

MMUNx INSTRUCTION MANUAL

Welcome to the Martingrove Model United Nations. Here at Martingrove, we use a special application to help make the process of debating efficient and fair. Our program is called MMUNx (created by Jonathan Lucki). This instruction manual will help you understand what amendments are and how to submit them through this application.

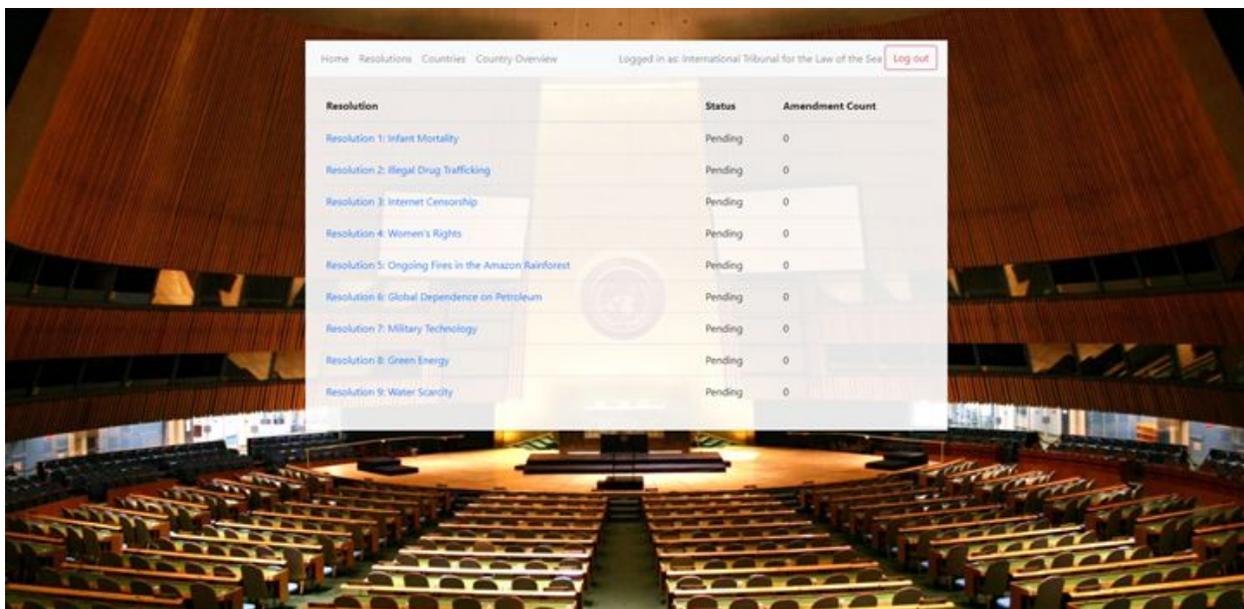
First of all, what is an amendment? An amendment is a proposed edit to a resolution's **operative clauses** (the numbered statements at the bottom of the resolution). Please note that amendments can only apply to operative clauses; preambulatory clauses (the unnumbered ones) are immutable and therefore, cannot be changed. An amendment falls into 1 of 3 categories: to **add** a new clause, to **amend** (i.e. modify) an existing clause, or to **strike** (i.e. remove) a clause. When submitting amendments through MMUNx, be sure that you think carefully about your country's political interests and create amendments that will align with these interests. At the same time, try to make your amendments appealing to the other countries in your council.



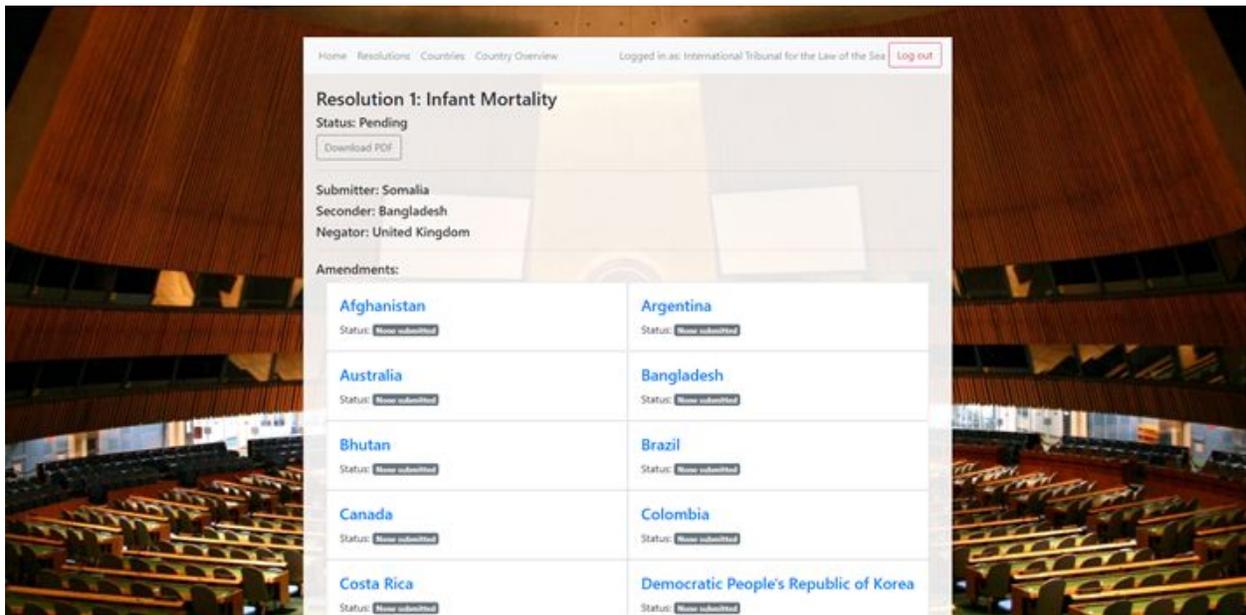
To begin submitting amendments, simply use the link sent to you by email. This will take you to your council's portal. Each council has their own portal so only use the link sent to you specifically. The portal will then ask for your **access code**. Your access code is a 5-digit numerical code that has been assigned to each delegate and sent out by email. **Do not** share your access code with others; treat it as a password. If you did not receive your code, or you received the wrong code, contact martingrovemodelun@gmail.com.



Once you have entered the code, you will see your **Home Screen**. On the top right there is a logout button. Once you are done with your session, you may log out. On the top left, you will see various other tabs: Home, Resolutions, Countries, Country Overview.

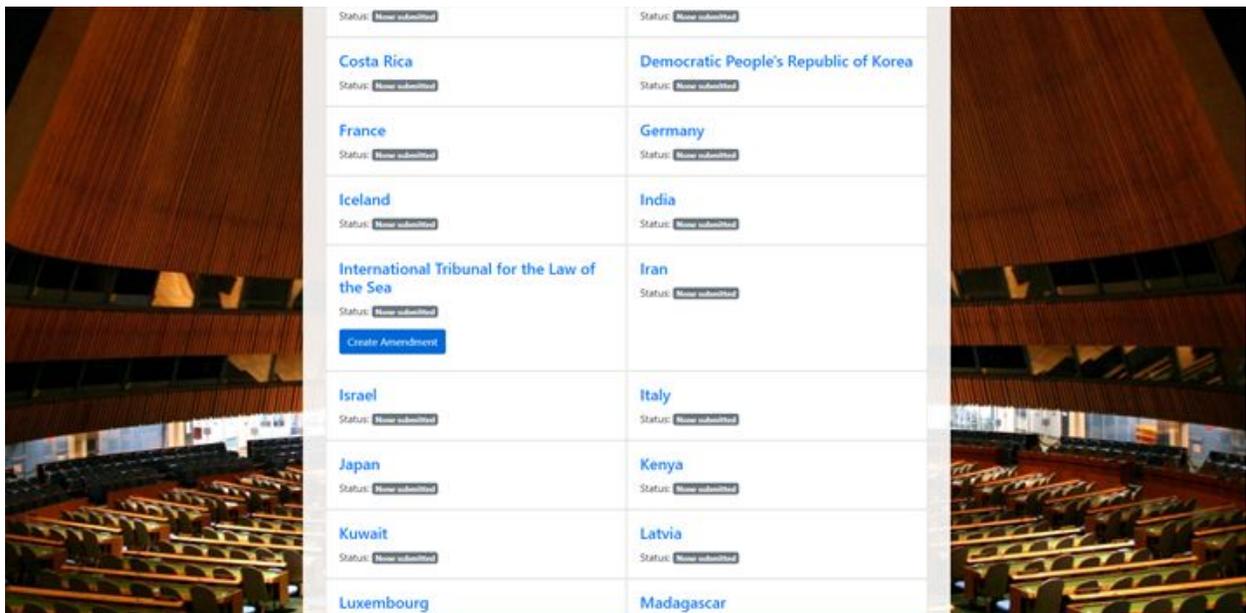


This is the **Resolutions Page**. On this page is a list of resolutions that will be debated during your council session. You can click on each resolution to see more details.

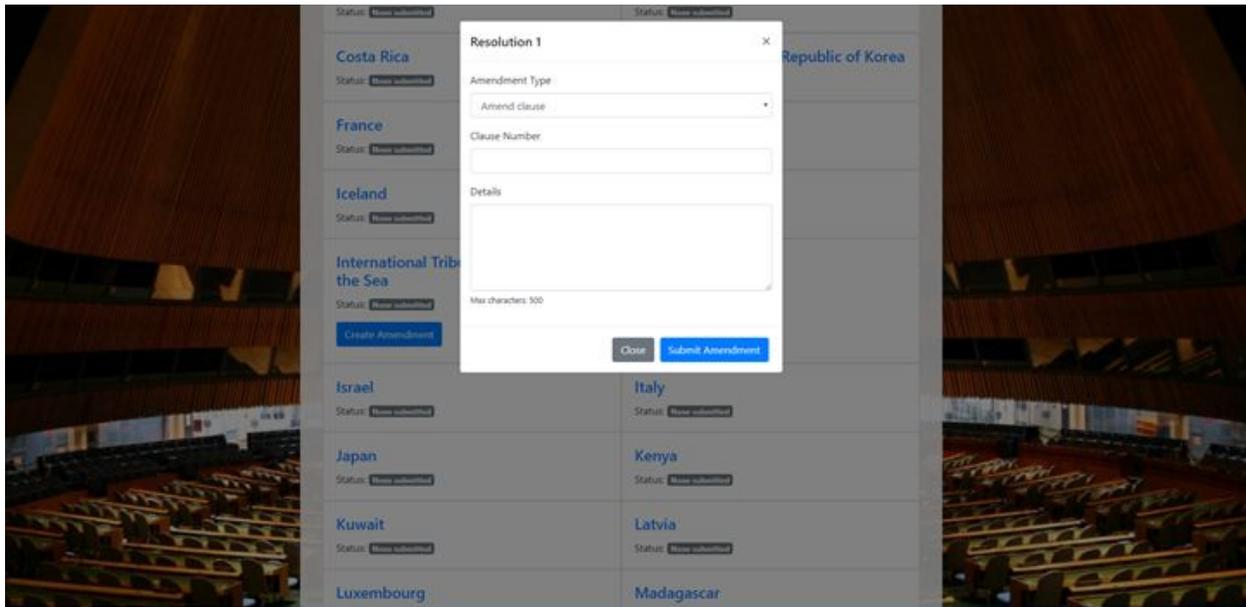


Once you click on a resolution, you will see the number and name of the resolution, as well as its status in the conference. There are five different statuses: Pending, In Session, Passed, Failed and Shelved. **Pending** means it is ready for debate. **In Session** means it is currently being debated. **Passed** means that debating on the subject has concluded and that the resolution was passed. **Failed** means that debating on the subject has concluded, but that the resolution was failed. **Shelved** means that the resolution has been put on hold and will be continued later. Below the status is a button that will allow you to download a PDF of the resolution.

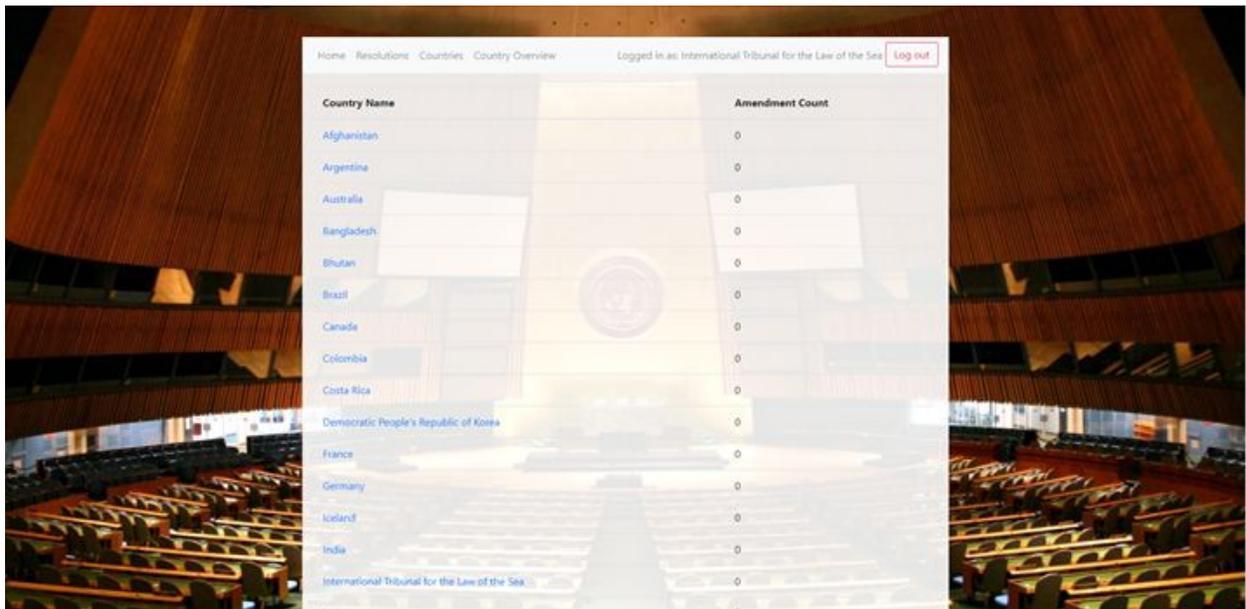
This allows delegates to access the resolution straight from their devices (MMUNx is mobile friendly). Underneath this, you will find the **Submitter**, **Seconder** and **Negator** of the resolution. These vary by each resolution and will depend on each topic.



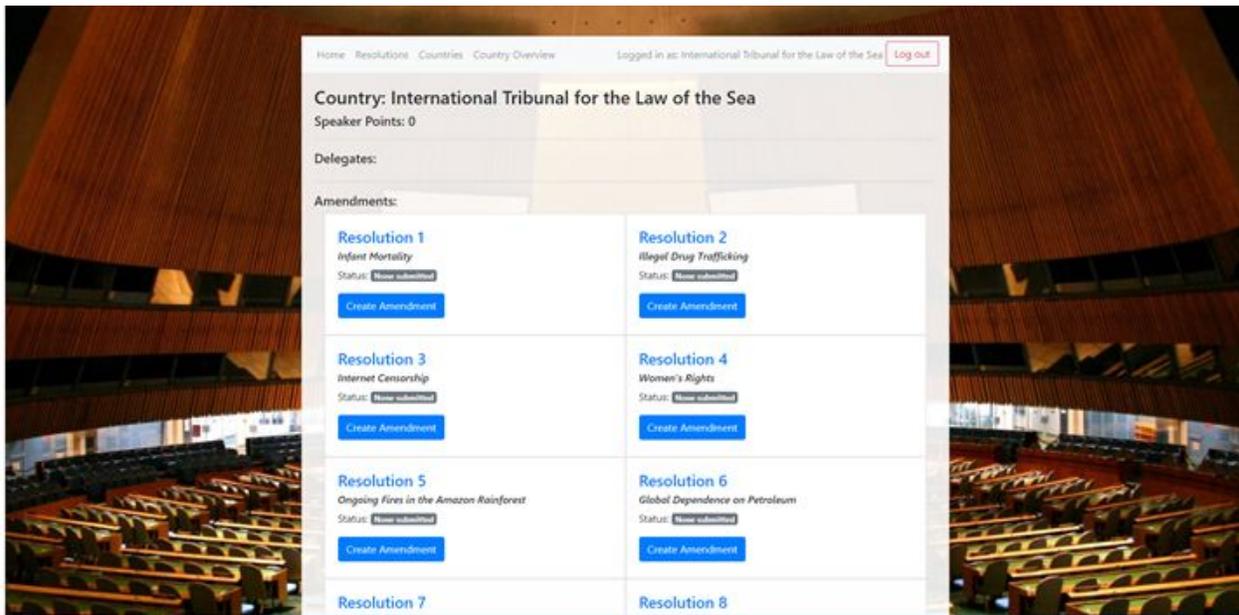
If you scroll down to your country, you can click the blue button to create an amendment.



If you click the blue button, you will create a new amendment. This will generate a small window where you will select your amendment type, indicate the clause number, and briefly outline your amendment. The 3 types of amendments are as follows: **add**, **amend** or **strike**. As explained earlier, adding is to create a new operative clause for the resolution, amending is to change/modify an existing clause, and striking is to remove a clause entirely. Please refrain from using profanity; all amendments will be screened.



This is the [Countries Page](#). Here you can see the name of the country and the amendments they have submitted. You can click on a country to see which amendments they have created and who they are represented by. If you click on your own delegation, you will be sent to your Country Overview page.



This is the [Country Overview](#) page. This page provides an easier way to create amendments, rather than going to each of the resolutions individually. Simply click on one of the blue boxes and you will create a new amendment for that resolution. The same pop-up window will be created and will allow you to provide details for your amendment.

“**Speaker points**” is a number given to each delegation depending on the number of amendments they have presented. Delegates with lower speaker points will be given priority when deciding the speaking order. Delegates with similar speaker points will be ordered randomly.

That is all you need to know about MMUNx. If you have any questions, please refer to the FAQ below or contact martingrovemodelun@gmail.com.

FAQ

Q: I do not have a laptop. How can I use MMUNx?

A: MMUNx is mobile-friendly! You can use the application on your phones and tablets.

Q: I do not have my access code. How do I access MMUNx?

A: Don't panic. We can check for your code and provide it to you. Simply email martingrovemodelun@gmail.com. Do not use another delegate's access code or give yours to anyone.

Q: Someone is using my access code to make amendments that we do not like or agree with. What do I do?

A: If a different delegation has taken control of your account, let us know immediately, and we will create a new code for you to use.

Q: I submitted an amendment, but my delegation is not on the screen? When will it be up on the screen?

A: Delegations can make Point of Orders to increase or limit the numbers of speakers on the speakers list, depending on the situation. If you do not see your delegation, check the status on the country overview page. If it has been denied, then the tech department has removed it due to profanity. If it has been approved, then be patient and your country will be listed soon.

Q: My amendment has been denied, what do I do?

A: The tech department will deny any amendment that contains profanity, or if there is a legitimate reason to deny it. If you feel that it should have not been denied, submit a new one or fill out the tech complaint form.