***Summary of Committee Proceedings[[1]](#footnote-1)***

**Chair Script – revised November 2016**

*Start Committee – Session I*

 Call committee to order, welcome, and assign seats

 Detailed staff introductions

 Review parliamentary procedure

 Parliamentary procedure practice (fun simulation)

 Agenda Setting

 Take speakers list

 Listen to speeches about preferred agenda

 After 15 minutes of speeches, entertain and vote on motions to adopt the agenda

*Topic Discussion – Sessions II-IV*

Roll and seating

Take speakers list

 Substantive debate 15 minutes of opening speeches

Speeches may only pertain to topic at hand.

 Speaker may yield time to chair, questions, or one other speaker.

Resolutions -- discuss format, chair approval, typing, and introduction

 Bring up the idea of caucuses

 Unmoderated caucuses

 Moderated caucuses

Hold formal and informal debate

*Topic Discussion – Sessions V and VI*

Roll and seating

 Take speakers list

 Substantive debate on draft resolutions –

speeches may only pertain to topic at hand.

 Speaker may yield time to chair, questions, or one other speaker.

 Suggest using Q&A moderated caucuses

Vote on resolutions one at a time – for each resolution, first vote on amendments, then on the resolution itself

Select Delegates for High Level Meeting

Special Debate (After thorough discussion on both topics and time still remains)

*Flow of Debate – Appendix*

Manage the speakers’ list

Opening and closing debate on a topic

*At the beginning of each committee session,* take roll*.* Reorganize seating plan occasionally.

*After each of the five committee sessions*,ensure that **all staff** discuss which delegates performed the best in each session, then fill out the award form and take it to Office of Delegate Services (ODS, UC 329).

*During the last session*, if more than 10 minutes remains after assigning speakers for the High Level Meeting, move on to the special debate.

*If you have a question or problem,* send your runner to ODS with a note for the Secretary General-Internal or Assistant Secretary General-Internal**,** or call them**.** If you can’t reach them, send a note to ODS.

***Starting Committee – Session I***

**I. Call Committee to Order, Welcome, and Assign Seats**

Bang gavel 3 times

*I call the (COMMITTEE NAME) to order.*

Welcome to the (COMMITTEE NAME). I am your chair, (your name)

This is your vice-chair, (their name)

This is your rapporteur, (their name)

These are your expert/runners, (their names)

We are your committee staff, or dais.

*We will begin by taking roll and assigning seats*. *Everyone, please stand up and step to the side of the room. When the first country name is called, the delegate should say “present” and walk to the seat designated by the rapporteur*. (Chair calls names and Vice Chair marks attendance sheet. Rapporteur shows each student where to sit. Fill in the front of the room first.)

**II. Detailed Staff Introductions (10 minutes)**

Again, we want to welcome you to (COMMITTEE NAME). As the staff of this committee, we will do all we can to make this conference an interesting and fun experience for you.

To begin, we will each introduce ourselves to you.

I am the Chair of this committee. My name is XXXX, and my job in this committee is to XXX. I come from (HOMETOWN), and I am majoring in XXX. (Select 2 of the following):

-- I am interested in XXX

-- I have travelled to YYY

-- I love UM because

-- I enjoy Model UN because…

(Vice chair, Rapp, and Experts/Runners follow with their own introductions in the same format)

**III. Review Parliamentary Procedure (Typically 10 minutes, including time for questions)**

1. Please turn to the parliamentary procedure short form in the middle of your delegate handbook. If you are unsure of the rules and want to ask me how to do something, please raise your placard. I will call on you and you can say, “Point of Parliamentary Inquiry.” This is how you can ask me questions about rules, points, or motions. Again, the words to use are “Point of Parliamentary Inquiry.”

*Here are some quick reminders about the rules shortform:*

Please note that the points and motions are listed in order of precedence, which indicates which one will get priority if several are made at the same time.

Points and motions marked “interrupt” can be made at any time. All others can be made only when the chair asks for points or motions.

Before any point or motion can be made, the chair must recognize you.

Once you have been recognized by the chair, you can make a motion by standing and stating that your country moves to do X. In other words, you should use the verb form of the word motion. For instance, “Cambodia *moves* to suspend the meeting for 15 minutes for an unmoderated caucus to discuss working papers.”

1. I will now review some common and important rules in parliamentary procedure. As stated, the rules are listed in order of precedence on the short form. Delegates may not use motions not listed on the short form.

	1. **a. First, we will look at the Motion to Adopt the Agenda.** After delegates have presented their perspectives, delegates may make a motion to adopt the agenda. To make this motion, stand and say that *your country moves* to set the agenda as X, Y (e.g. 2, 1). Once this motion has passed and the agenda is set, we will move directly into the first topic. The agenda order cannot be changed, but delegates may adjourn debate on an issue and reconsider it later.
	2. Second I would like to distinguish between **motions to suspend a meeting**, **adjourn debate**, and **close debate**.
		1. A **Motion to Suspend the Meeting** should be used at any time that we break from formal debate. For instance, a motion to suspend the meeting will be used for moderated caucuses, unmoderated caucuses, breaks, lunch or dinner, or at the end of each day. There are two types of caucuses: unmoderated and moderated:

1. During an **unmoderated caucus**, the meeting is suspended for a set amount of time, and delegates are free to engage in informal discussion about draft resolutions and working papers.

2. During a **moderated caucus**, the meeting is suspended for a set amount of time, and the chair moderates a session in which delegates either:

a. Engage in **popcorn-style debate**. Delegates raise their placards to be recognized by the chair to make short speeches for an amount of time specified in the motion to suspend the meeting.

b. Hold a **Q and A session** of one or more speakers. Speakers must agree to be questioned before the committee votes on the motion to suspend debate.

When the caucus is over, we will return to the speakers’ list for the topic.

* + 1. A **Motion to Adjourn Debate** will end discussion of the current topic and move on to a new topic.

In order to prevent moving into voting procedures on the final topic, a motion to adjourn debate should be followed by a **Motion to Reconsider** a previous topic.

* + 1. A **Motion to Close Debate** will end the topic and move on to the voting process. I will accept this motion after draft resolutions have been thoroughly debated in the committee.
	1. Finally, we will discuss a **Motion to Appeal the Decision of the Chair**. This can be used if you think I have made a decision in contradiction to the interest of the members of this committee. Keep in mind that I, as chair, may view this motion to be dilatory, or out of order. When making a motion to appeal the decision of the chair, do keep the following points in mind:
		1. Convincing evidence should be provided as to why the decision should be appealed, such as a breach of rules, otherwise I may rule the motion dilatory or out of order.
		2. This requires 2 pro and 2 con speakers, as well as a 2/3 majority to pass, so it is advisable to be sure that many of the other delegates agree with your motion.
		3. The staff is in charge of evaluating delegates for committee awards. Therefore it is in your interest to maintain good relations with the staff and with one another and thus to use the Motion to Appeal the Decision of the Chair only rarely, if at all.
		4. In general, it is better to raise a Point of Parliamentary Inquiry.
	2. I may rule a motion **dilatory** (out of order) if I feel it is inappropriate at that point in the committee.

Are there any questions at this time?

**IV. Parliamentary Procedure Practice (fun simulation) (30 minutes)**

To practice parliamentary procedure, we are going to begin with a fun simulation.

For this simulation we will debate two topics: XX and YY.

(Note: One of these topics is Best Historical Person, as used in class. The other topic should be pre-selected by the Committee Staff. Examples: best food, best holiday, best movie, best book, best historical or fictional person, best season, etc, etc.).

During this debate, you will use your country name and placard.

1. ***Simulating Setting the Agenda***

We will begin with a practice simulation of setting the agenda.

*First, we will start a speaker’s list to discuss the agenda.*

For this practice simulation the speaking time is set at 30 seconds.

Please raise your placard if you wish to be on the speaker’s list and keep it up until I have called your country. (Go slowly so Rapp can write country names.)

I encourage delegates to join the speakers list during this exercise. It will help you get used to speaking in front of your fellow delegates before we begin discussing the actual committee agenda and topics.

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for 30 seconds.

 (During this exercise most speeches will be impromptu and will fall well below the speaking time. As a result, you can allow 4-7 speakers before asking for motions to provide students with the chance to get comfortable speaking).

*I will now entertain motions to adopt the agenda.* Remember to stand and say that *your country moves* to set the agenda as X, Y. For instance, “Togo moves to set the agenda as 2, 1.” (Collect both agenda orders. With two topics, there are only two possible combinations.)

(Rapp: write these on the board in the order submitted).

*We will now vote on these motions to adopt the agenda in the order that they were received.*

This is a procedural vote; all delegates must vote (no abstentions).

This motion requires a simple majority to pass.

We will vote on each proposed agenda in the order it was proposed. The first proposed agenda to obtain a simple majority will pass. For the sake of keeping this exercise short please vote for the first agenda order. In the actual committee, you may vote for whichever agenda order you want.

 The agenda for Committee \_\_\_\_\_ is set as \_\_\_\_\_\_\_.

Just for your information, the speaking time and speaker’s list will be erased whenever we enter a new topic, e.g. after setting the agenda.

(Rapp erases all other motions, renumbers the topics I and II, and erases the speakers list).

Are there any questions at this time?

1. ***Simulating topic discussion***

*We will now discuss Topic X.*

*Now we will start a speaker’s list to discuss Topic X.*

Please raise your placard if you wish to be on the speaker’s list and keep it up until I have called your country. (Go slowly so Rapp can write country names on board.)

If you would like to be added to the speaker’s list later, or added again after you have spoken, please send a note to the Rapp and we will add you to the board.

*Now we will hear speeches about Topic X*

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for 30 seconds.

(Allow several delegates to speak without interruption by waiting to move on to caucuses)

Repeat: The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for 30 seconds.

Explain: *Now that we have heard a number of speeches, delegates may wish to caucus*. As we discussed, there are two types of caucuses: unmoderated and moderated. Can any delegate describe these two different types of caucuses to the assembly?

 (1. During an unmoderated caucus, the meeting is suspended for a set amount of time, and delegates are free to engage in informal discussion with one another to negotiate and draft working papers.

 2. During a moderated caucus, the meeting is suspended for a set amount of time, and the chair moderates a session in which delegates either:

a. Engage in popcorn-style debate. Delegates raise their placards to be recognized by the chair and make short speeches for an amount of time specified in the motion to suspend the meeting.

b. Ask questions of one or more speakers. Speakers must agree to be questioned before the committee votes on the motion to suspend debate.)

I will now entertain a motion for an unmoderated caucus of 20 minutes to draft working papers on Topic X . Are there any points or motions?

(Allow delegates to make the motion. Correct them if they are wrong. The proper format should be similar to: “[delegate’s country] moves to suspend the meeting for a 20 minute unmoderated caucus to draft working papers on Topic X”)

Thank you delegate, that motion is in order. Are there any other points or motions at this time?

Seeing none, *we will now vote on an unmoderated caucus of 20 minutes to draft working papers on Topic X.*

All those in favor of a 20 minute unmoderated caucus, please raise your placards.

(Rapporteur and vice chair help chair count.)

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no, this motion passes/fails.

Explain: If this were an actual committee session, we would now have a 20 minute unmoderated caucus. During that time, you would find allies and start drafting working papers. We’re not going to do that now, though. Instead I want to quickly review the format of resolutions…

(Project the sample resolution from the MMUN website)

We are now projecting the sample resolution. At this point you should be familiar with the basic format of resolutions, but I want to remind you of a few key points

Following an introduction with the committee name, you will insert preambulatory clauses. Each of these should reference the past work of Member States or provide an overview of the issue. Each clause should begin with a one to two word preambulatory phrase (e.g. alarmed by, believing, aware of, etc.).

After the perambulatory clauses, you will add operative clauses. You should use operative clauses to take action on the issue. Remember to number each operative clause and indent each clause by a half-inch. Sub-clauses should be lettered and below the numbered main clause. Each of the main clauses should begin with a one to two word operative verb phrase (e.g. believes, supports, urges, etc.).

Note that each clause should have its own separate idea, and operative clauses may have sub-clauses to provide more specific details on an action. The Dais will require each resolution to have at least four preambulatory and four operative clauses, but most comprehensive resolutions will include more than four.

Are there any questions at this time?

1. ***Practicing debating resolutions***

For the purpose of this practice simulation, we will assume that one working paper on Topic X has been written and approved by the Dais. We are now projecting the text of that resolution for you to read. Please take a moment to read the resolution.

(allow 5 or so minutes for delegates to read)

(Note: Committee Staff should use the resolution on best historical person created earlier in the MUN class. Give them codes like GA1/FunTopic/A and GA1/FunTopic/B. Keep the resolution projected for the exercise in debating resolutions below.)

Once a resolution has been approved by the Dais, it is ready to be debated by the Committee.

This can be done using speeches in the formal meeting or in popcorn debate and Q&A sessions during moderated caucuses. These speeches should express support for or concern about specific clauses in resolutions. In addition, speeches may propose amendments to draft resolutions.

Some recommendations I would make for debating resolutions are:

1. During formal debate, mention and describe your resolution in your speeches and encourage delegates to examine, discuss, and provide input or feedback on specific provisions of your draft resolution. Remember to refer to your resolution’s code (e.g. GA1/FunTopicI/A) so that others know which resolution you’re talking about.
2. Make a motion to hold a Q&A style moderated caucus, in which sponsors read or describe their resolutions, then answer questions and respond to concerns about the resolution’s content.

During unmoderated caucuses, seek out other delegates to discuss your working papers and draft resolutions, and speak with others who have documents you would like to read. When reading other delegates’ resolutions, provide feedback, such as why your country does or does not support the content or wording of a resolution, and provide suggestions on what needs to be added before your country would support a resolution.

When giving a speech that either supports or disagrees with a resolution, you should introduce your speech by referring to the resolution using its code Also, you should highlight what clauses or parts of the resolution your country does or does not like and why. E.g. you might decide to support or critique a document based on whether you think it will have negative consequences or if country disagrees with the resolution

*We will now take a moment to practice debating draft resolutions with a Q&A Session.*

To do this, we will assume that a motion has been made to suspend the meeting for a 3 minute moderated Q&A session with the vice chair, and that the motion has passed.

We will now have Q&A with the vice chair for a few minutes.

(Carry out Q&A session)

We are now returning to the formal meeting.

Remember, you may also use methods other than a moderated Q&A for debating resolutions, such as holding moderated popcorn-style debate on resolutions, including criticisms or seeking support for resolutions in your speeches, and using unmoderated caucuses to discuss resolutions and draft amendments.

This brings us to the end of our practice simulation, are there any questions before we move on?

**IV. Set the Agenda**

*Now that everyone is familiar with parliamentary procedure, we will set the actual agenda for the Committee.*

**A. Open Speakers’ List to Discuss the Agenda**

*Now we will start a speakers’ list to discuss the agenda.*

The committee will have a standard speaking time of 1-minute.

I encourage all delegates to join the speakers’ list at this time. Making a speech on the agenda enables other delegates to identify you early on as a potential resolution cosponsor or signatory.

Please raise your placard if you wish to be on the speakers’ list and keep it up until I have called your country. (Go slowly so Rapp can write country names)

**B. Procedural Debate about the Order of the Agenda (15 minutes)**

*Now we will hear speeches about the order of the agenda.*

At this time you should focus your speeches on informing your fellow delegates of your desired agenda, and providing reasons for your preferred agenda order.

We will begin with 15 minutes of opening speeches.

(**GA Committees:** Listen to 15 minutes of speeches on the agenda order before asking for points or motions. Using the 1-minute speaking time, this should allow approximately 15 delegates to speak, but you may allow more if some of the delegates do not speak for the entire minute.)

(**Security Council:** Listen to all of the delegates in the committee. Each of the delegates should come prepared with a speech. This should take approximately 15 minutes.)

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for \_\_\_\_ seconds.

 (Vice chair should make a note of each delegate who speaks. Rapp should erase names as they speak.)

**C. Motion to Adopt the Agenda**

*I will now entertain motions to adopt the agenda. In making this motion, please specify your preferred agenda order (for example 2, 1).* (Collect all motions for agenda order. With 2 topics, there are 2 possible combinations.)

(Rapp: write these on the board in the order submitted).

Are there any other motions that take precedence?

Seeing none, *we will now vote on these motions to adopt the agenda.*

This is a procedural vote; all delegates must vote (no abstentions).

This motion requires a simple majority to pass.

We will vote on each proposed agenda in the order it was proposed. The first proposed agenda to obtain a simple majority will pass. We will not vote on the second agenda if the first agenda passes.

 The agenda for Committee \_\_\_\_\_ is set as \_\_\_\_\_\_\_.

(Rapp erases all other motions, renumbers the topics I, II, and erases the speakers list).

**D. Overview of the Conference Schedule (10 minutes)**

*Overview at the End of Session I*

Explain: Now that we have reviewed parliamentary procedure and set the agenda, I will provide an overview of the remaining conference before we suspend the meeting for the first break. You can find a schedule with descriptions of the activities in each session in your delegate handbook.

I will begin with the events scheduled for today.

In a few minutes, we will have a break for lunch, which will last until we begin with session II at 1pm. Each session will begin with a few moments for roll and seating. The next session, Session II, will focus on Topic X (the first topic) of this committee. During this session, the committee will begin with opening speeches. Afterwards, I suggest that you begin drafting working papers on Topic X. I will rule caucuses longer than 25 minutes dilatory. I advise that you have at least a first draft of your working papers submitted to the Dais by the end of Session II, so that we can review your working papers and return them with comments and corrections before they are approved. A 10 minute break will follow session II.

After role, Session III will continue with Topic X and/or begin Topic Y (the second topic), depending on whether the committee has gained final approval on working papers for Topic X, and would like to adjourn debate on Topic X and proceed to Topic Y. If we are still discussing Topic X, you should use this time to make the changes the dais requested on your working papers for this topic. Final drafts of your working papers for Topic X need to be submitted by the end of Session III. If you do not complete your working papers by then, based on comments that the dais has returned, you run the risk of having your resolution fail the approval process.

Once we begin discussing topic Y, we will begin discussion with 15 one-minute speeches. Again, I suggest that you make a motion to hold an unmoderated caucus to begin drafting working papers on Topic Y after the speeches. Remember, I will rule caucuses longer than 25 minutes dilatory. Please have the final drafts your working papers for for topic X (topic one), submitted by the end of Session III. This way the Dais can begin printing the resolutions and we can begin to work on Topic Y (topic two) during the second half of the session. A 10 minute break will follow session III.

After roll, Session IV will continue with Topic Y. This time should be used to make the changes the dais requested on your working papers for this topic. Final drafts of your working papers for Topic Y need to be submitted by the end of Session IV. Again, if you do not complete your working papers by then based on comments that the dais has returned, you run the risk of having your resolution fail the approval process.

Also, today at \_\_pm in Session \_\_ we will hear from [guest speaker name] who will discuss [guest speaker topic] for 35-40 minutes.

A break for dinner will follow session IV.

Finally, after dinner, I encourage you to attend our showing of *America's Diplomats in the UC Theater*. An ice cream social will follow.

Tomorrow, return to this room by 9:10am for Session V of this committee. Session V will return to Topic X (the first topic), this time to debate the accepted draft resolutions from Session III. You will have approximately one hour to gain support for your draft resolutions and evaluate the draft resolutions of others to either create amendments or decide how you will vote. I will provide further information on debating resolutions at the beginning of Session IV. As mentioned earlier, I want to emphasize that you should use Session V to discuss and debate draft resolutions in speeches, moderated caucuses (especially Q&A sessions), and unmoderated caucuses. We will then close debate on Topic X and vote on draft resolutions for the topic.

After a break for lunch, you will again have approximately 45 minutes to gain support for your draft resolutions on Topic Y and evaluate the draft resolutions of others to either create amendments or decide how you will vote. We will then close debate on Topic Y and vote on draft resolutions for the topic. At the end of the session, the dais will select 1 pro and 1 con speaker for ONE resolution on Topic X or Topic Y to present at the high level meeting tomorrow. We will adjourn committee at approximately 1:40pm.

After our final committee session, we will hold a final High Level Meeting. Every year, MMUN holds a High Level Meeting of the General Assembly Plenary in the UC Ballroom beginning at 2:00 following the final committee session tomorrow. This will not be a closing awards ceremony, but a final session to debate and hold a GA Plenary vote on a resolution from each of the GA special committees. After a fifteen minute break, MMUN will close with the final awards ceremony.

Are there any questions regarding the schedule?

(Entertain a motion to suspend the meeting for lunch)

***Topic Discussion – Sessions II-IV***

 (Discussing/drafting working papers on Topic 1 and Topic 2)

**\*\*Before you begin Session II, make a note of when your guest speaker is scheduled to present. Use this to adjust the session schedule and breaks. The length of each topic discussion session (Sessions II-IV) should still reflect its length in the schedule, but you may have to alter the time of Session II and another session depending on when your guest is scheduled to present. Breaks should remain 10 minutes long and Session IV should end at 6:15 for dinner\*\***

**\*\*Before you begin Session IV – remember that final working papers for the first topic must be accepted by the end of Session III, and final working papers for the second topic must be accepted by the end of Session IV. There is no need for 15 minutes of speeches in the fourth session, only speeches between caucuses. Delegates should focus on completing their working papers to turn them in by the end of the session. If all resolutions are turned in and some are approved before the end of Session IV, encourage students to debate the passed resolutions.\*\***

**I. Take Roll and Assign Seats (5 minutes in each session)**

Committee is now back in session.

We will begin by taking roll and assigning seats.

 (You may change the order of seat assignments to encourage countries to sit near other delegates and bring some delegates closer to the front.)

When I call the name of your country, state that you are present. The Rapp will instruct you where to sit.

**II. Open Speakers’ List**

(Keep the speakers’ list from the previous session and add more countries if you have not started discussing a new topic)

*Now we will start a (add to the) speaker’s list to discuss Topic X.*

Each topic has a standard speaking time of 1-minute.

Again, I encourage all delegates to join the speakers list at this time. By giving an opening speech on the topic, you can express your general position on the issue and propose resolution ideas. This will build support for your ideas and help delegates with similar ideas identify you as a potential cosponsor or signatory.

Please raise your placard if you wish to be on the speaker’s list and keep it up until I have called your country. (Go slowly so Rapp can write country names on board.)

**III. Substantive Debate on the Topic (Opening Speeches – approx. 15 minutes in Session II and III – approx. 5-10 minutes in Session IV)**

*We will now move into substantive debate on Topic X/Topic Y.*

(You should allow for approximately 20-25 minutes of speeches in each committee session. In Session II and Session III you will begin with 15 or more opening speeches (for 15 minutes) without interruption. In Session IV, you will hold 5-10 speeches without interruption at the beginning, based on your discretion, for 5-10 minutes).

**(Security Council:** all delegates in the SC are required to give an opening speech at the beginning of each topic. Later, after students have caucused (section V below), you will allow for 4-7 additional speeches before asking for points or motions. In general this should add an additional 5-10 minutes between caucusing to meet the suggested time for speeches above.)

We will move to the speakers’ list for opening speeches.

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for \_\_\_\_ seconds.

(Vice chair should make a note of each delegate who speaks, as well as delegates who are especially knowledgeable, articulate, or diplomatic. Also keep track of delegates who make helpful procedural motions)

 (Speeches may only pertain to topic at hand.)

 (Speaker may yield time to chair, questions, or one other speaker.)

(Complete the 15 or 5-10 minutes of opening speeches before moving on)

**IV. Explain the Procedures for Resolutions (Only in Session II)**

*Please note the following procedures for resolutions:*

You will type resolutions on either one of the committee computers located in this room, or on your own computer. Each of the committee computers has a resolution template preloaded, please remember not to save your resolutions over the template. If you are using your own computer, the template is also available on the MMUN website

To be approved by the dais, a working paper must be in the proper format, pertain to the topic at hand, be written in diplomatic language, reflect an understanding of the topic, and add something new to the Committee’s previous work on the topic. Working papers must have a minimum of four preambulatory clauses and four operative clauses.
Working papers must have combined total of 25% of committee membership as either sponsors or signatories.

You may also use your own computer to draft working papers. Please use Microsoft Word to draft the documents. The committee computers have the resolution process attached to the table next to them. Please review this document as you complete your working papers and submit them for approval.

The Dais will be circulating to help you with resolutions and check to ensure that computers are being used for committee work.

Once you have a working paper with the requisite number of sponsors and signatories, inform the Expert. Send it to the email listed on the Resolution Process form attached to the table with the laptops. Be sure you send it to the correct committee.

If the Dais feels the document is incomplete, the Expert will call you to the front to inform you, and email the document back to you with comments. Download and Save the new document to your computer, and add the draft number, for example draft 2 on the first time we return it to you, followed by draft 3 the next time, etc.

If the Dais approves your working paper, the paper will be numbered and sent to be printed and distributed to the committee (numbering is Committee Name/Topic Number/Resolution Number, for example GA Plen/I/2).

Once a working paper has been approved as a draft resolution and printed, the chair will introduce it to the committee by reading the name and number of the resolution. Runners will then pass it out to committee members. We will take time to discuss draft resolutions at the end of Session IV and throughout Sessions V and VI.

(\*\*Note to Dais: The expert will evaluate and make comments on draft resolutions, which the Excomm liaison will review and approve. Runners are responsible for printing. See the Dais Version of the Resolution Process Guide for detailed instructions\*\*)

**V. Suggest a Caucus**

*Now that we have heard a number of speeches, delegates may wish to caucus*. Are there any questions involving caucuses? Specifically the difference between moderated and unmoderated?

Remember to indicate which type of caucus you would like to have (moderated or unmoderated) and how long you would like that caucus to last.

In today’s sessions, I suggest that you suspend the meeting for unmoderated caucuses to begin drafting and correcting your working papers. Also, use speeches as an opportunity to share your country’s perspective, so that other countries with similar views can find you during unmoderated caucuses. Remember that I will rule a motion to suspend the meeting for an unmoderated caucus greater than 25 minutes dilatory.

(Note to the chair: Keep unmoderated caucuses between 20-25 minutes. You may accept shorter unmoderated caucuses depending on the purpose of the caucus and the time remaining in committee. Always bring committee back to formal debate before suspending for a break, lunch, dinner, or the end of the day.)

**VI. Caucusing and formal debated to draft and submit papers on (Sessions II–IV – try to move to the second topic before the second half of Session III if possible) (60 minutes in each session)**

Are there any points or motions?

(At this point a delegate will usually motion for a caucus. If not, entertain a motion after several speakers. Remember to rule caucuses longer than 25 minutes dilatory and to keep them shorter than the remainder of the session so you bring the committee back into formal debate before suspending the meeting for breaks.)

***(If there is a motion for a caucus, use the following script:)***

Thank you delegate, that motion is in order. Are there any other points or motions at this time?

Seeing none, we will now vote on the motion for a(n) X minute (un)moderated caucus. This is a procedural vote, all delegates must vote. There are no abstentions.

All those in favor of a(n) X minute (un)moderated caucus, please raise your placards.

(Rapporteur and vice chair help chair count.)

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no, this motion passes/fails.

***If there is not a motion for a caucus, continue with the speakers’ list)***

Seeing none, we will go on to next speaker…

***(Returning from Caucus)***

We are now returning to the formal meeting. We will move on to the next speaker.

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for \_\_\_\_ seconds.

(Vice chair should make a note of each delegate who speaks, as well as delegates who are especially knowledgeable, articulate, or diplomatic. Also keep track of delegates who make helpful procedural motions)

 (Speeches may only pertain to topic at hand.)

 (Speaker may yield time to chair, questions, or one other speaker.)

(Remember, after students have caucused, you should allow 4-7 additional speeches before asking for points or motions. In general this should add an additional 5-10 minutes between caucusing to meet the suggested time for speeches noted in section III above.)

Are there any points or motions?

Seeing none, we will go on to next speaker…

**\*\*Remember to bring the committee back to formal debate and close the session with a Motion to Suspend the Meeting before moving to breaks\*\***

**\*\*In Session IV, remind delegates to attend the movie and the Ice Cream Social following dinner, then suspend the meeting for dinner\*\***

***Draft Resolution Debates – Sessions V and VI***

**I. Take Roll and Assign Seats (5 minutes in each session)**

Committee is now back in session.

We will begin by taking roll and assigning seats.

(You may change the order of seat assignments to encourage countries to sit near other delegates and bring some delegates closer to the front)

When I call the name of your country, state that you are present. The Rapp will show you where to sit.

*Overview at the Beginning of the Second Day (Explain in Session V on Tuesday)*

Before the committee commences, I will provide a brief overview of today’s schedule.

In this session, the committee will return to Topic X (the first topic), this time to debate the accepted draft resolutions from Sessions II-III. You will have approximately one hour to gain support for your draft resolutions and evaluate the draft resolutions of others to either create amendments or decide how you will vote. I want to emphasize that you can accomplish this by discussing and debating draft resolutions in speeches, moderated caucuses (especially Q&A sessions), and unmoderated caucuses. The committee will then close debate on Topic X and vote on draft resolutions for the topic.

We will suspend the meeting for lunch at 11.

After lunch, we will hold another session to debate resolutions, but for Topic Y (the second topic). It will follow the same structure as the session we are about to begin. At the end of the committee, the dais will select 1 pro and 1 con speaker for ONE resolution that has passed from this committee. We will adjourn committee at approximately 1:40.

After our final session and lunch, we will hold a High Level Meeting of the General Assembly Plenary at 2:00. This will not merely be a closing awards ceremony, but a final session to debate and hold a GA Plenary vote on the resolutions from each committee. After a ten minute break, MMUN will close with the final awards ceremony.

Are there any questions regarding today’s schedule?

**II. Open Speaker’s List**

*Now we will start a speaker’s list to debate Draft Resolutions Topic X/Topic Y.*

Each topic has a standard speaking time of 1-minute.

I encourage all delegates to join the speakers list at this time. At this stage in the committee you can use formal speeches to describe, request feedback, and build support for your resolutions. In doing so, you will increase the chance that other delegates will understand your resolution and its aims, provide input, and possibly decide to vote for your resolution.

Please raise your placard if you wish to be on the speaker’s list and keep it up until I have called your country. (Go slowly so Rapp can write country names on board.)

**III. Encouraging Debate on Accepted Draft Resolutions**

(In Session V, before moving to speeches and debate on draft resolutions, provide the following encouragement to your delegates during formal debate.)

Explain: Before we move to the speaker’s list, I would like to make a couple of points.

Now that draft resolutions on the topics have been approved, it is time to debate the specific provisions of each resolution. This can be done in speeches during the formal meeting or in popcorn debate and Q&A during moderated caucuses. These speeches should express support for or concern about specific clauses in particular resolutions. In addition, they may propose amendments to draft resolutions. During unmoderated caucuses, delegates should negotiate to build support for their draft resolutions and/or amendments.

As you engage in this debate, I ask you to critically yet respectfully analyze the resolutions of other delegates. This will help each delegate better understand which resolutions their country would support in voting procedures. It will also help you gain support for your own documents.

Some recommendations I would like to make for promoting your resolutions are:

1. During formal debate, mention and describe your resolution in your speeches and encourage delegates to examine, discuss, and provide input or feedback on specific provisions of your draft resolution.
2. Make a motion to hold a Q&A style moderated caucus in which sponsors read or describe their resolutions, then answer questions and respond to concerns about the resolution’s content.
3. During unmoderated caucuses, seek out other delegates to discuss your draft resolutions, and speak with others who have documents you would like to read. When reading other delegates’ resolutions, provide feedback, such as why your country does or does not support the content or wording of a resolution, and provide suggestions on what needs to be added before your country would support a resolution. Be willing to negotiate and compromise, but also be aware that disagreement is acceptable as long as students remain respectful of each other and maintain a diplomatic demeanor.

Please use your time at this point to begin debating draft resolutions and consider either friendly or unfriendly amendments that will foster wider support for your document, or make other delegates’ resolutions more acceptable to your country.

Also, take a moment to discuss other blocs’ and delegates’ working papers, and if you see one that has similar content to either your working paper or draft resolution, consider discussing a merger with the sponsors of the other document. *Please also note the following procedures for amendments:*

If you would like to amend a draft resolution, fill out an amendment form, which can be found on the MMUN website, and ask all of the sponsors if they will accept it. If so, mark them as sponsors and present the amendment to the dais. This is a friendly amendment.

If the sponsors are not willing to accept the amendment, you can propose an unfriendly amendment. Simply obtain 25% of the committee as sponsors and signatories, then take the form to the Dais.

All amendments must be approved by the Dais.

Once the Dais has approved a friendly amendment, the chair will introduce it to the committee by reading it aloud. Friendly amendments do not need to be voted on. They automatically become part of the draft resolution.

Once the Dais has approved an unfriendly amendment, the Dais will number the amendment, and the chair will introduce it to the committee by reading the amendment number and the text of the proposed amendment. (Numbering is Committee Name/Topic Number/Resolution Number/Amendment Number, for example GA Plen/I/2/a).

(The Expert should keep track of all amendments and inform the rapp to post them on the screen)

During voting procedure, amendments will be voted on before the resolution they amend.

**IV. Debating Draft Resolutions through Caucusing and Formal Debate (Approx. 60 minutes in each session)**

We will move to the speakers’ list for opening speeches.

The delegate from \_\_\_\_\_\_\_\_\_\_ is recognized for \_\_\_\_ seconds.

(Vice chair should make a note of each delegate who speaks, as well as delegates who are especially knowledgeable, articulate, or diplomatic. Also keep track of delegates who make helpful procedural motions)

 (Speeches may only pertain to topic at hand.)

 (Speaker may yield time to chair, questions, or one other speaker.)

(During these sessions 15-25 minutes should consist of speeches in formal debate. You can ensure that you meet this time by listening to 5-10 speeches before asking for points or motions at the beginning of each the 60 minutes of debate and between caucuses. **Security Council**: This will require each delegate to speak at least once if s/he uses the entire minute in each session, though it will probably require more as speeches will likely not meet the one-minute standard speaking time)

(Allow for the initial 5-10 speeches)

While you may use unmoderated caucuses to debate, seek input, and draft amendments for draft resolutions at this time if you wish, I suggest that you begin with moderated caucuses, either using popcorn style debate to make points about a particular draft resolution, or holding a Q&A session with the sponsors of draft resolutions. Please also remember that I will rule any motion for an unmoderated caucus greater than 25 minutes dilatory.

Are there any points or motions at this time?

Seeing none, we will move on to the next speaker.

(You may also entertain a motion for a moderated Q&A with sponsors during the 60 minutes for debate if you feel the committee is not progressing in its discussion of the draft resolutions)

(After the 45 or 60 minutes of debate, move to Voting Procedures)

**\*\*In Session V remember to complete student evaluations before moving to voting\*\***

**V. Voting Procedures (Approx. 20-25 minutes)**

*i. Entering Voting Procedure*

(After a successful motion to close debate or if the speakers list runs out)

*Debate on Topic X is now closed. We will now enter voting procedure*.

Nobody may enter the room, and nobody may leave.

Runners, please bar the door.

No talking, no passing notes.

*ii. Standard Voting*

*We will vote on draft resolutions in numerical order* (GA Plen/I/1 before GA Plen I/2).

We will begin by voting on Draft Resolution \_\_\_\_\_\_\_ . All those with voting privileges may vote yes, no, or abstain (observers such as Palestine can’t vote).

A. Vote on Amendments to First Resolution

*We will now vote on the amendments to Draft Resolution \_\_\_\_*, in the order they were approved.

Are there any points or motions? The only valid points and motions are:

 Point of Order

 Point of Parliamentary Inquiry

 Motion to Appeal the Decision of the Chair

 Motion to Vote by Acclamation

 Motion to Divide the Question – SEE BELOW

 Motion to Reconsider

(If there is a Motion to Divide the Question – that is, to vote on separate parts of the amendment -- you must vote on that before voting on the original amendment; see below for procedure.)

Seeing none, we will vote on Amendment \_\_\_\_.

All those in favor? (Vice Chair and Rapp should help count).

All those opposed?

Are there any abstentions?

By a vote of \_\_\_\_ yes, \_\_\_\_no, and \_\_\_\_\_ abstentions, this amendment passes/fails.

(Except in the Security Council, a simple majority of those present is all that is needed to pass. That means Yes simply has to be larger than No. TIES FAIL. Abstentions are irrelevant.)

(In the Security Council there must be a majority AND there cannot be any no votes from the USA, France, UK, Russia or China; abstentions are irrelevant)

B. Vote on First Resolution

*Now we will vote on Draft Resolution \_\_\_\_\_ itself*.

Are there any points or motions? (The only valid points and motions are:

 Point of Order

 Point of Parliamentary Inquiry

 Motion to Appeal the Decision of the Chair

 Motion to Vote by Acclamation

 Motion to Divide the Question – SEE BELOW

 Motion to Reconsider)

(If there is a Motion to Divide the Question – that is, to vote on separate parts of the resolution -- you must vote on that before voting on the original resolution; see below.)

Seeing none, we will vote on Draft Resolution \_\_\_\_.

 All those in favor?

 All those opposed?

 All those abstaining?

 By a vote of \_\_\_\_ yes, \_\_\_\_no, and \_\_\_\_\_ abstentions, this resolution passes/fails.

(Except in the Security Council, a simple majority of those present is all that is needed to pass. That means Yes simply has to be larger than No. TIES FAIL. Abstentions are irrelevant.)

(In the Security Council there must be a majority AND there cannot be any no votes from the USA, France, UK, Russia or China; abstentions are irrelevant)

*iii. Special Voting Situations*

A. Motion to Vote by Acclamation

*There has been a motion to pass the amendment/draft resolution by acclamation, in other words without counting the number of yeas, nays, and abstentions.* To determine whether this can be done, I will ask for objections to the amendment/draft resolution. If there are no objections, the document will pass. If there are objections, we will proceed to standard voting. Voting by acclamation speeds up the voting process and shows that the Committee is united in support of the amendment/resolution.

Are there any points or motions?

Seeing none, we will determine whether the Committee is willing to vote by acclamation.

*Delegates who would vote “no” in a standard vote on this document should raise their placard to register objection*.

 Are there any objections to approving Amendment/Resolution \_\_\_\_ by acclamation?

 If there are no objections, the amendment or draft resolution passes.

 If there is an objection, return to standard voting.

B. Motion to Divide the Question

*There has been a motion to divide the question.* This motion removes certain operative clauses from the draft resolution (or amendment). These clauses then become a new draft resolution (or amendment) to be voted on separately. Delegate, which operative clauses (or parts of the amendment) do you wish to divide out?

(Rapp: summarize the division on the board)

(For resolutions, write GA Plen/I/2/A and GA Plen/I/2/B with notes about which operative clauses are in each half)

(For amendments, write GA Plen/I/2/a/i and GA Plen/I/2/a/ii with notes about which part of the amendment is in each half)

Are there any other points or motions?

(There may be motions to divide the question differently than proposed above. If so, label these divisions C/D, E/F, or iii/iv, v/vi, etc.)

Seeing none, we will now vote on the motion to divide the question.

(*If there is more than one motion for division*, the dais must determine and announce the order in which the divisions will be voted on. Start with the division that is most destructive to the resolution (takes out the most operative clauses) and proceed to the division that is least destructive (takes out the fewest clauses).

Seeing none, we will proceed to vote on the motion to divide Draft Resolution \_\_\_ into \_\_\_\_.

 This is a procedural vote, so all delegates must vote (no abstentions).

 If the motion passes by a majority, the question will be divided as proposed.

 (If there are multiple motions for division, the first one to receive a majority passes, and the others will not be voted on.)

 All in favor of dividing Draft Resolution X into \_\_\_\_\_?

All those opposed?

All those abstaining?

By a vote of \_\_\_\_ yes to \_\_\_\_no, this motion passes/fails.

(*If all of the motions to divide the question fail, the amendment/resolution stands as it previously was and is voted on*. Return to Standard Voting on the amendment/resolution.)

*(If the motion to divide the question passes, the original draft resolution (GA Plen I/2) no longer exists.* Proceed as follows:

1. Name the new draft resolutions, for example GA Plen I/2/A and GA Plen I/2/B. Use A/B regardless of whether the division was first called C/D or E/F.

2. *If there were no amendments on the original draft resolution*, return to Standard Voting and vote on GA Plen I/2/A, then on GA Plen I/2/B.

3. *If there were amendments on the original draft resolution*, incorporate the amendments into the new draft resolutions. For example, if GA Plen I/2 came into voting procedure with two amendments and then was divided into two draft resolutions each with one amendment, you would call the new amendments GA Plen/I/2/A/a and GA Plen/I/2/B/a. Return to Standard Voting. First vote on the amendment to the first of the two new draft resolutions, then vote on the first of the two new draft resolutions. Then vote on GA Plen/I/2/B/a and GA Plen/I/2/B/a.)

**VI. Selecting Speakers for the High Level Meeting**

**(Remember to select ONE passed resolutions to discuss at the High Level Meeting)**

(After students vote on the resolutions for and the topics in Session VI, you will select delegates to present pro and con speeches on one resolution from your committee at the High Level Meeting on Tuesday afternoon)

As I noted earlier today, this year MMUN will hold a High Level Meeting today from 2:00-3:15pm. At the meeting, your entire delegation will vote on one passed resolutions from each of the three GA sub-committees. In addition, the meeting will feature 1 pro and 1 con speech for these resolutions. As a result, I need 1 pro speaker and 1 con speaker for resolution X (name the codes of resolutions you selected). The speaking time for the High Level Meeting will be 1 minute. If you choose to give the speech, I suggest that you use the break after this session to think about why others should or should not vote for the resolution, write your speech, practice in front of your fellow delegates, and request constructive feedback.

Can I please have 1 pro speaker for resolution [code]

Can I please have 1 con speaker for resolution [code]

(Keep a record of which states will speak and for which side. The SG-I will need to call on these delegates at the High Level Meeting).

\*\* In Session V, if more than 10 minutes remains, move on to section VIII. If not, adjourn the committee and remind the delegates to be at the UC Ballroom at 1:55 for the General Assembly Plenary High Level Meeting\*\*

\*\*After Session V, lunch will be provided for all staff. Each committee is also required to attend a 10 minute meeting with the Faculty Advisor and TA regarding committee awards – see the detailed staff schedule for instructions, or ask at ODS if you have lost your schedule\*\*

**VII. Moving to Additional Debate Beyond the Committee Topics (Begin if the committee has more than 15 minutes remaining in Session VI after selecting speakers)**

 (In the last session, if more than 15 minutes remains after selecting delegates to speak at the High Level Meeting, move to debate on either new issues for the current committee’s session, or debate on topics for the next year)

Because this committee has completed its discussion of the topics early, we will now move on to a special debate. In this debate you will discuss next year’s agenda. Please note that this exercise is purely for fun, and the actual agenda will not reflect the decision today.

*Treat the debate as though you are setting the agenda for topics to discuss next.*

(Think of three topics that one would typically find within your committee’s purview, or ask for suggestions of serious topics within your committee’s scope)

 – Rapporteur writes the three topics on the board

Return to *Starting Committee* section III part A (*Set the Agenda*) and follow the procedures in the script, but with three topics.

You may also move on to discussing the first topic if time permits and delegates agree on the agenda order. Keep in mind, however, that delegates may be unprepared to fully discuss the topic, so try to encourage discussion of the agenda in both formal debate and unmoderated caucuses as long as possible.

\*\* Keep an eye on the time, leave time for both closing debate on choosing next year’s topics (*Topic Discussion* section VIII part A) and for moving into *Voting Procedure* on all resolutions. With this option, you may also start the voting process a few minutes early to take a vote on the proposed agenda topics written in this special session after you have voted for the committee’s resolutions.\*\*

***Maintaining the Flow of Debate (Appendix)***

**I. Managing the Speakers’ List and Speaking Time**

*If the speakers’ list is exhausted, the committee will move directly into voting on draft resolutions. If there are no draft resolutions, it will move on to the next topic.*

**A. When the Speakers’ List Is Getting Short**

*The Chair would like to remind delegates to join the speakers’ list*.

If the list is short and insufficient discussion has occurred, you may add delegates to the list.

If the list runs out, proceed to Voting Procedures (see below)

**B. Motion to Close the Speakers’ List**

*There has been a motion to close the speaker’s list.* This motion prevents additional speakers from being added to the speakers’ list on the current topic. If it passes, we will move directly into voting on the draft resolutions on this topic (or onto the next topic if no draft resolutions).

This motion requires 1 pro and 1 con speaker. Who would like to speak?

 (Take the names of the speakers)

Are there any other motions that take precedence?

Seeing none… \_\_\_\_\_\_ (pro speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (con speaker) is recognized for 30 seconds.

Thank you, delegate.

Are there any other points or motions?

Seeing none, *we will vote on closing the speakers’ list*.

This is a procedural vote, so all delegates must vote (no abstentions).

This motion requires a simple majority to pass.

All those in favor of closing the speakers’ list, please raise your placards.

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no , this motion passes/fails.

**C. Motion to Open the Speakers’ List**

*There has been a motion to open the speaker’s list.* This motion reopens the speakers’ list if delegates feel that more substantive debate is needed on this topic before the committee moves into voting procedure.

This motion requires 1 pro and 1 con speaker. Who would like to speak?

 (Take the names of the speakers)

Are there any other motions that take precedence?

Seeing none… \_\_\_\_\_\_ (pro speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (con speaker) is recognized for 30 seconds.

Thank you, delegate.

Are there any other points or motions?

Seeing none, *we will vote on opening the speakers’ list*.

This is a procedural vote, so all delegates must vote (no abstentions).

This motion requires a simple majority to pass.

All those in favor of opening the speakers’ list, please raise your placards.

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no , this motion passes/fails.

**II. Ending and Reopening Debate on a Topic**

**A. Motion to Close Debate**

*There has been a motion to close debate.* If this motion passes, we will close debate on this topic and move into voting procedures on all of the draft resolutions on this topic.

This motion requires two speakers in opposition. Who would like to speak?

 (Take the names of the opposition speakers)

Are there any other motions that take precedence?

Seeing none… \_\_\_\_\_\_ (first con speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (second con speaker) is recognized for 30 seconds.

Thank you, delegate.

*We will now vote on closing debate*.

This is a procedural vote; all delegates must vote (no abstentions).

This motion requires a 2/3 majority to pass.

All those in favor of closing debate and moving into voting procedures for draft resolutions related to Topic X?

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no, this motion passes/fails.

(To calculate number of yes votes needed for 2/3 majority: multiply the number of delegates in the committee by 2 and divide by 3)

*If the motion to close debate passes*: vote on draft resolutions – see Voting Procedures

*If the motion to close debate fails*: go back to the speakers’ list on the topic.

**B. Motion to Adjourn Debate**

*There has been a motion to adjourn debate on this topic.* If this motion passes, we will move onto the next topic. If this motion passes, you will need to make a successful Motion to Reconsider to return to this topic later. This Motion to Adjourn Debate requires 2 pro and 2 con speakers and a majority vote. Who would like to speak?

 (Take the names of the speakers)

Are there any other motions that take precedence?

Seeing none… \_\_\_\_\_\_ (first pro speaker) is recognized for 30 seconds to explain why s/he supports moving on to the next topic

Thank you … \_\_\_\_\_\_ (first con speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (second pro speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (second con speaker) is recognized for 30 seconds.

Thank you, delegate.

*We will now vote on adjourning debate on Topic X*

This is a procedural vote; all delegates must vote (no abstentions).

This motion requires a majority to pass.

All those in favor of adjourning debate on Topic X and moving onto the next topic?

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no, this motion passes/fails.

**C. Motion to Reconsider**

*There is a motion to reconsider Topic X.* This motion requires two speakers in opposition. Who would like to speak?

 (Take the names of the opposition speakers)

Are there any other motions that take precedence?

Seeing none… \_\_\_\_\_\_ (first con speaker) is recognized for 30 seconds.

Thank you … \_\_\_\_\_\_ (second con speaker) is recognized for 30 seconds.

Thank you, delegate.

*We will now vote on reconsidering Topic X*.

This is a procedural vote; all delegates must vote (no abstentions).

This motion requires a 2/3 majority to pass.

All those in favor of reconsidering Topic X and moving onto the next topic?

All those opposed?

By a vote of \_\_\_\_ yes and \_\_\_\_no, this motion passes/fails.

(To calculate number of yes votes needed for 2/3 majority: multiply the number of delegates in the committee by 2 and divide by 3)

1. This document was written by Karen Ruth Adams with contributions from Rob Killian, Paul Moe, Aimee Ryan, Thecla Backhouse-Prentiss, Marissa Perry, Nicholas Potratz, and Jackson Widmyer. Copyright 2016 by Karen Ruth Adams. [↑](#footnote-ref-1)