Delegate Handbook



Lyons Township
Model United Nations Conference
March 1, 2025

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Welcome to LYMUN XI!

Dear Delegates, Advisors, and Friends of LYMUN,

Welcome to LYMUN XI! My name is Elle St. Arnaud, and I am currently serving as your Secretary General for LYMUN XI! I am overjoyed to welcome everyone and provide this amazing experience and opportunity that our conference offers every year. I am currently a senior at LT, and this is my third year participating in LTMUN. My experience in Model UN has taught me so much about public speaking, foreign relations, and communication as a whole. I hope that this conference and Model UN in general will empower students to continue advocating for positive global change outside of committee. Apart from Model UN, I am a captain of LT's debate team, a cross country runner, and an aspiring lawyer.

Every year, LYMUN serves as a training conference for all delegates with committees for all ranges of experience. Our diverse blend of committees and pressing issues allows delegates to expand their skills and broaden their knowledge in underserved areas and topics that may not garner much attention in the media. LYMUN allows delegates to further their interests in global relations and politics, and build on their abilities of cooperation, diplomacy, and communication skills that are otherwise lacking in modern day politics. Regardless of whether this is your first conference or last conference, I encourage you to raise your placard, participate, ask questions and most importantly, have fun!

Our delegate handbook offers explanations of parliamentary procedures, the structure of committees, and guidance on MUN. LYMUN XI, with the exception of the Joint Crisis Committee (JCC), will be a **no**-technology conference. We encourage all delegates to look at our delegate handbook to become familiar with LYMUN procedures. Our chairs and staff are more than happy to help at all times. If you have any questions, feel free to email me or email your chair(s). Emails can be found in background guides and on our website. Friendly reminder that position paper guidelines are also found on the website and that the timely submission of a position paper is required for eligibility of awards. I wish you all the best of luck, and look forward to seeing you all on March 1st!

Sincerely,

Elle St. Arnaud
StA512154@d204.lths.net
Secretary General, LYMUN XI

Conference Schedule

7:45 - 8:15: Arrival

8:15 - 8:45: Opening Ceremonies

8:45 - Lunch: Morning Session

Lunch:
11:30 - 12:00: Lunch 1
- ➢ GA, SOCHUM, IMO, WHO, Roaring ‘20s

12:00 - 12:30: Lunch 2
- ➢ DISEC, UNEP, JCCs, Alabama, AAU, 1951

12:30 - 1:00: Lunch 3
- ➢ UN WOMEN, UNESCO,Formula I, African Union, Potsdam

Lunch - 4:00: Afternoon Session

4:10 - 4:30: Closing Ceremonies

LT-Guest wifi

No password required.

You will need to accept the terms and conditions when it pops up in your browser.

Secretariat

Secretary General of LTMUN: Will Madigan
Secretary General of LYMUN: Elle St. Arnaud
Director of Crisis: Liam Nelson
Director of GA: Jack Cisek
Director of Specialized: Keira Connelly
Chief of Staff: Chloe Lanspeary
Under-Secretary General of LTMUN: Blake McCracken, Ellie Knott
Under-Secretary General of LYMUN: Justin Cabana, Rhia Nagale
Social Media Officers: Alex Crossan, Emily Justak
President of Executive Board: Caroline Gee
Underclassmen Liaisons: Joaquin Fabara, Ellie Baldwin

LYMUN XI Committee Information

GA Committees

General Assembly (double delegation)
Chair: Justin Cabana
Vice-Chair: Caroline Gee

UNEP
Chair: Audrey Gutierrez
Vice-Chair: Emmy Easley

DISEC
Chair: Joaquin Fabara
Vice-Chair: Jack Waddell

IMO
Chair: Jack Cisek
Vice-Chair: Tacy Hendricks

WHO
Chair: Rhia Nagale
Vice-Chair: Lilly Grigsby

UN Women
Chair: Ellie Knott
Vice-Chair: Sabrina Guevara

UNESCO
Chair: Ellie Baldwin
Vice-Chair: Alyssa Strayer

African Union
Chair: Alex Crossan
Vice Chair: Annie Dudley

AAU

Chair: Nate Leonauskas
Vice Chair: Malina Carli

SOCHUM
Chair: Alex Matysik
Vice Chair: Elise Rahman

Specialized Committees

Formula 1
Chair: Maeve Charlton
Vice-Chairs: Eleanor Harmount

1951 House of Representatives
Chair: Keira Connelly
Vice-Chair: Bianca Berry

Potsdam Conference
Chair: Philip Bulakovski
Vice Chair: Patrick Smith

Crisis Committees

JCC Taiping Rebellion: Rebels
Chair: Will Madigan
Vice Chair: Suzy Avakian
Backroom Staff: Liam Nelson

JCC Taiping Rebellion: Chinese Government
Chair: Emily Justak
Vice-Chair: Caroline Shreve

University of Alabama Sorority Council
Chair: Blake McCracken
Vice-Chairs: Ella Nelson

Roaring '20s
Chair: Charlotte Maine
Vice-Chair: Katie Fagan

Code of Conduct

Any violation of these rules or other directives may result in your removal from the conference.

1. Do not in any way damage, deface, or disrespect the property of Lyons Township High School.

2. Show respect for all chairs, vice chairs, secretariat members, security staff, and adults at all times.

3. Please stay in designated areas of the building.

4. Name-tags are to be worn at all times.

5. Do not personally insult or disrespect another delegate in any way, including notes. Please immediately report any such behavior to the chair or conference personnel.

6. Do not simply disappear from committee. Feel free to step outside the committee room for an unmoderated caucus, but do not leave the building or simply not show up for a committee session. Please only caucus in designated areas.

7. Absolutely no food or drink (except for water) is allowed

anywhere outside of the lunch areas, including committee rooms.

8. Please turn off or silence all cell phones during the conference.

9. The use of laptops, iPods, iPads, cell phones, smartphones, and the Internet is prohibited in all committees except for the JCC.

10. Delegates should not use the computers in the rooms without the permission of the chair.

11. Pre-writing working papers or directives is strictly prohibited.

12. Follow any other instructions you may receive from conference personnel.

Home Government

LYMUN XI Home Government is located in the Library with the Crisis Staff, and is available to provide delegates with additional research and advisory information. To contact home government, ask the representative in your committee. You may fill out a Home Government sheet and hand it to one of the Dais Staff who will send it to Home Government.

Position Papers

As implied by its name, a position paper is a written document prepared before a conference outlining your country's position on the topic(s) that will be addressed by the committee. Position papers should be about one page in length per topic, single-spaced with 12 pt. font.

The foundation of all good position papers is good research. It is absolutely imperative that you begin collecting relevant and valuable research as soon as you receive your country assignment, committee, and topic for a conference.

In writing a position paper, there are three main things you need to be thinking about: the relevant *historical* background of your country on the topic, what, if anything, you country is doing *currently* with regards to the topic, and what your country proposes to do in the *future* (or, at the conference) to deal with the problem.

A sample position paper can be found on our website. Position papers are required for award eligibility in every committee.

Rules of Procedure – Short Form

Shown In Order of Precedence

Point or Motion	Description	Debata
Point of Order	Used to point out misuse of rules/procedure	No
Point of Personal Privilege	Used to point out factor hindering personal comfort	No
Point of Inquiry	Used to ask question to speaker or to chair about rules or proceedings	No
Motion to Open Debate	Opens the conference/session and the primary speakers list	No
Motion to Set the Agenda	Determines which topics are considered by the body and the order in which they are addressed	Yes - 2 Speal For, Again
Motion to Adjourn the Session	Adjourns the body and ends the conference	No
Motion to Suspend the Meeting	Temporarily suspends the session	No
Motion to Enter Unmoderated Caucus	Suspends the session for a set amount of time for caucusing	No
Motion to Enter Moderated Caucus	Suspends the rules of procedure for a set amount of time for rapid discussion moderated by chair	No
Motion to Table the Topic	Ends debate on the current topic temporarily and changes the order of topics to be considered	Yes – 2 Speakers For, 2 Against
Motion to Close Debate	Closes debate on a specific topic and brings all resolutions on the floor to a vote	Yes – 2 Speakers For, 2 Against
Motion to Divide the Question	Made during voting procedure-divides a resolution into separate items to vote on	Yes – 2 Speakers For, 2 Against
Motion for a Roll Call Vote	Made during voting procedure-requires the chair to conduct a roll-call vote	No
Motion to Adopt by Consensus	Made during voting procedure-requests that the body adopt a resolution by consensus	No
Motion to Appeal the Decision of the Chair	Appeals a procedural decision of the Chair to the body – use with extreme prudence	No
Motion to Introduce an Unfriendly Amendment	Formally introduces an amendment that has already been approved by the Chair with the proper number of signatories	No
Motion to Introduce a Working Paper	Formally introduces a working paper that has already been approved by the Chair with the proper signatories and sponsors	No
Motion to Limit Debate	Limits the speaking time in general debate to a specified speaking time	Yes – 2 Speakers For, 2 Against

Motion to Reconsider	Brings a previously tabled topic or resolution back to the floor	Yes - 2 Speal For, Again

Resolution Writing

Preambulatory Clauses

The first section of the resolution consists on the Preambulatory Clauses. These clauses state the nature of the problem and establish the reasons and precedents for the actions outlined in the second half of the resolution.

Affirming	Emphasizing
Alarmed by	Expecting
Approving	Expressing its app
Aware of	Expressing its sati
Bearing in mind	Fulfilling
Believing	Fully alarmed, awa
Confident	believing
Contemplating	Further deploring
Convinced	Further recalling
Declaring	Guided by
Deeply concerned, conscious, convinced, disturbed or regretting	Having adopted
	Having considered
	Having devoted at
Desiring	Having examined, received, or studie

Operative Clauses

The second section of the resolution contains the Operative Clauses, the actions that will be taken by the body. These clauses are numbered and begin with present tense actions which are generally stronger than those used in the preamble. Each Operative Clause is followed by a semi-colon, except for the last one (which ends in a period).

Accepts	Endorses
Affirms	Expresses its appreciation
Approves	Expresses its hope
Authorizes	Further invites
Calls	Deplores
Calls upon	Designates
Condemns	Draws the attention
Confirms	Emphasizes
Congratulates	Encourages
Considers	Endorses
Declares accordingly	Expresses its appreciation
Deplores	Expresses its hope
Designates	Further invites
Draws the attention	Further proclaims
Emphasizes	Further reminds
Encourages	Further recommends

Room Assignments

Lower Level

Cafeteria (Lower Level) – Lunch

Lower Level Library – Faculty Room

First Floor

Reber Center – Opening/Closing

119/121 – IMO (Jack Cisek)

120/122 – WHO (Rhia Nagale)

137 – Roaring '20s (Charlotte Maine)

140 – UNEP (Audrey Guttierez)

Second Floor

204 – JCC Chinese Government (Emily Justak)

205 – JCC Rebels (Will Madigan)

206/207 – UNESCO (Ellie Baldwin)

219 – African Union (Alex Crossan)

232 – Potsdam Conference (Philip Bulakovski)
233 – SOCHUM (Alex Matysik)
236N – 1951 House (Keira Connelly)
240 – DISEC (Joaquin Fabara)
248/251 – GA++ (Justin Cabana)

Third Floor

303 – Formula 1 (Maeve Charlton)
304/305 – UN Women (Ellie Knott)
342 – University of Alabama (Blake McCracken)
345/346 – AAU (Nate Leonauskas)