



LMCMUN **2025**

14th Edition
CONFERENCE HANDBOOK



ABOUT LA MARTINIÈRE CALCUTTA

Labore et Constantia - these words, weaved below the crest of the La Martinière schools, have more to them than one might see at face value. These words are a reminder of our founder, Major General Claude Martin's passion and determination for constancy and his concern for sustained hard work that has kept his great institutions in constant laurels.

*"All his martial deeds may die,
Lasting still his charity,
This his laurel blooms for aye
Dead-he-lives in us to-day."*

~An excerpt from the School Song
by Rev. Frederick James Rowe

Long after his death, on 22nd October 1832, to be precise, the Supreme Court passed an order to establish the institution which, in today's day and age, stands high among the top day-cum-boarding schools of the country. Stronger than ever even 186 years later, the corridors of La Martinière amplify the echoes of wisdom, knowledge and excellence. Although it began as a humble establishment in 1836 in accordance with Major General Claude Martin's will, over the years it has evolved and become the famous institution that it is today.

The La Martinière Schools - La Martinière for Boys and La Martinière for Girls - operate independently yet work collaboratively. The schools take pride in striving to provide a holistic development of each pupil assisted by an experienced teaching faculty. While academics are of paramount importance, the role of co-curricular activities in the life of a Martinian cannot be overstated. The students of La Martinière Schools also give their very best each day in order to keep the school flag flying high and the name of their founder "ever spotless and ever pure".

Vive La Martinière!

ABOUT LMCMUN

La Martinière Calcutta Model United Nations is an annual Model United Nations conference organized jointly by the La Martinière Schools, Kolkata. LMCMUN 2009 stood as an unparalleled beacon of diplomacy and global collaboration, forever redefining the landscape of the Calcutta munning circuit by being the first of its kind in Eastern India and has never looked back since. It has since provided a platform to both national and international schools to express themselves. Ever since its inception, LMCMUN has surmounted greater heights making it the largest and most prestigious conference in Eastern India.

The committees simulated at LMCMUN are chosen with the intention of honing the traditional pillars of MUNs and also redefining the experience with uniquely dynamic and modern committees, setting a new standard for innovation and engagement in the world of Model United Nations. Diplomacy, critical thinking, public speaking, teamwork and global awareness while fostering confidence, leadership, and a deeper understanding of international relations have been cornerstones of the conference over the years, wherein delegates deliberate on matters of global significance and hone their problem-solving capabilities and gain an insight into the nuances of the seemingly complex world of geopolitics.



THE SECRETARIAT

Conference Mail: secretariat.lmcmun25@gmail.com

Teacher Coordinators:

Mrs. I. Chakraborty - indranichakraborty7@gmail.com

Mr. S. Ganguly - sourabhganguly74@gmail.com

Mrs. K. Churiwalla - kchuriwalla@gmail.com

Mrs. R. Misra - ranjika.misra@gmail.com

Mrs. N. Hasan - nikhathassan@yahoo.com

Mrs. C. Pereira - corrinepereira@gmail.com

Secretary-General:

Aarav Bachhawat - secretariat.lmcmun25@gmail.com

Deputy Secretary-General:

Shuddho Nag - secretariat.lmcmun25@gmail.com

Chairpersons:

Disarmament and International Security Committee- Harshit Agarwal and Tanay Chaturved

Special Political and Decolonization Committee- Harshika Jhawar and Anaahat Kaur Bindra

United Nations Historic Security Council- Sudiksha Keshan

Futuristic Ad-Hoc Committee for Post-Apocalyptic Reconstruction and Survival- Tejas Roy and Mayukh Dev

Frank Church's Intelligence Committee, 1975- Abhinav Chatterjee and Rakshit Kapoor

Katipunan- Yamica Changoiwala and Mannat Kaur Sethi

Association of Southeast Asian Nations- Sanvi Choukhani and Noor Kaur Soni

International Press Corps- Rishabh Das and Mehr Kapoor

Committee Emails:

Disarmament and International Security Committee- unhgadisec@lmcmun2025.com

Special Political and Decolonization Committee- ungaspecpol.lmcmun25@gmail.com

United Nations Historic Security Council- unhsc.lmcmun25@gmail.com

Katipunan- katipunan.lmcmun25@gmail.com

Frank Church's Intelligence Committee, 1975- frankchurch@lmcmun2025.com

Futuristic Ad-Hoc Committee for Post-Apocalyptic Reconstruction and Survival- ahcparslmcmun@gmail.com

Association of Southeast Asian Nations- aseanlmc25@gmail.com

International Press Corps- ipc@lmcmun2025.com

For Conference updates and release of Study Guides, please visit our website at lmcmun2025.com.



1. CODE OF CONDUCT

1.1. Dress Code

School uniform shall be the official dress code of the Conference for all three days. Delegates must be dressed appropriately at all times. La Martiniere Calcutta and the Secretariat may prevent any delegate, found to not be adhering to the dress code, from taking part in the Conference. They will not be allowed to return until attired in strict compliance with the dress code.

Please note that the ID Card that each delegate will be provided with will be a part of their uniform. All delegates **must** be wearing their ID Cards at all times during the Conference. In case of loss of ID Card, please reach out to the nearest member of the Secretariat.

1.2. Age

All delegates participating in LMCMUN must be from grades IX - XII of the academic year 2025 - 2026. All faculty advisors are requested to take note of this and ensure that the requirements are met. The Secretariat reserves the right to request a delegate to produce a substantial document which gives proof of their age.

1.3. Language

English shall be the official and working language of the Conference. No profanity, abusive language, disrespectful/derogatory comments will be accepted against any member of the Secretariat or other delegates. Any individual employing the use of such remarks shall be prevented from participating in the Conference.

1.4. Courtesy and Decency

Delegates are requested to maintain decency and be courteous to all members of the Board, the Secretariat and their fellow delegates. They shall treat every individual present in the Conference, be it a part of the Organizing Staff or a participant, with respect and dignity. Basic etiquette should be followed and no act of misbehaviour will be accepted. Should such a matter or any dispute arise, delegates are requested to immediately bring it to the notice of their Chairperson(s) or to the Secretary-General. The Secretariat shall then resolve the matter at hand as necessary and take appropriate steps.

1.5. Appeals and Requests

Any and all appeals and requests regarding the Conference shall be made to the Secretariat and/or the Secretary-General in writing or via [mail](#). All such appeals shall originate from the faculty advisors or the Head Delegate on behalf of a member of their delegation. In certain cases, an explanation for the request must be enclosed. The Secretariat shall exercise its discretion in acting on such appeals.

The Secretariat will act upon appeals and complaints registered to it with utmost promptness and will take action as it deems fit.



1.6. Digital Devices

1. The use of the internet will not be allowed during committee sessions. During unmoderated caucuses and such times as decided by the Executive Board, the delegates may be allowed to refer to resources on the internet. Failure to adhere to this may result in the delegate being reprimanded.
2. All delegates are requested to bring their devices charged to the Conference. Provision of power outlets are subject to availability and the Secretariat can provide no guarantee of such means being present at all times.
3. Inappropriate use of digital devices may result in its confiscation. Only the faculty advisor may request the Secretariat for the return of such devices after appropriate action.
4. All mobile devices shall be submitted to the faculty advisors pre-committee. Usage and possession of mobile phones is not allowed during committee sessions.
5. Only laptops shall be allowed to be used during the committee sessions. Any in-ear or over-the-ear devices like headphones or earphones cannot be made use of during the committee sessions.
6. Causing discomfort or hurting a fellow delegate via digital means shall be treated as severely as any case of bullying. The Secretariat reserves the right to take appropriate action against such delegates.

1.7. Contact and Communication

1. All official communication is to be carried out via mail.
2. No WhatsApp groups will be formed by the Secretariat to facilitate communication in the committee.
3. The Head Delegates and Faculty Advisors will be apprised of the necessary details and notified by the Secretariat as and when required.
4. The Secretariat will not be held liable for misconduct in any informal WhatsApp groups related to the conference.

1.8. General Functions and Powers of the Press

1. Press members have the foremost function of reporting noteworthy events and discussions taking place in their designated committee. Further, they have the right to submit Editorials and Op-eds stating their stance or opinion on the topics that are being discussed.
2. Members of the Press must refrain from publishing offensive, or deprecatory views on the agenda or other delegates.
3. Press Members enjoy the power of unobstructed and uninterrupted questioning during the Press Conference. However, reporters will be stopped if questions or answers become incoherent, or the questioning leads to dissension in the committee.
4. They are further allowed to interview delegates of their assigned committees with their explicit permission and submit reports regarding the same in their committee.
5. During a Press Conference, the Chairpersons of the International Press Corps shall take over moderation and other proceedings. Their decision shall be final in all regards in such situations.

1.9. General Powers of the Secretariat & Committee Staff

1. All decisions taken by the Secretariat are absolute, final and non-negotiable.



2. Resolution of matters outside the ambit of the topics covered under the Conference Handbook shall be done by the Secretariat as it deems fit.
3. Furthermore, any statement, oral or written, by the Secretariat during the course of committee, with regards to the flow or procedure of the committee, is binding.
4. At all times, the Executive Board shall be responsible for moderating and managing the flow of debate in committee. The Chairperson(s) decision in all matters regarding the committee shall be final.
5. The Chairperson(s) may, in certain situations, delegate their duties to a member of the Executive Board temporarily.
6. The Executive Board may, as and when the need arises, recommend and discuss with the committee the course of action that the committee will take moving ahead.
7. In the exercise of these functions, the Executive Board will, at all times, be responsible to the Secretary-General and the Deputy Secretary-General. In case of a dispute, the decision of the Secretary-General will be final and binding.

1.10. Miscellaneous Rules

1. All changes in delegations and delegate details shall be notified to the Secretariat at the soonest via [mail](#). Only registered delegates and faculty advisors will be allowed to be a part of/observe committee proceedings.
2. No delegate is to loiter in or around the school premises once the committee has been suspended for the day. If found, a suitable course of action will be followed.
3. Any and all cases of bullying and derogatory/hurtful remarks will be met with appropriate action and delegates are requested to bring such matters to the notice of a member of the Secretariat at the earliest.
4. It shall be strictly prohibited for any student, faculty, staff, or visitor to carry, possess, or consume any illicit substances, including but not limited to vapes, e-cigarettes, and alcohol, during the Conference.
5. If a delegate notices violation of any of the aforementioned rules and code of conduct taking place, they must bring it to the attention of their Chairperson(s) or the Secretariat immediately.



2. RULES OF PROCEDURES

2.1. Flow of Committee

The formal opening of the debate and the raising of the Committee begins with the setting of the agenda. Once the agenda has been set, the standard proceeding is to enter into a General Speakers' List (GSL), the most elementary form of formal debate in any committee. Delegates are provided with placards with their allotments for the sake of identification. Delegates wishing to speak in the General Speakers' List are to raise placards to be recognised to do the same. Discussion in committee is carried out by both formal and informal debate. The kinds of formal and informal debates in committee are as follows:

2.1.1. Formal Debate

1. General Speakers' List
2. General Discussion on Paperwork

2.1.2. Informal Debate

1. Moderated Caucus
2. Unmoderated Caucus
3. Special Speakers' List
4. Round Robin
5. Open floor

These various kinds of debates are to enable the delegates to discuss and debate efficiently in committee. Most of the discussion in committee is encompassed in informal debate, with the General Speakers' List (GSL) being the only form of formal debate. The Special Speakers' List (SSL) is an additional form of debate usually used to tackle the immediate crises at hand.

2.2. Roll Call

It is a form of attendance taken at the start of each day of the committee. A delegate may respond with either *present* or *present and voting*. If a delegate responds with *present and voting*, they cannot switch to *present* throughout any of the sessions. *Present and voting* entails that the delegate will not be allowed to abstain from voting on the final paperwork of the committee. Non-members are not entitled to respond with *present and voting*.

2.3. Opening Debate

To begin the committee and pass the agenda, the debate needs to be formally opened for the agenda to then be passed. Only then can committee discussions proceed. The verbatim for the opening debate in committee is as follows:

"The delegate of [your country] would like to raise the motion to open debate."



2.4. Agenda

This is the essential backbone of discussion in the committee. This is what the delegates are expected to discuss and deliberate upon over the course of the committee. A solution to the given agenda is expected at the end of the committee. An agenda is usually vague and multifaceted. Raising the agenda is thus the first step to starting a committee. The verbatim for raising the agenda is as follows:

“The delegate of [your country] would like to raise the motion to set the agenda, the agenda being [agenda].”

2.5. Debate and Motions

2.5.1. General Speakers’ List [GSL]

The General Speakers’ List is the most elementary and only form of formal debate in any committee. The purpose of the General Speakers’ List or GSL as in the name itself, is to be generalised. The delegates are required to address their country's policy and views on the agenda that has been set. The General Speakers’ List is maintained at all times and is defaulted to once debate of other forms exhausts in the committee. Aimed at being a formal ice-breaker to the committee, it can be set with the speaker times of 90 seconds or 120 seconds. There is no total speaker time in a General Speakers’ List, as it does not expire in the duration of the committee. Any other form of debate [informal] cannot exceed the per speaker time of the GSL, i.e., the per speaker time of a Moderated Caucus cannot be more than the per speaker time of the General Speakers’ List. Furthermore, for an informal form of debate, the per speaker time should divide the total time to give a whole number of delegates. The verbatim for opening a General Speakers’ List is as follows:

“The delegate of [your country] would like to raise the motion to enter into the General Speakers’ List, per speaker time being [time in seconds].”
[note: the time usually is 90s/120s]

2.5.2. Special Speakers’ List [SSL]

The Special Speakers’ list falls outside the purview of formal debate, however, is not characterised as a caucus. It is as the name suggests, Special. The Special Speakers’ List is initiated in committee whenever there is a crisis introduced, mainly through updates. Special speakers are thus issued to solve the immediate crisis at hand. The speaking time of the Special Speakers’ List is always less than that of the GSL and like the GSL, there is no total speaker time in the SSL. The committee adjourns back into the GSL once the SSL is over. The verbatim for opening a Special Speakers’ List is as follows:

“The delegate of [your country] would like to raise the motion to suspend formal debate and move into a Special Speakers’ List, per speaker time being [time in seconds].”



2.5.3. Moderated Caucus

Whether it be discussing an update or discussing a more specific part of the agenda in greater detail, the Moderated Caucus is the most versatile and widely used kind of debate in committee. The topic for the Moderated Caucus is decided by the committee, with the one that most of the committee is “for” or in support of, being the one that passes and is ultimately discussed. The delegate whose motion passes has the right to go first or reserve their right to speak. The verbatim for opening a Moderated Caucus is as follows:

“The delegate of [your country] would like to raise the motion to suspend formal debate and move into a moderated caucus, total time being [time], per speaker time being [time in seconds], discussing [topic].”

2.5.4. Unmoderated Caucus

An unmoderated Caucus is an informal type of debate that is generally used to informally decide upon topics or solutions in committee without any moderation. An unmoderated Caucus is used to make a committee reach a consensus on a particular topic in case such is hard to achieve in a formal setting. Any kind of dispute that causes a lack of committee-wide consensus is tackled using an unmoderated caucus. There is no per-speaker time. The verbatim for opening a Unmoderated Caucus is as follows:

“The delegate of [your country] would like to raise the motion to suspend formal debate and move into an unmoderated caucus, total time being [time in minutes].”

2.5.5. Round Robin

Round Robin involves the delegates giving speeches on the topic, usually a newly introduced crisis, in alphabetical order. All delegates a part of the committee are included in it, however, a delegate possesses the right to refrain from speaking. A delegate cannot reserve their right to speak. The per-speaker time of the round-robin is chosen by the delegate proposing it, and again cannot be longer than that of the General Speakers’ List. It has no total speaker time. The verbatim for introducing a Round Robin is as follows:

“The delegate of [your country] would like to raise the motion to suspend formal debate and move into a Round Robin, per speaker time being [time in seconds], discussing [topic].”

2.5.6. Open Floor

An Open Floor is yet another variation of informal debate which is somewhat similar to an Unmoderated Caucus since it is used to facilitate the spontaneous flow of debate. There is no per-speaker time on an Open Floor. The verbatim for introducing an Open Floor is as follows:

“The delegate of [your country] would like to raise the motion to suspend formal debate and move into an Open Floor, total time being [time in minutes], discussing [topic].”



2.5.7. Extension of a Motion

When a particular form of debate, moderated and unmoderated, elapses without the committee deriving its intended conclusion or solution, the committee can pass a motion to extend the duration of the form of debate. The duration can usually be extended by half the initial duration of the debate or less than half. The verbatim for doing this is as follows:

“The delegate of [your country] would like to raise the motion to extend the [form of debate] by [50% or less than 50% of the time period of the original motion].”

2.5.8. Suspension of Debate

Debate is suspended before breaks; the committee is again resumed after the break by resuming the debate. The verbatim for suspending debate is as follows:

“The delegate of [your country] would like to raise the motion to suspend the committee.”

2.5.9. Adjournment of Debate

Adjourning debate is different from suspending debate and marks the permanent end of the committee. The verbatim for suspending debate is as follows:

“The delegate of [your country] would like to raise the motion to adjourn the committee.”

2.5.10. Motion to Discuss Paperwork

There are various procedures of discussing formal/informal paperwork in committee. Each of them is unique and offers delegates liberty when it comes to paperwork. They are as follows:

1. **Question Answer Session (QnA):** As the name suggests, this allows for a question-answer session with the authors, where the authors of the paperwork are asked a fixed number of questions (specified while introducing the motion) by the entire committee on their entire paperwork. If a document has multiple authors, any of the authors may answer; however, delegates can address their questions to a particular author targeting their viewpoint/policy. The verbatim for introducing this motion is as follows:

“The delegate of [your country] would like to raise the motion to move into a Question-Answer Session of [x] questions on [name of document].”



2. **XvX:** This form of discussion is the fastest and is like a debate with X number of speakers supporting the paperwork debating against X number of speakers not in support of the paperwork with alternating speeches (for goes first). Speakers are not limited to the authors of the paperwork; they are selected by the chairs among all those willing to debate on the paperwork. Questions cannot be asked on these speeches unless allowed by the Executive Board. The verbatim for introducing this motion is as follows:

"The delegate of [your country] would like to raise the motion to move into an [x] for [x] against, discussing [name of document]."

3. **Clause by Clause:** This is the lengthiest form of discussion where each clause of the paperwork is taken up for discussion individually. The authors read out each clause and the floor is opened up for questions by the committee which the authors must address. The number of questions asked per clause depends on the Executive Board. Both points of Order and Points of Information can be raised. The verbatim for introducing this motion is as follows:

"The delegate of [your country] would like to raise a motion to move into a clause-by-clause discussion on [name of document]"

4. **Moderated Caucus:** This is simply a moderated caucus with the topic set as the piece of paperwork. It works in the same way as other moderated caucuses (which have been explained earlier) and the verbatim for raising this motion remains the same. The verbatim is the same as discussed under [2.5.3.](#)

2.6. Yields

If a delegate concludes their speech with time left on the clock, he/she has the liberty to decide what to do with your remaining time by yielding it to one of the following:

1. **Yield to Points of information [questions]:** If the delegate yields their time to Points of Information, then the Chairperson(s) open the floor to the rest of the delegates to ask a question based upon the delegate's speech. The number of questions depends both on the amount of time left on the clock and the discretion of the Chair.
2. **Yield to the Chairperson/Executive Board:** By yielding their time to the Chairperson, the delegate elapses their time on the floor and the Chairperson(s) might utilise this time as they deem fit.
3. **Yield to another delegate:** If the time is yielded to another delegate, then that delegate gets to speak for whatever time is left on the clock.



2.7. Points

Points are the primary method of communicating with the chairs as well as other functions. The points in order of precedence are:

1. **Point of personal privilege:** The delegate can make the Executive Board aware of any personal discomfort or request through this point. For example: Point of Personal Privilege; could the chair please repeat their last statement. This point has the highest precedence and must be addressed when raised, however it should not be abused.
2. **Point of Parliamentary Inquiry:** Delegates can use this Point in case they have any procedural doubt that needs to be cleared. It is addressed to the chair. For example: Point of Parliamentary Inquiry; *"which is the next allotment on the list?"*
3. **Point of Order:** This Point can be used in two ways. The first is to point out a factual inaccuracy in a delegate's speech. Delegates must note the difference between a delegate's opinion and a fact stated in their speech. Points of Order apply to only concrete facts stated in speeches. Mandate violations and formatting errors in paperwork are also pointed out through Point of Orders. The second way of using a Point of Order is to use it on the Executive Board. This is done when the delegate wants to point out a procedural mistake made by the Executive Board. For example, if the Executive Board moved into an unmoderated caucus directly from a moderated caucus without reverting to the General Speakers' List.
4. **Point of Information:** This Point is used to ask questions to delegates based on their speeches. According to formal procedure, Points of Information are only entertained in the General Speakers' List and the Special Speakers' List, however, it is the chair(s) discretion if they want to entertain questions in other forms of debate. Questions must be concise and can range from pointing out policy blunders to logical fallacies and beyond.
5. **Right to Reply:** If a delegate insults another delegate or passes derogatory comments about their head of state, then the delegate can address this using a Right To Reply. The delegate must mention which statement they are addressing their Right To Reply to. It is up to the discretion of the Executive Board to decide whether or not a Right to Reply is in order or not. Delegates are advised to exercise this right with caution.

2.8. Quorum

The quorum refers to the minimum number of members of a committee that need to be present before the committee can move into a formal session. At LMCMUN, the quorum will be 1/10th of the total strength of the committee. For instance, if a committee has 50 delegates (allotments), then at least 5 delegates must be present before the committee can start. For double-delegate committees, each delegation counts as one for the quorum. For the same, if a committee has a 40 delegation strength, the quorum becomes 4 delegates.



2.9. Voting

There are mainly 2 forms of voting:

1. **Voting on formal paperwork:** Voting on paperwork like resolutions takes place in 3 rounds. Each country has only 1 vote. This may either be a “yes”, “no”, “yes with rights”, “no with rights”, “abstain” or “pass”. A country that has responded “present and voting” during roll call cannot “abstain” during voting.

If a member is not present during voting, their vote will be taken as an abstention. All Votes on paperwork will be taken by the means of a roll call. Observers are not allowed to participate in voting. Voting may only be interrupted by a Point of Personal Privilege. All other points are suspended.

The following 3 rounds take place during voting on formal paperwork:

Round 1: During the first round of voting, delegates are allowed to vote on behalf of their nations in the order of their roll call [i.e., alphabetic order]. They may choose to respond with “yes”, “no”, “yes with rights”, “no with rights”, “abstain” or “pass”.

Round 2: During the second round of voting, delegates must respond with “yes”, “no” or “abstain”. No county is allowed to “pass” in this round of voting. If a member is requested to explain their vote [in case of “with rights”], they may do so only with the approval of the Executive Board in a stipulated time frame.

Round 3: this is the final round of voting. Every delegate must respond with either “yes”, “no” or “abstain” in this round of voting.

In addition to “Yes”, “No”, and “Abstain” there are two other votes that a delegate may opt for when it comes to formal voting on paperwork. They are :

- a) **Yes with rights:** It is used when voting in favour of a paperwork goes against the policy of the country or the portfolio the delegate is representing. *Example:* Russia voting in favour of a resolution authored by the United States.
- b) **No with rights:** It is used when voting against a document goes against the policy of the country or portfolio the delegate is representing. *Example:* United Kingdom voting against a resolution authored by Germany.

[Note: Formal paperwork requires a 2/3rds majority to pass.]

2. **Voting on committee proceedings:** Voting on proceedings like motions is a mandatory form of voting. Every delegate may vote in this on behalf of their allotment. A motion passes if it achieves a simple majority which means 50% of the committee + 1 vote. This is done by the means of raising the delegate’s placard.



3. PAPERWORK

Below are the modes of paperwork accepted in various committees of LMCMUN'25:

	<u>Position Paper</u>	<u>Press Release</u>	<u>Presidential Statement</u>	<u>Working Paper/ Draft Resolution</u>	<u>Communiqué</u>	<u>Directive</u>	<u>Memorandum of Understanding</u>	<u>Action Order</u>
UNHGA-DISEC	✓	✓	✓	✓	✓		✓	✓
UNGA-SPECPOL	✓		✓	✓	✓			
UNHSC	✓			✓	✓	✓	✓	
AHCPARS					✓			✓
FRANK CHURCH					✓	✓		
KATIPUNAN	✓				✓	✓		
ASEAN	✓		✓	✓	✓	✓	✓	✓
IPC	✓	✓		✓	✓			

*Note: For IPC, FRANK CHURCH, KATIPUNAN some of the paperwork spots have been blank intentionally since they do not coincide with formal procedure wholly. For further information with regards to that, refer to their respective study guides. AHCPARS has 2 new forms of paperwork BCP and TRP, details of which have been provided in their study guide. **Please refer to the Study Guide of the International Press Corps for specific guidelines regarding their Position Papers.***

Important: The deadline for the submission of the Position Papers to the respective committee mail ids is 10th May, 2025.

3.1. Short note on paperwork formatting :

The submissions must be in tandem with the following format :

1. MLA formatting is preferred in all forms of paperwork.



2. The fonts to be used should be mono-spaced fonts and must be legible. Fonts like Times New Roman are encouraged for better readability.
3. The font size should **not** exceed 12.

Over and above this, any other relevant formatting must be followed when it comes to specific paperwork modes like Resolutions or Communiqués [discussed below].

3.2. Types of Paperwork

3.2.1 Position Paper

1. **Definition:** Position papers are just a document in which a portfolio or delegation gives a general overview of themselves. It is required in every committee of LMCMUN and is vital for the Executive Board since it gives the Executive Board an insight into the more technical intricacies of the delegation/portfolio.
2. **Type:** Public only.
3. **Usage:** An ideal Position paper addresses the following :
 - a. An overview of the portfolio/delegation that includes *Statement of the Problem* and Policy.
 - b. A list of solutions that the entity wishes to implement once the committee begins.
 - c. Any major arc that the entity would like to apprise the Executive Board about prior commencement of committee sessions.
4. **Format:** Ideally, no position paper should exceed two pages [cover page and bibliography excluded]. For the purposes of this conference, every position paper must have a bibliography. The format of a position paper is linked [here](#).

3.2.2 Press Release

1. **Definition:** It is needed to apprise the committee as a whole about any action that has been undertaken or occurred. A press release can be issued by heads of states, portfolios of prominence and all entities that the Executive Board allows. Furthermore, a press release can also be issued by the Executive Board.
2. **Type:** Public only.
3. **Usage:** To deliver Information to the whole committee. Upon ratification, it shall be left up to the discretion of the Executive Board to decide a course for introduction of the press release.
4. **Format:** The Format of a typical press release is linked [here](#).

3.2.3 Presidential Statement

1. **Definition:** Quite like a Press release, it works in the same fashion. However, the only caveat is that **only** heads of states can issue Presidential Statements. Such statements are said to be the *exemplum* or model policy of the state in question. All Presidential Statements upon ratification become a part of the official policy of a state or nation with respect to a particular agenda.



2. **Type:** Public only. In Presidential Statements, both **Joint** and **Lone** are allowed. In case the need to send a “Joint Presidential Statement” arises, one can simply prefix “Joint” to “Presidential Statement”.
3. **Usage:** To issue
 - a. Formal clarifications on part of an entity and or issue changes in existing policies.
 - b. Apprise the committee of actions taken by a state that may be relevant to the agenda at hand.
4. **Format:** The format of a typical Presidential Statement is linked [here](#).

3.2.4 Working Paper

1. **Definition:** A working paper is a precursor to the Draft Resolution. It is mainly a loosely formatted document that has recommendations to the committee or solutions for the given agenda that the authors feel should be implemented. A working paper is generally not voted upon formally [informal voting is present] and serves merely as a glimpse of the solutions in a Draft Resolution.
2. **Type:** Public only
3. **Usage:** It is used to give a point formatted list of solutions or recommendations to the committee with respect to a particular agenda.
4. **Format:** The format of a Working Paper is linked [here](#).

3.2.5 Draft Resolution

1. **Definition:** A Draft Resolution is a formal document that specifies a plan of action that is to be undertaken by a United Nations Agency to address a crisis. Indeed, the Draft Resolution has an extremely strict format, oftentimes not adhering to the format can get the resolution scrapped [unless ruled otherwise by the chairperson]. A Draft resolution starts with a “name” or “title”, followed by the names of the authors, then the signatories [delegates who wish for the resolution to be discussed in committee, not necessarily side with it] and finally enters the main body of the resolution. The main body of the resolution can also be subdivided into two parts, first [in order] are the preambulatory clause [meaning: “introduction”, “preceding”, separator to be used is “,”] and the operative clauses [separator to be used is “;”]. Further, a full stop [.] signifies the end of the draft resolution.
2. **Authors:** They are the members or countries who wish to introduce the paperwork written by them.
3. **Special Signatories:** In some committees, the Executive Board might allow a special signatory, to help the authors acknowledge a member who has helped extensively in the making of paperwork.
4. **Signatories:** Are the members that want the paperwork to be discussed in committee. Being a signatory does not imply that the member supports the resolution [contrary to popular opinion].
5. **Phrases:** Phrases are what we start clauses with. Preambulatory Phrases are phrases [have to be *italicised*] to start a preambulatory clause; Operative Phrase [have to be underlined] is to begin an operative clause.



The following are the preambulatory phrases that will be permitted at LMCMUN:

<i>Affirming</i>	<i>Alarmed by</i>	<i>Aware of</i>	<i>Approving</i>	<i>Bearing in mind</i>
<i>Believing</i>	<i>Concerned</i>	<i>Confident</i>	<i>Contemplating</i>	<i>Convinced</i>
<i>Declaring</i>	<i>Deeply concerned</i>	<i>Deeply convinced</i>	<i>Deeply regretting</i>	<i>Emphasising</i>
<i>Expecting</i>	<i>Expressing its appreciation</i>	<i>Expressing its satisfaction</i>	<i>Fulfilling</i>	<i>Fully aware</i>
<i>Fully believing</i>	<i>Guided by</i>	<i>Having adopted</i>	<i>Having considered</i>	<i>Having devoted attention</i>
<i>Having examined</i>	<i>Having received</i>	<i>Having studied</i>	<i>Keeping in mind</i>	<i>Noting further</i>
<i>Noting with approval</i>	<i>Noting with deep concern</i>	<i>Noting with regret</i>	<i>Noting with satisfaction</i>	<i>Observing</i>
<i>Reaffirming</i>	<i>Realising</i>	<i>Recalling</i>	<i>Recognizing</i>	<i>Referring</i>
<i>Seeking</i>	<i>Taking into account</i>	<i>Taking note</i>	<i>Viewing with appreciation</i>	<i>Viewing with concern</i>
		<i>Welcoming</i>		

The following are the operative phrases that will be permitted at LMCMUN:

<u>Accepts</u>	<u>Affirms</u>	<u>Approves</u>	<u>Authorises</u>	<u>Calls for</u>
<u>Calls upon</u>	<u>Condemns</u> (SC only)	<u>Confirms</u>	<u>Considers</u>	<u>Declares accordingly</u>
<u>Demands</u> (SC only)	<u>Deplores</u> (SC only)	<u>Designates</u>	<u>Draws attention</u>	<u>Emphasises</u>
<u>Encourages</u>	<u>Endorses</u>	<u>Expresses its appreciation</u>	<u>Expresses its satisfaction</u>	<u>Further invites</u>
<u>Further proclaims</u>	<u>Further recommends</u>	<u>Further requests</u>	<u>Further resolves</u>	<u>Has resolved</u>
<u>Notes</u>	<u>Proclaims</u>	<u>Reaffirms</u>	<u>Recommends</u>	<u>Regrets</u>
<u>Reminds</u>	<u>Requests</u>	<u>Resolves</u>	<u>Solemnly affirms</u>	<u>Strongly condemns</u> (SC only)
<u>Supports</u>	<u>Takes note of</u>	<u>Trusts</u>	<u>Urges</u>	<u>Welcomes</u>



6. **Amendments:** At LMCMUN, the following three amendments are going to be entertained when introduced in relation to a Draft Resolution:
- Deletion Amendment:* Entails the deletion of an entire clause of the resolution.
 - Addition Amendment:* Entails the addition of a new clause to the resolution.
 - Modification Amendment:* Entails the modification of an existing clause with a new verbatim.

Format of an Amendment

Note: Amendments can further be classified into “Friendly” and “Unfriendly”. The Executive Board will ask the authors to classify a submitted amendment as either, after which, in case of a Friendly amendment there is no voting by committee. But in case of an Unfriendly amendment, committee voting is required (simple majority with no abstentions).]

7. **Scrapping Resolutions:** *All* amendments count while deciding if a Draft Resolution should be tabled or not [if 2/3rd of the operative clauses are amended, then resolution is discarded]. If even **one** of the preambulatory clauses is amended, the entire resolution stands scrapped.

Note: Please refer to the Study Guide of the UNHSC for details regarding the use of VETO.

8. **Type:** Public only
9. **Usage:** Formalise a plan of action in an official United Nations body.
10. **Format:** The format of a draft resolution is linked [here](#).

3.2.6 Communiqué

1. **Definition:** A communiqué is an official document that is used to send a message or plan of action. In this conference, communiqués can be used to do virtually anything, from proposing plans of actions to carrying out operations to communicating with other portfolios or delegates. There is no such logical bar on the manner or fashion in which communiqués will be used. However, all communiqués are subject to ratification by the Executive Board.
2. **“Via-The-EB”:** Is a form of communiqué in which the entity from which the communiqué originates, wants the Executive Board to be a part of the conversation.
3. **Type:** Communiqués are of four primary types :
 - a. *Private Communiqué:* It is sent to either the Executive Board or an entity outside the committee [subject to the Executive Board’s discretion]. Note, that a *Private Communiqué* shall not be read to committee and the communication will be localised.
 - b. *Public Communiqué:* It is to address the committee as a whole and is read out upon ratification.
 - c. *Joint Communiqués:* These communiqués are written by two or more entities together. They can be either private or public depending on the nature of the information contained.
 - d. *Lone Communiqués:* These are communiqués written by just one entity. This communiqué too can be private or public depending on the author.



4. **Usage:** To
 - a. Communicate Plans of Action,
 - b. Conduct operations,
 - c. Any other ancillary form of communication necessary.
5. **Format:** The format of a communiqué is linked here [[Private](#), [Public](#)]

3.2.7 Directive

1. **Definition:** A directive is quite like a communiqué. The key difference is their implementation across committees. The Executive Board may decide to formalise directives as formal paperwork that replaces a Resolution. A Directive is usually seen in a *specialised committee*. It works in the same fashion as a Resolution except that there is a lot less formatting required to introduce it. All directives are by default to the Executive Board *unless* specified otherwise. A Directive may either be to the Executive Board or to another entity not present in committee.
2. **Type:** There are four main types of Directives :
 - a. *Private Directive:* A directive whose contents shall remain localised and not be revealed to the committee if ratified.
 - b. *Public Directive:* A directive that shall be read out to committee if ratified.
 - c. *Joint Directive:* A directive written by two or more entities about a plan of action. This can be either *Private* or *Public*.
 - d. *Lone Directive:* A directive written by just one entity on a plan of action. This too can be *Private* or *Public*.
3. **Usage:** To
 - a. Implement plans of action
 - b. Be a final form of paperwork in specialised committees.
4. **Format:** The format of a Directive is linked [here](#).

[Note: *In case any committee has formalised a Directive as a replacement to the Draft Resolution, then the “To” section can be replaced with “Signatories” here note must be made of the fact that a simple majority is enough. Refer to [3.2.5.4](#) for further information*].



4. PLAGIARISM POLICY

At LMCMUN, it is our firm belief that delegates thrive when given new opportunities and a level playing field. With this in mind, a strict plagiarism policy has been made by the Secretariat, taking into consideration the different ways in which unfair means might be used while authoring a formal document or, in general. With this being said, any reported account of plagiarism will be taken with utmost seriousness by the Secretariat. Delegates may report this to their Board members who then will establish if the report counts as legitimate plagiarism based on the guidelines given below. **If found as a valid plagiarism report**, the Secretariat will be informed and action will be taken accordingly. The decision of the Secretariat in such matters will be final.

A delegate is said to indulge in plagiarism if they:

1. **Mislead by *stealing* documents not authored by them** [this includes documents written by third-party sources such as Artificial Intelligence driven bots and third-party persons] and passes them as their own document.
2. **Reproduce existing paperwork as *original*** and or, incorporates sections of a second paperwork without permission and/or disclosure.
3. **Modify the content of cited papers or reference documents**, without proper disclosure.
4. **Misdirect the Secretariat or Committee by wrongly citing, quoting, or using an article or reference work.** Wrongful citation includes quoting misleading, unverified and/or invalid sources. Wrongful quoting is under the ambit of point [3] and using is under the ambit of point [1] and point [2].

[Note: The amount of plagiarism allowed is a mere 5%. This shall not be changed. Anything over this limit shall be flagged as plagiarised.]