

Procedure Guide



Defying the ordinary, building the extraordinary

Committee

Department of

Justice

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Welcome Letter

Warm greetings from the crisis center of this commission, representing the United States Department of Justice. From the crisis center, we hope to guide you well in this commission, focusing on this topic that requires thorough exploration to ensure justice is served.

Our primary goals in this committee apart from making justice are for you to develop various skills that will help you throughout your life such as public speaking skills, inferential skills, and critical thinking skills. In this comment, you will learn about the resources and procedures you must complete for justice to be served.

I hope you like this committee and this experience to be memorable not only as a learning experience but also an experience where you enjoyed the commission. Please feel free to reach out with any questions or concerns. I look forward to seeing you embrace your roles as DOJ agents throughout the crisis center.

Best regards,

Santiago Rolón



Specification of Relevant Roles

a. Crisis center

The crisis center is responsible for reviewing, accepting, denying and providing feedback on the directives sent by the delegates in the committee, the crisis center will keep the committee informed of what is happening taking into account all the directives and what is occurring in the committee.

b. Chair

b. The chair is responsible for leading the debate and guiding the committee's direction and progress on the topic being discussed. They will also assist delegates with any issues related to the committee that may arise.

c. Delegates

The delegates are the ones responsible for the debate in the committee among themselves on the topic that the committee covers. In committee they must represent the ideas of those who they represent. Towards the topic of the committee. They are the ones who move the committee with the debate and directives.

Objective of the commission

The objective of this commission is to capture Elmer Canales Rivera, which is the leader of the gang called “La mara salvatrucha”, the objective of the committee is to capture this criminal and sentence him.

Crisis Tools and Directives

Portafolio power

Portafolio power is used by delegates to answer questions about their character, or gain knowledge within their character's capabilities, such as economic power, health, important allies, resources, and weaknesses, among others. Delegates must only use portafolio power if they cannot find the answers to their questions from any other source.

Structure

Date: Current date on the committee

Redacting delegation(s): Which delegate(s) are sending the question

Questions: The questions must be stated in a direct and concise manner.

Directives

Directives are the tool that delegates use to be able to take actions of any nature as long as they are consistent with the capacity of the delegation. They must be reviewed by the crisis center in order to take effect. There are two types of directives: public and private.

Public directives: This type of directives are mainly used for press releases, and they will be read out loud to the whole committee. They are used when the committee decides to take action as a whole. (Public directives have to be voted in order to submit them; they pass by simple majority). *Private directives:* Are usually carried out by one delegate, or can be a small group. They are used for strategic actions, usually relating to individual interests. These directives will be kept secret from the rest of the committee, and can therefore be encrypted to protect the information in them, and ensure that the results are only known to the reactants.

Structure

Date: Current date on the committee

Redacting delegation(s): Which delegate(s) are sending the directive

Nature: Public or Private



Method of encryption: Optional (Used for private directives only).

Title: Title of the directive

Preamble: A brief introduction to the action that will be realized. Usually states the motive behind the directive. This does not state the action that will be realized, only introduces it.

Action: The delegates must explain in detail the action that they want to carry out. It must include the following information:

What is the action: describe the action in chronological order and how it will happen Who will carry out this action - include full names and details about the people

What resources will be used (exact quantities) and where those resources came from Where and when will the action be implemented

Delegates must be as detailed and thorough as possible. Otherwise, the crisis center will not accept the directive.

Objective: Explain what the delegates hope will be accomplished if their directive is approved. *Note:* Keep in mind that the results from the actions taken may not be the same as what is stated in this section, as this will be decided by the crisis center.

Press Release

These are statements by the delegates or the entire committee. They are used to provide information, expose a position, incite public action, or for the population to support their side. The messages can be articles published in a newspaper, public statements broadcast on television, etc.

Structure

Date: Date in committee.

Redacting Delegation(s): Who is issuing the statement.

Media: Where it will be broadcast. Also include the resources and logistics needed for this.

Message: Message to be published.

Objective: Although a press release usually has to be accompanied by a directive for it to have an impact, in this space you will be able to specify if you want the release to have an impact within the committee and what. As with directives, the objective of the press release is not guaranteed to be met, that will be decided by the strategy center.

(Ariza, 2023).

Special Procedure

As previously mentioned, only a few changes will be made to the procedure used in traditional committees, therefore, in addition to the motions or points specified in the MMUN XV handbook, specific ones will be considered for this committee. Additionally, some codes will be introduced that will work in a similar way to motions and points.

Motion for a cabinet consultation: The delegate who proposes the motion receives the power to give the floor to the next delegate who wants to use it. The delegate who proposes it must specify a time per speaker, the time that the debate will last, and, if necessary, the topic to be discussed. Decided by simple majority in the voting process.

Code to call a meeting: It is used when the delegate considers it necessary to call a meeting apart from the committee. Whoever does so can ask for the participation of one or more delegates within the committee and/or people who are not part of the conference. This code will also work as a point, however, the people summoned have the right to refuse to attend (Ariza, 2023).

Bibliography

Ariza, S. (2023). *Procedure Guide DOJ MMUN XIII*.



