hope that you work to integrate the knowledge of world cultures into your decision-making and negotiations and keep an open mind so that you may broaden your horizons through this simulation of international discourse. Often the powerless and the privileged speak differently in terms of resolving complex and complicated issues, and we hope thorough investigation and debate will drive you to embed equity and awareness in the policy you work to develop. It is our hope that through this exercise not only will you listen more actively to those around you in a constructed setting, but apply that willingness to understand those who hold a different worldview in your future endeavors so that we may all enjoy a more promising future.

We hope that you enjoy this conference that we have put months of time and effort into. We humbly request your feedback so that we may continue to grow and improve this experience for years to come.

Sincerely,
The LakeMUN Officer Team

LakeMUN Schedule

April 10, 2021

9:00 - 9:30 A.M. Sponsor Registration

9:30 - 10:00 A.M. [Opening Ceremonies](#) [click to open]

10:00 - 11:15 P.M. Committee Session No. 1

11:15 - 12:15 P.M. Lunch
[Zoom meeting will be closed during breaks]

12:15 - 1:30 P.M. Committee Session No. 2

1:30 - 1:45 P.M. Break
[Zoom meeting will be closed during breaks]

1:45 - 3:00 P.M. Committee Session No. 3

3:00 - 3:20 P.M. [Closing Ceremonies](#) [click link to open]

Zoom Expectations

We here at LakeMUN understand the unfortunate circumstances that everyone is currently in. Covid-19 has distanced millions from what and who they care about. We are lucky enough to be in a day and age where we can use technology to connect with each other, but common etiquette and MUN rules, as well as new rules for our special circumstances, still apply. Please keep in mind the following rules and procedures while attending our virtual conference:

1. Please update your Zoom before the conference so that you may choose breakout rooms during unmoderated caucus.
2. No personal attacks, racism, sexism, or profane/explicit language. This applies to speeches, unmoderated caucuses, and notes. Failure to abide by this rule will result in contacting the student's sponsor and expulsion from the conference. Be professional!
3. **Please change your Zoom username to your country's name or leader (crisis) and your zoom photo to your country's flag or leader (crisis).**
4. When you are not speaking, we ask you to keep your microphone muted as to allow the current speaker to continue uninterrupted.
5. For the security of the conference, please do not share the Zoom link for your committee to people outside of your committee or outside of the conference. Failure to abide by this rule will result in contacting the student's sponsor and expulsion from the conference.
6. We expect delegates to have cameras on for when committees are in session. If a delegate does not have a camera or is experiencing technical difficulties, please let the chair know.
7. For the sake of other delegate's privacy, there is to be no pictures or video taken without explicit permission from LakeMUN and other school sponsors.
8. Be on time to your Zoom session so that our chairs can correctly carry out roll call.

Please find your committee dashboard linked below. This will be your main hub for paper submission, note-passing, and resolution writing, and the Zoom link for committees can also be found here.

[ITU - Access to Technology](#)

[UNICEF - Child Labor](#)

[Crisis - Libyan Civil War](#)

[Middle MUN - Urbanization](#)

Parliamentary Procedure

Roll Call

At the beginning of each session, the chair will take roll. Each country must state whether they are 'present' or 'present and voting'.

Present: The delegate can vote yes, vote no, or abstain from voting during procedure.

Present and voting: The delegate may vote yes or no, but may *not* abstain from voting in any subsequent votes.

Speaker's List

Speaker's List allows delegates to share their country's opinion by giving a time speech, which is usually the first form of debate as well as the 'default setting'. If there are no motions for other kinds of debate, or suggested motions have failed, the committee will revert back to the speaker's list. This is the only form of debate where a delegate may yield their remaining time.

Speakers List Basics:

- Your country can be on the speakers list only once at any given time.
- After you speak and your country is removed you can immediately ask to be added back to the Speakers List.
- There are two ways to get added to the speakers list
 - When the chair asks for delegates wishing to speak
 - By passing a note to the chair

Yielding

Delegates may yield their time in 3 ways:

- **Yielding to the chair:** The speaker gives the rest of their time to the chair to be distributed for additional speaker's list speeches.
- **Yielding to questions:** The speaker accepts questions from other delegates in committee who volunteer to be called on by the chair.
- **Yielding to another delegate:** The speaker's remaining time will be given to the delegation they name.

Moderated Caucus

Moderated Caucus is a suspension of the speaker's list allowing the chair to call on individual delegates at their discretion. The allotted speaking time is typically shorter than that of the speaker's list, allowing for faster debate. No questions [point of inquiry] can be entertained, and speakers cannot yield their remaining time.

- Must be introduced to the committee and passed with a simple majority.
- The delegate who motioned for the moderated caucus should propose a specific topic of discussion, the duration, and the speaking time. Debate during a moderated caucus *must only pertain to the topic proposed*

Unmoderated Caucus

Unmoderated Caucus is a suspension of formal debate. An unmoderated caucus allows delegates to move freely to form blocs within the committee [in breakout rooms via Zoom]. Delegates may discuss and debate amongst themselves, write working papers or directives, or work on anything pertaining to the committee. Please see the dashboard for your committee to submit working papers for review.

- Must be introduced to the committee and passed with a simple majority.
- The delegate who motioned for the moderated caucus should specify its duration, though a specific topic is not set.

Points

A point is a question or remark to either the chair or fellow delegates and does not require voting.

Raise your placard and say...	If you want to...
Point of Inquiry	Ask the chair a question about procedure or topics pertaining to committee
Point of Personal Privilege	Make a request related to your comfort [room temperature, noise or lighting, delegate speaking to quietly]
Point of Order	Point out a discrepancy in parliamentary procedure on the part of the dias or another delegate. This is the only point that may interrupt a speaker.
Point of Information	Ask a question following a substantive speech

Motions

Motions allow delegates to propose actions to be taken by the entire committee, such as setting an agenda or proposing a specific form of debate.

Raise your placard and say...	If you want to...
Motion to open debate	formally open debate which is necessary to start committee session
Motion to open the speakers list	allow delegates to be added to the list to begin speaking about their country's position
Motion to open speaker's time	establishes a speaking time, typically 1 minute
Motion for a moderated caucus include: length, speaking time, topic	Have an informal debate where the Chair decides who speaks <i>EX:</i> Motion for a _ minute moderated caucus with a _ (sec/min) speaking time to discuss _ (purpose).

Motion for unmoderated caucus include: length, maybe topic depending on conference rules	Have an informal debate with no rules <i>EX:</i> Motion for a _ minute moderated caucus with a _ (sec/min) speaking time to discuss _ (purpose).
Motion to introduce a draft resolution	Introduce a document to the committee to be considered for a vote
Motion to suspend debate/motion to recess	Break within session [short break, lunch, or until the next day for multi-day conferences]
Motion to close debate	Stop talking and vote
Motion to adjourn	End the session

Resolution Writing

A resolution is a document which contains a course of action to address a particular topic. Delegates will write, edit, and merge their working papers and draft resolutions within three stages:

- **Working Paper**
The working paper is an informal collection of ideas. IT is the first draft of a resolution and should be edited over time. The working paper does not need to be in formal resolution format until it is ready to be submitted to the dias and returned as a draft resolution. Before finally submitting a working paper to the dias, it must have sponsors and 1/3 of the body signed on as signatories.
- **Draft Resolution**
The draft resolution is the version that will be presented to the committee as a whole and should include formal resolution formatting as well as the sponsor's proposed solutions to the topic currently before the committee. The draft resolution can still be amended through the form of friendly and unfriendly amendments.
- **Resolution**
A draft resolution becomes a resolution when it is submitted to the committee for a vote and passed by a simple majority.

Resolutions have formal writing rules that must be respected. They're divided into three parts: the headers, the preambulatory clauses, and the operatives clauses.

The header contains: the committee or forum name, the sponsors, the signatories, the topic, and the title.

- **Sponsors**
The countries that contributed to the drafting of the resolution and that support the entire document.

- **Signatories**

The countries that wish to see the document debated. They do not necessarily help draft the resolution nor do they need to support it. Resolutions require 1/3 of the body to sign on as signatories.

Preambulatory Clauses

Allows delegates to recognize the past efforts of the international community. They often refer to past documents, laws, events, subtopics, statistics, or facts that relate to the issue at hand. All preambulatory clauses start with a word/phrase, usually a gerund [-ing], which is italicized, and end with a comma.

Preambulatory phrases:

Acknowledging ...

Affirming ...

Alarmed by...

Anxious ...

Aware ...

Concerned ...

Confident ...

Deeply disturbed...

Determined ...

Noting with approval...

Noting with deep concern...

Having considered

Reaffirming...

Realizing...

Recognizing...

Regretting...

Stressing...

Operative Clauses

An action meant to resolve or help resolve the issue at hand. This is the 'meat' of the resolution, and is what delegates work the most on. All operative clauses are numbered, start with an underlined word, and finish with a semicolon except for the last one which ends with a period. Operative clauses state what should be done, how, and by whom.

Operative phrases:

Affirms...

Authorizes...

Calls upon...

Encourages...

Endorses...

Invites...

Solemnly affirms...

Suggests...

Supports...

Urges...

Welcomes...

When creating solutions, remember to be SMART:

- **Specific:** Make sure you address a specific part of the issue and add detail
- **Measurable:** How will you track success or accomplishment of the goal?
- **Attainable:** Is this affordable for all countries- how will it be funded? Does it violate sovereignty? Is it easy to implement?
- **Relevant:** How does it address the intricacies of the committee topic/issue? How does your solution affect various groups of people within a territory?
- **Timely:** Is this a short-term or long-term solution? Will you implement it in phases?