

FBI COMMITTEE HANDBOOK



Table of Contents

1. Foreword

1.1 Letter from Head of Academy

2. General Considerations

2.1 Scope

2.2 Language

2.3 Delegations

2.4 Participation of Non-Members

2.5 Representation and Credentials

2.6 Dress Code

2.7 General Powers of Committee Board

2.8 Appeal

2.9 Quorum

2.10 Courtesy

2.11 Electronic Devices

3. Rules Governing Debates

3.1 Presidency

3.2 Speeches

3.3 Communication

3.4 Debate

3.5 Unmoderated Caucus

3.6 Moderated Caucus

3.7 Semi-Moderated Caucus

3.8 Motion to Retake Votes

3.9 Motion to a Roll Call Vote

3.10 Closure of Debate

3.11 Motion to Suspend the Meeting

3.12 Adjournment of the Meeting

3.13 General Speakers' List

3.14 Yields

3.15 Point of Personal Privilege

3.16 Point of Information

3.17 Point of Order

3.18 Point of Parliamentary Inquiry

3.19 Right of Reply

3.20 Directives

3.21 Arrest Report*

4. Rules of Governing Votes

4.1 Rights of Voting

4.2 Procedural Matters

4.3 Substantive Matters

5. Special Conditions for FBI

5.1 Roles

5.2 Blackmail Paper

5.3 Safety Point

6. Types of Updates Given by The Presidency of the Crisis

1. FOREWORD

1.1 Letter from Head of Academy

Dear Delegates and Participants,

Welcome to the Federal Bureau of Investigation (FBI) Committee of Leaders Model United Nations.

This handbook has been prepared to guide you through the academic and procedural framework of the committee. Within these pages, you will find the Rules of Procedure, committee expectations, and essential information regarding the operational mechanics that will shape the course of the simulation.

Unlike traditional Model United Nations committees, the FBI Committee places delegates in the role of senior federal agents and intelligence officials responsible for protecting national security and responding to complex threats. Throughout the committee, participants will analyze intelligence, conduct investigations, coordinate operations, and make critical decisions in a rapidly evolving environment.

Success in this committee requires more than procedural knowledge. Delegates are expected to demonstrate strategic thinking, adaptability, cooperation, and effective decision making under pressure. Every action taken within the committee may influence ongoing investigations and the overall direction of events.

The regulations outlined in this handbook are designed to ensure a structured, fair, and engaging simulation while preserving the fast paced nature of the committee. We strongly encourage all delegates to familiarize themselves with the procedures and prepare thoroughly for the challenges ahead.

On behalf of the Secretariat of Leaders Model United Nations, I wish you a productive preparation period, engaging committee sessions, and a memorable conference experience.

Sincerely,

Miraç Çağlayan Ekici
Head of Academy

2. General Considerations

2.1 Scope

These rules of procedure shall, in their entirety, apply to all sessions of the Young Leaders Model United Nations 2026 (hereinafter referred as LeadersMUN'26 or, the Conference) for the FBI committee unless otherwise stated by the Secretariat.

2.2 Language

English is the official and working language of the conference.

2.3 Delegations

Each Member will be represented by a single delegate and will have one vote in the committee.

2.4 Participation of Non-Members

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Committee Board.

2.5 Representation and Credentials

The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials. Any representative to whose admission a member objects will provisionally be seated with the same rights as other representatives, pending a decision from the Secretary General.

2.6 Dress Code

The official dress code of the conference is formal business attire. Dress code is mandatory for all participants, those who do not apply may receive an official warning by a decision made by the Secretariat.

2.7 General Powers of Committee Board

The Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Board will have complete control of the proceedings at any meeting. The Chairs will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chairs may temporarily transfer their duties to another member of the Committee Board. Also the committee board can check the directives from delegates except top secrets. Committee Board members may also advise delegations on the course of debate. In the exercise of these functions, they will be at all times subject to these rules and responsible to the Secretary-General and to the Head of Academy.

2.8 Appeal

Any decision of the Chair, except those matters for which the Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Chair may speak briefly in defence of the ruling. The Secretary-General has ultimate discretion on any ruling, whether it is appealed successfully or not.

2.9 Quorum

The Board may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

2.10 Courtesy

Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

2.11 Electronic Devices

No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board. Rule can be altered at the discretion of the Committee Board.

3. Rules of Governing Debates

3.1 Presidency

The Presidency shall preside over all sessions of the Federal Bureau of Investigation (FBI) Committee and shall ensure the efficient, productive, and realistic conduct of all committee proceedings. Acting under the authority granted by the Secretariat, the Presidency shall maintain order, facilitate investigations, manage committee operations, and oversee all aspects of the simulation.

In the event of any dispute regarding the interpretation of these Rules of Procedure, committee directives, investigative procedures, intelligence reports, crisis updates, or any matter concerning the conduct of the committee, the Presidency or any individual designated by the Presidency shall have the sole and final authority to interpret and apply the rules.

Given the dynamic and evolving nature of investigative and crisis based committees, the Presidency reserves the right to modify, suspend, or overrule procedural matters whenever deemed necessary to ensure fairness, realism, operational efficiency, and the successful progression of ongoing investigations and committee objectives. Decisions of the Presidency shall not be subject to appeal unless otherwise specified by the Secretariat.

The Secretary-General shall remain the ultimate authority on all matters concerning conference governance and administration.

3.2 Speeches

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and the debate will continue.

3.3 Communication

Written notes should be the only means of communication between members not recognized to speak. All notes have to be written in English and shall only concern issues related to the Committee's work. Notes which fail to fulfill these specifications will be handed to the Presidency by the Admin Staff. Further consequences will be decided upon by the Presidency.

3.4 Debate

The questions brought before the committee shall be formally debated and led by the Presidency. Any member wishing to speak during debate should signal this by raising his placard. The Presidency shall then recognize a speaker.

Once the floor is open, the Presidency may ask for points or motions. If you are recognized by the Presidency you may stand up and state your point/motion. All motions need a Second to be recognized by the Presidency, if not stated otherwise. If there are objections to a motion, the motion will be put to a vote which shall be considered a procedural vote.

3.5 Unmoderated Caucus

An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Chair may rule the motion dilatory, and their decision is not subject to appeal. The Chair may prematurely end an unmoderated caucus if the Chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

3.6 Moderated Caucus

A motion for a moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Chair may also decide, subject to appeal, to suspend the caucus early.

3.7 Semi-Moderated Caucus

A motion for a semi-moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, and an overall time limit, not to exceed twenty minutes, for the caucus. During a semi-moderated caucus, delegates shall remain seated and may speak when recognized by the Chair after raising their placards. The Chair will grant the floor to delegates for the specified speaking time. Once the motion is raised, it shall be put to an immediate vote, requiring a simple majority to pass. If no delegates wish to speak, the caucus shall conclude immediately, even if time remains. The Chair may also decide, subject to appeal, to suspend the caucus before the allotted time has elapsed.

3.8 Motion to Retake Votes

A delegate may introduce this Motion directly after a Voting Procedure in order to decide whether the votes should be retaken. The Presidency may decide whether this Motion is in order. There must be a Second to the Motion for it to be considered by the FBI committee.

3.9 Motion to a Roll Call Vote

A 'Motion for a Roll Call Vote' will force each member of the FBI committee to explicitly state its vote in favour, against or an abstention after being called upon by the Presidency. It requires a Simple Majority or a decision of the Presidency to pass.

3.10 Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favour of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote.

3.11 Motion to Suspend the Meeting

This motion is made to suspend the meeting for the purpose of a regular caucus or a moderated caucus, but its use also depends upon the conference you are attending. This motion requires an immediate vote.

3.12 Adjournment of the Meeting

Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. The Chair may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

3.13 General Speakers' List

The committee will have an open speakers' list for the topic being discussed. A separate speakers list will be established as needed for debate on amendments. Periodically, the Chair will call on delegations wishing to be added to the speakers list, and delegations may remove their names from the list via written request. If all motions on the floor fail, the committee will temporarily return to the speakers' list until a consensus on debate can be established.

3.14 Yields

A delegate granted the right to speak from a speaker's list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.

3.14.1 Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to another delegate is not considered a yield.

3.14.2 Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

3.14.3 Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish their speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed. Yields are in order only on substantive speeches and not during the moderated caucus.

3.15 Point of Personal Privilege

Whenever a delegate experiences personal discomfort that impairs their ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected.

3.16 Point of Information

If a speaker has opened himself to points of information, the Presidency shall select questioners which are granted one question each. A point of information has to be phrased as a question. A short introductory statement or reference may however precede the question. There will be no further dialogue between the delegates on the floor.

3.17 Point of Order

During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure.

3.18 Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the Rules of Procedure.

3.19 Right of Reply

A delegate whose personal integrity has been impugned by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision on whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

3.20 Directives

A directive is a short and action oriented document used primarily in crisis committees to address urgent developments. Unlike draft resolutions, directives focus on immediate actions and typically consist of operative clauses only. Once submitted and approved by the committee, directives serve as official decisions of the body and are implemented accordingly.

There are five types of directives:

1. Committee Directive

A Committee Directive is submitted on behalf of the entire committee. Committee Directives are typically used for substantive actions such as deploying peacekeeping forces, imposing sanctions, or initiating humanitarian operations.

2. Joint Directive

A Joint Directive is created collaboratively by two or more delegates, usually to coordinate shared actions. Examples include joint military operations, shared intelligence efforts, or coordinated diplomatic initiatives.

3. Individual Directive

An Individual Directive is authored by a single delegate to represent their country's unilateral actions. Individual Directives are commonly used for secret intelligence operations, diplomatic contacts, or national level decisions.

4. Top Secret Directive

Top Secret is highly confidential and intended for limited circulation within authorized delegates or crisis staff. These directives often involve sensitive actions such as covert military operations, strategic planning, or intelligence-sharing. Top Secret Directives are never disclosed to the general committee or public.

5. Press Release

A Press Release Directive is issued by the delegates to communicate publicly. It is written in formal language suitable for media and general audiences. Press Releases are used to provide updates, make public announcements, or issue official statements on behalf of the committee.

3.21 Arrest Report

An Arrest Report is the final official document of the FBI Committee and may only be submitted following the apprehension or identification of a suspect through committee action. The report serves as the formal record of the investigation and summarizes the findings, evidence, charges, and operational details associated with the arrest.

An Arrest Report must be prepared by the delegates directly involved in the investigation and shall accurately reflect the events and evidence established throughout committee proceedings. The report may include, but is not limited to, information regarding the suspect, applicable charges, evidence collected, operational actions taken, use of force, and the final disposition of the case.

Upon submission, the Arrest Report shall be reviewed by the Chairboard to ensure consistency with committee actions and established facts. The Chairboard may request factual corrections or clarifications before accepting the document. Once accepted, the Arrest Report shall be presented to the committee. Delegates may raise questions regarding the contents of the report and challenge any factual inconsistencies. Following discussion, the committee shall vote on the adoption of the Arrest Report.

If adopted by the required majority, the Arrest Report shall become part of the official committee record and represent the committee's final conclusion regarding the investigation. No further amendments shall be permitted following adoption unless authorized by the Executive Board under extraordinary circumstances.

4. Rules of Governing Votes

4.1 Rights of Voting

Each member of the FBI committee has one vote.

4.2 Procedural Matters

A procedural matter is a Voting on any Motion whatsoever. Decisions of the FBI committee on procedural matters shall be made by an affirmative vote of the Simple Majority. Abstentions are not in order. A vote on procedural matters is only conducted if there are objections to the motion introduced.

4.3 Substantive Matters

A substantive matter is a Voting on the inclusion of an amendment, a clause, a final resolution. Decisions of the FBI committee on substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members. Abstentions by members of the FBI committee are in order. The Chair's decision whether to accept the motion for a roll call vote may not be appealed.

4.3.1 In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order.

4.3.2 In the first sequence, delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights."

4.3.3 A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. The same delegate may not request the right of explanation.

4.3.4 A delegate may only request the right of explanation if their vote appears to constitute a divergence from his or her country's policy and if he or she votes "Yes with rights" or "No with rights" in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.

4.3.5. The Chair will then announce the outcome of the vote.

5. Special Conditions for FBI

5.1 Roles

5.1.1 Roles and Responsibilities

The FBI Committee operates through a structured chain of command designed to ensure effective coordination, accountability, and operational efficiency during crisis situations. Each participant is assigned a specific role with distinct responsibilities and authorities. Delegates are expected to act within the scope of their assigned position while maintaining communication with their superiors whenever necessary.

5.1.2 Field Agents (Echo Units)

Field Agents represent the operational foundation of the committee and are identified through the designation "Echo" (e.g., Echo-1, Echo-2, Echo-3). Their primary responsibilities include gathering intelligence, collecting evidence, interviewing witnesses, monitoring suspects, and conducting field investigations.

Field Agents are expected to accurately report their findings and maintain the integrity of collected information. While they may carry out investigative activities independently, they do not possess the authority to initiate major operations without approval from higher ranking personnel.

5.1.3 Special Agents (SA)

Special Agents are experienced investigators assigned to specific operational or analytical fields. They may specialize in areas such as behavioral analysis, bomb disposal, cybercrime, intelligence assessment, or forensic investigations.

Special Agents possess greater authority regarding investigative decisions within their field of expertise. They may provide recommendations, coordinate specialized investigations, and supervise complex aspects of ongoing cases. However, significant operational actions remain subject to higher level approval.

5.1.4 Team Leaders (TL)

Team Leaders command field teams and serve as the direct supervisors of Field Agents and Special Agents. They are responsible for coordinating investigations, assigning tasks, evaluating intelligence, and ensuring the successful execution of field operations.

In urgent situations, Team Leaders may exercise temporary operational authority to respond to immediate threats. They are expected to maintain continuous communication with senior command personnel and provide regular operational updates.

5.1.5 Operations Chief (OC)

The Operations Chief serves as the principal coordinator of all field activities conducted by the committee. The Operations Chief is responsible for allocating resources, authorizing operational plans, supervising intelligence flow, and ensuring coordination between investigative units.

Major operational decisions, including large scale deployments, containment measures, and interagency cooperation, generally require the approval or oversight of the Operations Chief. The Operations Chief serves as the primary link between field operations and senior command.

5.1.6 Assistant Director (AD)

The Assistant Director represents the highest ranking operational authority within the committee. While not typically involved in routine field decisions, the Assistant Director assumes direct control during matters involving national security, large scale emergencies, or extraordinary circumstances.

The Assistant Director possesses ultimate authority over committee operations and may override operational decisions when necessary to protect public safety or achieve mission objectives. Directives issued by the Assistant Director are considered binding and final unless otherwise determined by the Chairboard.

All delegates are expected to respect the established chain of command and perform their duties in accordance with the responsibilities and limitations associated with their assigned role.

5.2 Blackmail Paper

Throughout the course of the committee, delegates may receive confidential communications known as Blackmail Papers. These documents are distributed exclusively by the Crisis Team and contain instructions, objectives, or tasks that must be treated with the highest level of confidentiality.

The contents of a Blackmail Paper are considered strictly classified. Delegates who receive such communications are prohibited from disclosing, discussing, showing, or otherwise revealing their contents to any other participant, including fellow delegates, unless explicitly authorized by the Crisis Team.

Any action taken in response to a Blackmail Paper must be submitted exclusively through Top Secret Directives. Delegates may not publicly announce, debate, or otherwise reveal actions related to a Blackmail Paper during committee proceedings.

Recipients are expected to make a genuine effort to fulfill the instructions contained within the Blackmail Paper. Failure to complete assigned objectives may negatively affect the recipient's Safety Points and overall standing within the crisis simulation.

The Crisis Team reserves the right to issue, modify, or terminate Blackmail Papers at any point during the committee in order to maintain the dynamic and evolving nature of the crisis simulation.

5.3 Safety Point

Throughout the committee, each delegate possesses a designated number of Safety Points representing their operational security, personal safety, and overall standing within the crisis simulation.

Safety Points may be affected by events occurring during committee proceedings, including decisions made by delegates, operational outcomes, crisis developments, and compliance with confidential instructions issued by the Crisis Team. In particular, failure to fulfill objectives assigned through Blackmail Papers may result in a reduction of Safety Points.

Should a delegate's Safety Points fall below the minimum threshold determined by the Crisis Team, that delegate will be considered deceased, incapacitated, or otherwise permanently removed from their current role within the simulation. In such cases, the participant will not be removed from the committee itself. Instead, they will be reassigned to a new character, position, or identity as determined by the Crisis Team and Chairboard.

The exact number of Safety Points held by each delegate, as well as the specific effects of gains and losses, shall remain under the discretion of the Crisis Team.

6. Types of Updates Given by The Presidency of the Crisis

<u><i>Type of Update</i></u>	<u><i>Occurs When</i></u>	<u><i>Required Response</i></u>
Timeline Update	<i>at the beginning of each session or according to the movement of committee</i>	<i>just acknowledge it and note it down on your notebook if it is information that you'd like to recall</i>
Status Update	<i>w/timeline update or after a directive was established</i>	<i>note it down on your notebook if it is information that you'd like to recall or think of further actions</i>
Crisis Update	<i>whenever the situation emerges</i>	<i>directives and/or press releases</i>
Spontaneous Update	<i>major character updates or updates given in committee according to other cabinet activities</i>	<i>acknowledgement or directives and/or press releases</i>

The LeadersMUN Secretariat reserves the right to amend or reinterpret any rules outlined in this handbook during the course of the conference. For any matters not explicitly defined herein, the relevant United Nations chapters and procedures shall apply. This handbook has been prepared and issued under the guidance of the Head of Academy, Miraç Çağlayan Ekici, to provide delegates with a comprehensive framework for their participation.