



# Joint Crisis Committee

PROCEDURAL GUIDE



# Table of Contents

<b>1. Procedural Guides</b>	<b>01</b>
• Documentation - Directives & Communiqués	<b>01</b>
• Individual v/s Joint	<b>02</b>
• Public v/s Private	<b>02</b>
• Communiqués	<b>02</b>
• Directives	<b>03</b>
• Flowchart of the Documentation Process	<b>04</b>
• The '1 and' Rule	<b>05</b>
<b>2. The 2 Notepad System</b>	<b>05</b>
<b>3. Round Robin Recognition</b>	<b>06</b>



# The JCCs Procedural Guide

This committee/cabinet will be following the basic tenets of UNA-USA Rules of Procedure, but with slight modifications in order to conduct debate and roleplay in a better fashion.

As such, any guide on UNA-USA RoP (such as [this](#) one we've curated) will be suited to helping you understand the general workings of committees in Model UN, and we will not be expounding on the same here or during committee proceedings, in order to save committee time for debate, unless absolutely necessary.

The few changes that we will be implementing and elaborating on further are as follows -

1. Directives/Communiqués (these are how we use Documentation in crisis cabinets/committees.)
2. The '1 and' Rule
3. 2 Notepad System
4. Round Robin Recognition

Do not fret about the lack of familiarity with these concepts. They are fairly simple and we will be going through them once here in the guide, and then again before we officially begin with proceedings, with a quick refresher if needed.

## Documentation - Directives & Communiqués

There will be no working paper or draft resolution in this committee, unless specified otherwise. Instead, we shall have other documents that will serve as the basis of executing action in committee.

1. **Communiqués** - used to communicate with external entities that are not represented by a portfolio. This could range from attempting to communicate with a Sleeper Cell agent in another country, to sending a letter to a Foreign Head of State.
2. **Directives** - are used as Action Orders, in order to perform any actions in committee. These actions could be carried out by you yourself, or by the personnel working under you. Examples of action could be - moving troops to a particular position, raiding a temple, sending a ship out to an Island in search of resources, etc.

These Communiqués & Directives are further categorised into -

- Individual
- Joint
- Public
- Private



## Individual v/s Joint

Individual Communiqués/Directives are written by a single representative.

Joint Communiqués/Directives are written by a group of delegates, or even a unanimous piece of documentation by the entire cabinet/committee.

## Public v/s Private

Public Communiqués/Directives are official documentation presented in front of the entire cabinet. Hence, the entire cabinet is fully aware of these, and these need to be Introduced in front of the Cabinet. They can also be discussed, and it is mandatory to Vote upon them. In order for these to pass, you require a Simple Majority i.e. 50% of committee strength + 1. In a committee of 20, you require 11 votes in favour in order to pass such Public Documentation.

The Executive Board decides to pass Directives not only on the basis of the quality and detail of how well you've created it, but also on the basis of what movements are happening across both Cabinets, as well as the greater Crisis Arc.

However, one of the greatest pieces of advice we can offer you for your Private Documentation is to not make them help your character gain instant gratification. If it immediately benefits another character, we will still address and accept it, but we don't want you to simply write a letter or a directive and find yourself out of the mess.

This especially applies to Private Communiqués. We want to encourage you to try to write a story through your Documentation. This means, do not write a letter to Narendra Modi demanding that he resign. Instead, write a letter to the Boarding School Principals of Uttarakhand encouraging resuming service of Non Vegetarian Food in their Mess, then organisation of Protests against the NDA regime, maybe even a False Flag against some particular Ministers that will further shame the government. Go it the long way, and you will be rewarded.

P.S.

Please note : The discretion of the Executive Board will be final and binding

## Communiqués

These are basically Letters sent to entities that are not sitting inside your committee/cabinet. Contrary to Directives, these do not specify or direct action, but are meant to be used as documentation to only communicate.

You can use Communiqués to speak with a multitude of external agencies/NPCs(non playable characters); Americans, the Soviets, the Indians, a Head of State, or a simple pauper. You can address communiqués to whoever you may wish to speak with, as long as **they are a real person that existed during the timeline and you have a reliable source to back up the validity of their existence.**

You can also use Communiqués to speak with members of the opposing Cabinet. Communiqués can be of the following types :-

1. **Public (Individual) Communiqués** - written by a single delegate, and need to be Introduced in the Cabinet and Voted upon. They require a Simple Majority to be passed. Between Introduction and Voting, the Cabinet can also choose to Discuss these.



- 2. Private (Individual) Communiqués** - written by a single delegate, and are sent directly to the Executive Board for them to pass by discretion.
- 3. Public (Joint) Communiqués** - written by a group of delegates or the entire cabinet, and need to be Introduced in the Cabinet and Voted upon (unless it is a unanimous cabinet communiqué). These also require a Simple Majority to be passed. Between Introduction and Voting, the Cabinet can also choose to Discuss these.
- 4. Private (Joint) Communiqués** - written by a group of delegates, and are sent directly to the Executive Board for them to pass by discretion.

## Directives

These are essentially Action Orders.

They are a form of documentation; wherein it is specified what action, you as an individual, or you as part of a group of individuals, are taking. It is the shorter and sweeter, Crisis Cabinet/Committee version of a Working Paper.

Directives can be of 4 types :-

- 1. Public (Individual) Directives** - written by a single delegate, and need to be Introduced in the Cabinet and Voted upon. A prerequisite to Submitting/Introducing these Public Directives is having the minimum required Signatories (1/5th of the committee size). They require a Simple Majority to be passed. Between Introduction and Voting, the Cabinet can also choose to Discuss these.
- 2. Private (Individual) Directives** - written by a single delegate, and are sent directly to the Executive Board for them to pass by discretion.
- 3. Public (Joint) Directives** - written by a group of delegates or the entire cabinet, and need to be Introduced in the Cabinet and Voted upon (unless it is a unanimous cabinet communiqué). A prerequisite to Submitting/Introducing these Public Directives is having the minimum required Signatories (1/5th of the committee size). These also require a Simple Majority to be passed. Between Introduction and Voting, the Cabinet can also choose to Discuss these. At max, Joint Directives should not have more than 3 Authors/Sponsors.
- 4. Private (Joint) Directives** - written by a group of delegates, and are sent directly to the Executive Board for them to pass by discretion. At max, Joint Directives should not have more than 3 Authors/Sponsors.

Key Terms -

**Authors/Sponsors** - Delegates who have contributed the majority or all of the points of the Directive. They are called Authors before the Directives are introduced, and Sponsors once the Directive has passed.

All Directives require Authors/Sponsors.

**Signatories** - Delegates who believe this Directive should be considered. They do not necessarily agree with all or even if any of the points on the Directive. They simply want to consider it in front of the Cabinet.

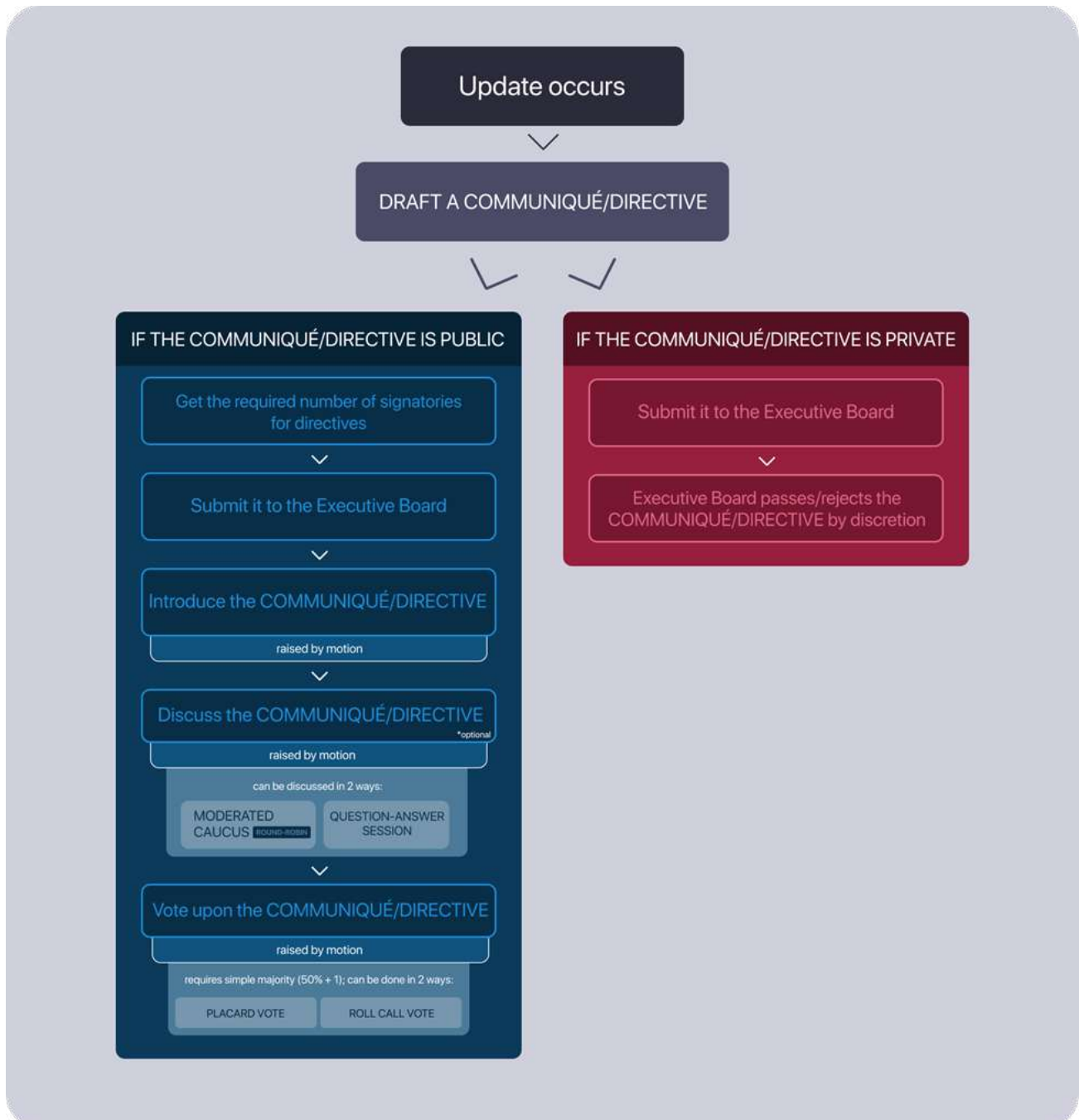
For obvious reasons, only Public Directives can have Signatories.

Public Directives require a minimum of 1/5th of the Committee Strength as Signatories in order to Introduce them to the cabinet. (In a committee of 20, for example, a Public Directive would require a minimum of 4 signatories to be legal.)

Authors/Sponsors may or may not be counted as Signatories, depending on the discretion of the Executive Board.



## Flowchart of the Documentation Process



- After you submit the Documentation to the Executive Board, you must raise a motion in order to Introduce that piece of Documentation. If your motion succeeds, you must, as the Author of the Document, come and read out the content.

- Once introduction of the Directive is successful, you may now choose to Discuss the Directive in detail, which is the next logical step, or you can choose to skip it entirely and move directly into Voting.

You can discuss Directives through the following -



- (a) Moderated Caucus
- (b) Provisional Speakers' List
- (c) Question Answer Session

- In order to pass a Public Directive, you need Simple Majority to vote in favour of the Directive, i.e. 50% + 1.

So, if your committee strength is 20, you need 11 votes in favour in order to pass your Directive.

- This Voting can be done through the following methods -(a) Placard Vote(b) Roll Call Vote

## The '1 and' Rule

This rule applies **only** to **Private Documentation**(Directives/Communiqués).

The '1 and' rule states that each delegate will be allowed to submit a maximum of **1 Private Document per Committee Session**.

However, if that piece of Documentation is RATIFIED(accepted) by the Executive Board, then you will be allowed to submit another.

If the succeeding document is also ratified, then you shall be allowed to submit one more, and so on.

So, over a total of let's say 5 committee sessions, you can submit a minimum of (if you'd like) 5 Private Documents.

However, if your private documentation is good and is continuously ratified by the Executive Board, then you could submit as many as 99+ Private Documents.

You can also(after conferring and receiving consent from the Executive Board) submit 1 piece of Private Documentation as a pre-conference document.

We will not be making any exceptions for this rule.

## The 2 Notepad System

The 2 Notepad System is one that the Secretariat has to help us with - but it essentially states that the Delegates must be provided 2 Notepads for this Committee's proceedings.

1 Notepad for their own note-taking, speech-making, chit-sending self.

The other Notepad exists as the sole measure to create and submit Documentation. All Documentation, be it Private or Public, must be submitted through this Notepad. You can no longer tear documentation and submit it to the Executive Board in individual leaflets. You must instead write it on your Notepad and simply submit the Notepad to us for our purview.

The format of maintaining this second Notepad is simple -

1. Mention the Committee Session that the Document was drafted during - Pre Conference Documentation/Committee Session 1/2/etc.



2. Mention the Time it was submitted(real life time, not in-committee time) - 1:00 PM.
3. Follow the rest of the format of the Documentation(Directive/Communiqué).

**Reminder: Do NOT use this second Notepad for anything apart from Documentation.**

## Round Robin Recognition

This is a new system of recognition devised by Raghav and I wherein we will no longer be opening the floor to recognition for speeches. This means that you will no longer have to raise your placard to apply to be a speaker, be it for a GSL, or a Moderated Caucus.

Instead, much like the Round Robin concept, each speaker will speak in a clockwise/anti-clockwise order, and you will not be reserving the right to speak later or not speak at all. You must [speak now](#) or forever hold your silence(which is not an option, so, yeah, just speak now.)

Warning you well in advance, we will literally pause committee proceedings and not move on until you make your speech. That could be a speech for as long as 5 seconds, but you must speak.

**Reminder: This only applies to Recognition for Speeches.**

You will still have to raise your placard to raise motions and points(information, order, parliamentary inquiry, personal privilege).

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As of now, this should be more than sufficient to help you understand the kind of procedure and documentation this committee shall be following. If you have any queries, we will look to address the same in the first few minutes of the first session on day 1.