

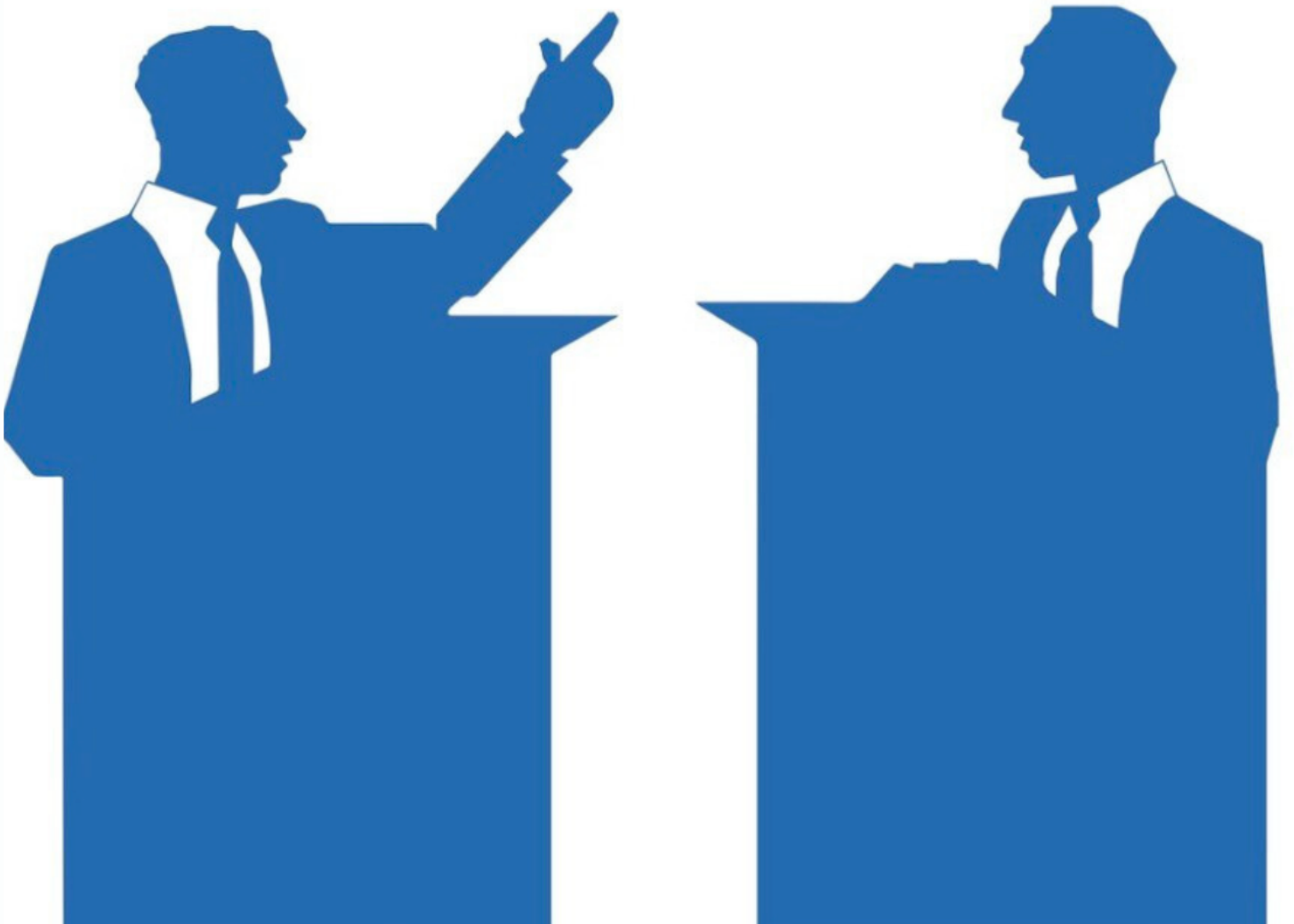


مدرسة البكالوريا - عمان
Amman Baccalaureate School

XXIV

AMMUN  **UN**

DELEGATE GUIDE



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DELEGATE GUIDE

Chapter I - A General Introduction to Model United Nations:

MUN

Model United Nations (MUN) is an educational simulation of the United Nations. During an MUN conference, students lobby and debate as representatives of a country or organization. They take on the role of delegates to provide comprehensive solutions to real world problems in relation to their countries' domestic and foreign policies. In turn, MUN teaches students about politics, diplomacy, and international relations.

AMMUN

AMMUN is the Annual Amman Model United Nations conference hosted by the Amman Baccalaureate school in Amman, Jordan. It is the only THIMUN- affiliated conference in the country. AMMUN is a three-day simulation of the United Nations for students, which usually takes place in November of each year. AMMUN attracts about 500 participants every year, hailing from local and international schools.

The Importance of MUN

MUN is an admired and effective platform that creates within individuals political and diplomatic consciousness from a young age. It gives students the opportunity to develop a deeper understanding of current world issues and develop the skill set to analyze and solve such issues, including research, writing and critical thinking skills. MUN also allows students to practice and enhance their public speaking, debate, teamwork, and leadership skills. By participating in MUN, students become well-rounded and knowledgeable when it comes to countries, foreign policies, and organizations around the world.

Chapter II - Delegates Duties

Duties of individual delegates

- *Delegates must stand when recognized and when they're speaking, and they're expected to remain standing until the other delegate is done speaking and answering the delegate's question.*
- *Use formal and diplomatic language.*
- *Delegates are to speak in third person and refrain from using personal pronouns at all times. That is refraining from using "You" or "He/She" or "I" and instead of replacing them with "delegate" or a specific country.*
- *Delegates must yield the floor at the end of their speeches or when the chair asks them to do so.*
- *Have done research on their allocations and their forum's topics.*
- *Act according to their allocations (country/organization) stance.*
- *Respect other delegates, student officers, secretariat members, and administration staff. Not cause any form of distribution to debate flow.*
- *Adhere to the official AMMUN formal clothing attire (can be seen in Chapter IV General Rules)*

Every delegate has the right to vote, submit resolutions, propose amendments, make points or motions, and be recognized to speak by a student officer.

Delegates must follow a certain chain of command. If they are facing a problem, they must first tell their presiding chair. If the chair sees fit, they will tell the president or deputy president, who will then tell the secretariat if necessary.

The Rights of Member States

Except in the ICJ, ICC and AP, each Member State shall be represented by one voting delegate on each committee. Representatives of Member States have the right to submit resolutions, propose amendments and motions, and be recognized by the Chair to speak.

Chapter III - The forums of AMMUN

AMMUN has 11 forums (also called committees):

- *General Assembly (GA), which can be divided into 6 categories:*
 1. *Disarmament & International Security*
 2. *Economic and financial*
 3. *Social, Humanitarian & Cultural*
 4. *Special Political & Decolonization*
 5. *Administrative & Budgetary*
 6. *Legal*

- *The Economic and Social Council (ECOSOC)*
- *The Security Council (SC)*
- *The International Court of Justice (ICJ)*
- *The International Criminal Court (ICC)*
- *The Human Rights Committee (HRC)*
- *The Advisory Panel (AP)*
- *The Disarmament Commission (DC)*
- *The Environment Commission (EC)*
- *The Arab League (AL)*
- *The Special Committee (SPC)*

**The AMMUN chairing guide will apply to all forums listed above except the court forums and arab league. For information about court forums, refer to the Court Guide. For more information about the arab league, refer to the Arab League Debate Guide.*

Chapter IV - General Rules

Scope

The AMMUN Rules of Procedure shall apply to all sessions of all committees of the Amman Model United Nations conference when formal debate commences, unless otherwise stated by the Secretary General. These standard rules of procedure will vary in the International Courts and the Arab League.

Language

The official language of the Amman Model United Nations Conference is English. Apart from greetings during opening speeches, all documents and speeches presented during AMMUN must be strictly in formal English. The only exception is the Arab League, whereas then all documents and speeches presented will be purely in the Arabic Language.

All delegates and chairs must refer to other delegates as "The Delegate" and to members of the chairing panel as "The President / The Deputy President / The Chair." This is because the students at an MUN conference do not represent themselves, rather they are delegates for an entire country.

Plagiarism

*"Plagiarism is when you copy an idea, words, or works of someone and present it as your own".
(Oxford dictionary)*

Plagiarism is completely prohibited. All resolutions and clauses must be entirely unique, written originally by the delegates. Copying from older resolutions is still considered plagiarism and will not be permitted. Rephrasing a clause from an older resolution is also considered plagiarism. If a delegate is caught plagiarizing, they will be held responsible and will be prohibited from presenting their resolution to the house.

Artificial Intelligence

The use of artificial intelligence tools such as ChatGPT or Perplexity AI for research purposes is tolerated, provided that the information obtained comes from an external resource (website, book, etc.), and not a conclusion generated by the AI itself.

The use of artificial intelligence for other purposes such as paraphrasing, summarizing, grammar enhancing, generating clauses and others is completely prohibited. Using such tools gives delegates unfair advantages and undermines originality. There will be severe consequences to any delegate who does not comply with these expectations.

Note Passing

Note passing can happen between delegates or between a delegate and the chairing panel. The administrative staff are responsible for passing the notes with minimal noise.

Delegates are only allowed to pass notes within their forum, and only in English. They should refrain from sending personal messages in the form of notes, and if note passing is being abused, the chair has the authority to suspend note passing.

Clothing

Any item of clothing including cultural clothing, pins, and badges that advertise propaganda is prohibited.

Male attire should always include a suit and tie during session, and especially when a delegate takes the podium; such garments MUST be worn. Although wearing a tie is not required during lobbying and merging.

Female attire should be appropriate; revealing clothing, short dresses/skirts, backless items of clothing, leggings are all examples of what should not be worn during the conference.

Electronic Devices

The use of mobile phones, and cameras (etc.) during debate time is prohibited. Mobile phones should always be switched off; the only exception is when contacting a supervisor or legal guardian.

Laptops should strictly be used to access the AMMUN website, the web app, or research tools (etc.). The use of any other platforms is prohibited during sessions. Presidents of each committee reserve the right to determine which platforms you can or cannot access during debate sessions.

Other

Smoking, vaping and the use of electronic smoking devices is absolutely prohibited during the duration of the conference; any person caught will suffer strict consequences.

Less economically developed countries should always be referred to as such or as “LEDCs” rather than

‘Third World “to maintain respect and diplomacy.

Singing, joking around, clowning, rapping etc. are all prohibited in AMMUN and should not be tolerated by the team.

Eating and drinking (anything other than water) is out of order during sessions.

Delegates should only raise their placards after the chair has instructed them to do so.

Chapter V - General Terms

Quorum

A quorum refers to two thirds (2/3) of the forum members. The president of the forum must wait until a quorum of delegates are present to begin a session. Without a quorum, debate cannot begin. For the house to make any general decision, a quorum must be reached prior to voting.

Roll Call

*A Roll Call must be taken by the members of the secretariat present in the forum before the first morning session and after every coffee break or interval. When the presiding student officer calls on a delegate in roll call, the delegate can answer either by saying "Present" or "Present and voting," which means that they will **not be abstaining**.*

If a delegate is absent but plans to arrive shortly, they must inform the chairing panel upon arrival. If any delegation were to leave the forum for specific purposes, they should send a note to the chair/president, stating when and why they're leaving for the staff to be aware of their absence during roll call.

Yielding the floor

The floor is the level on the forum of which a member can be the main speaker. It can be yielded from a member to another under the chair's discretion, this includes the chair or another delegate. When the floor is yielded to another delegate, it could only be yielded once consecutively.

Open and Closed Debate

Open debate refers to debating on a resolution, where delegates can vote for, against or abstain. Closed debate is the debate on an amendment, where delegates can vote for or against the amendment presented. Determination of the type of debate and its duration is left to the Chairing Panel's discretion.

Subtopics

The Third General Assembly, Environmental Commission, and Disarmament Commission are subtopic committees. This means the main issue will be broken down into more specific areas of discussion, allowing delegates to focus on particular aspects of the topic and develop practical, targeted solutions. When writing resolutions in these committees, delegates should choose one subtopic to address and ensure their resolution stays focused on that area. This will give the delegates the chance to debate new ideas revolving around the topic, making debate flow more exciting.

Chapter VI - The Days of AMMUN

- *The first day of AMMUN consists of an opening dinner in which international, local and ABS students are invited to. The dinner is a chance for students to get to know each other before the conference and enjoy themselves before debate.*
- *The second day of AMMUN is an excursion to a famous Jordanian historical or cultural location, such as Petra, Wadi Rum, or Jerash for international delegates only.*
- *The third day of AMMUN is dedicated to Lobbying and Merging. Here delegates merge with their allies to write resolutions they'll be debating on for the following 2 days of the conference.*
- *The fourth and fifth day of AMMUN are the debate days, where the topics are debated and resolutions and amendments are voted on.*

Chapter VII - Points and Motions

*AMMUN contains what are called points and motions. A delegate who doesn't have the floor can only speak if he made a point or motion. Delegates are expected to stand up and remain standing when making a point or motion, and cannot interrupt a speaker with one, except if it's a **point of personal privilege due to audibility**.*

Points

A point is a statement or question offered by the delegates addressing a certain topic. Points can be offered in the form of a question or statement depending on the type of point. The type of point also determines who the point is directed to.

All points entertained at AMMUN may not interrupt a speaker and may be ruled out of order if they do, excluding a point of personal privilege due to audibility. All the other points will be entertained at times that are not seen as disruptive to the flow of debate such as during the time that the floor is being yielded by a delegate to the chair/or to another delegate.

All points cannot be seconded or objected to and can only be entertained at the chair's discretion.

Delegates should wait for the chair to recognize and entertain their point in front of the whole forum rather than immediately stating their points.

Point of Personal Privilege:

- *A request that has something that has to do with the delegate personally.*
- *May only interrupt the speaker if it is due to audibility.*
- *May not refer to statements made or debate content.*

Example: "It is cold, can the chair close the window?"

Point of Order:

- *Refers to parliamentary errors that the chair made.*
- *May only refer to a recent error, otherwise can be overruled by the Chair.*

Example: "The chair did not ask the speaker if they wish to entertain points of information."

Point of Information to the Speaker:

- *A question or point directed to the speaker.*
- *It may only be addressed to the speaker on the floor after they have agreed to entertain such points.*
- *Should be stated in the form of a question.*
- *Follow-ups to the first and second degree will be entertained in AMMUN, but may be limited due to time constraints*

Example: "Could the delegate elaborate on the third clause, please?"

Point of Information to the Chair:

- *A question directed to the chair, regarding a topic at hand.*
- *Can be directed to any member of the chairing panel.*

Example: "Could the chair please explain ...?"

Point of Parliamentary Enquiry:

- *It is a point of information directed to the chair revolving around rules of procedure.*
- *May not refer to debate content or topics*

Example: "Could the chair please explain to the house what is meant by open debate?"

Delegates aren't allowed to create their own points, and if they have a request that is not part of the main points, then they should send it in the note paper through the Admin Staff, and the chair will deal with it accordingly.

Delegates that directly insult the person representing a delegation must apologize personally. Even if the point a delegate makes is not a direct insult, the delegate will be asked to maintain a parliamentary tone while on the podium.

Motions

A motion is a proposal for a specific purpose relating to debate. The proposal can be offered by any delegate in the forum for a specific purpose. Motions are not allowed to interrupt a speaker. Depending on the type of motion, seconds and objections are required. A second correlates to the fact the delegate calling the second agrees with the motion. An objection correlates to the fact that the delegate objecting disagrees with the motion.

Motion to move to the previous question:

- *Calls for the house to commence with voting procedure regarding the resolution or amendment at hand.*
- *Maybe overruled or entertained by the chair.*
- *If objected to, a delegate is required to provide a justification of the objection.*

Motion to Reconsider a Resolution:

- *Calls for the re debate and re vote of a resolution that has been previously discussed.*
- *Can only be entertained after all the other resolutions have been debated and voted on.*
- *Requires a $\frac{2}{3}$ (quorum) majority.*

Motion to extend debate time:

- *Entertained at the discretion of the chair, it is not debatable.*
- *Requires a second, if proposed by any member of the forum.*
- *Requires simple majority to be entertained unless automatically overruled by the chair.*

Motion to extend points of information:

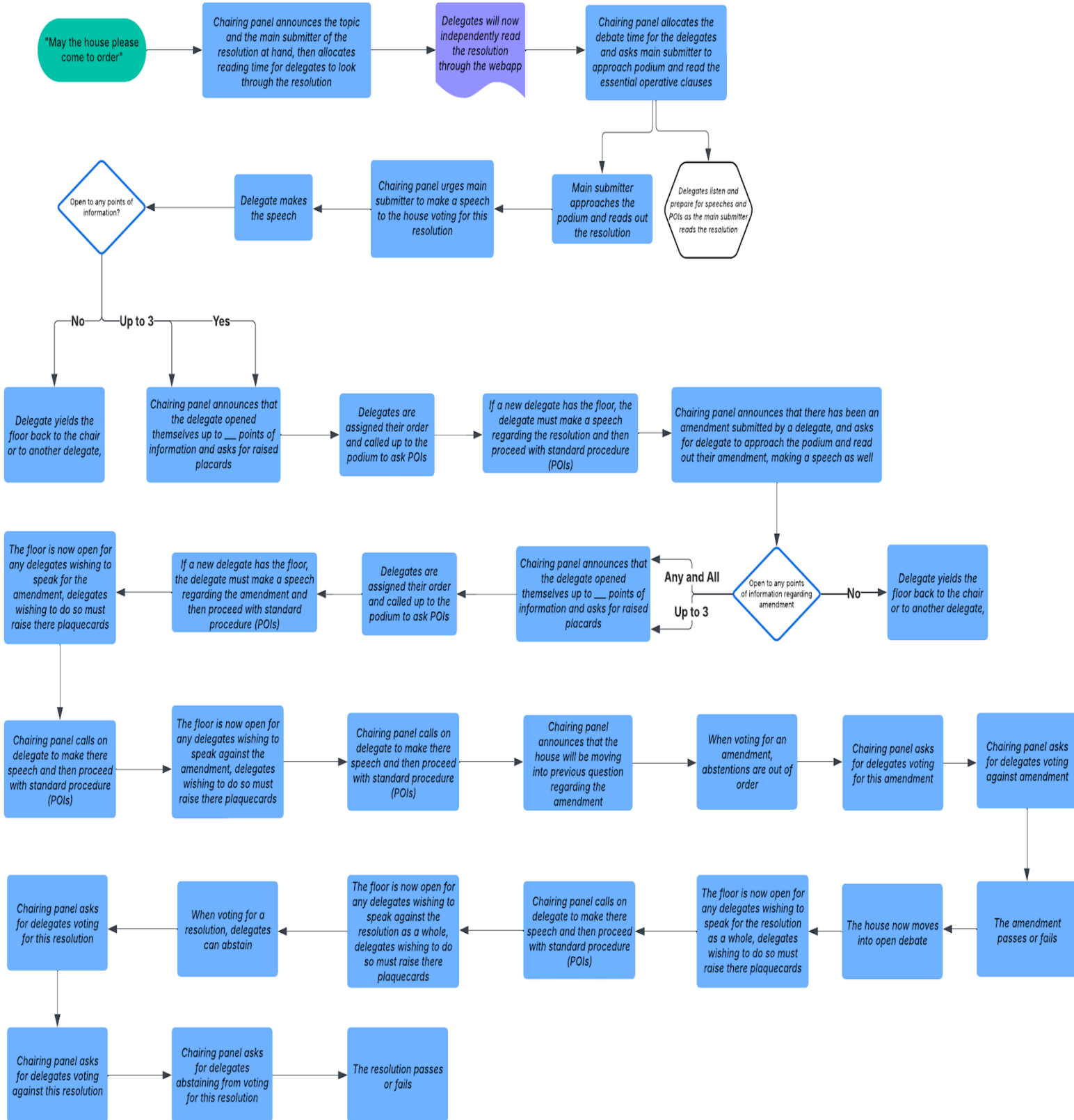
- *Entertained at the discretion of the chair and can be overruled by the chair*
- *Seconds and objections will also be entertained to the motion.*
- *Requires simple majority to be entertained unless automatically overruled by the chair.*

Right to Reply (Security Council):

- *Only in order and entertained when a delegation is directly mentioned during debate.*
- *Entertained at the chair's discretion and cannot interrupt a speaker.*
- *Is used to clarify statistics, facts, or misconceptions made about the delegation.*
- *After a delegate concludes what they were saying, the reply can be entertained.*
- *Right to reply to the second degree is not entertained.*

Chapter VIII - Debate Flow

Standard procedure dictates that Points of Information (POIs) shall follow immediately after a speech on a resolution or amendment.



Chapter IX – Structure

Lobbying and Merging

On the third day of AMMUN, the forum allows delegates to hold informal meetings between themselves. During this time, delegates are expected to:

- *Form groups with allied delegates or delegates with a similar stance on each of the topics.*
- *Merge previously written resolution drafts.*
- *Ensure that all delegates are involved in the making of the resolution.*
- *Decide on a main submitter to read the resolution and answer Points of Information.*
- *Discuss any disagreements in the resolution before submitting them.*

Opening Speeches

On the fourth day of the conference (1st debate day), before debate starts, chosen delegates will make an opening speech. The delegates presenting an opening speech will have received an email prior to the conference informing them. An opening speech should be a one-to-two-minute speech where the delegates introduce themselves, allocation, stance on topics and what they hope to achieve by the end of the conference.

Debate in Ad-Hoc forums (SC and AP)

- *Debate in the Security Council and the Advisory Panel will follow the ‘Ad-Hoc’ format.*
- *Ad-Hoc is an impromptu debate, where delegates can argue back and forth during points of information, without needing a request to follow up.*
- *In other forums, delegates will need to request a follow up to continue debate during a point of information, however this is not necessary in Ad-Hoc forums.*

Voting Procedure in the Security Council

- *The Security Council contains 5 nations known as the permanent five (P5). They are China, France, Russia, the UK, and the USA. The P5 countries are in every security council forum, regardless of the topic.*
- *Resolutions need **supermajority** (9/15 votes) to pass, while amendments need **simple majority** (8/15 votes) to pass.*
- *P5 countries have the right to **veto** any resolution, which means if a resolution passed by **supermajority**, a P5 nation can choose to automatically fail it.*
- *Due to the destructiveness of the **veto**, a **veto** is usually only entertained at the chair’s discretion.*

Debate in the Advisory Panel

- *Delegates in the Advisory Panel do not discuss resolutions on a variety of topics, as they do in most other forums.*
- *Instead, they build up a single comprehensive Action Plan that tackles one specific topic. An Action Plan is a much more detailed document than a resolution, providing practical solutions to a problem rather than simple general recommendations.*
- *Once the president feels that the action plan covers the topic adequately, it is printed out and handed to the delegates.*

- A short length of time is allocated to debating the action plan. Delegates may amend parts of it or strike out certain aspects
- No voting takes place on action plans. The aim of the advisory panel is to produce one unified coherent action plan by the end of the conference rather than debating and producing several resolutions. The finished action plan will be presented to the security council who will in turn decide whether to pass or fail it.
- On the last day of the conference, the advisory panel will present its finished action plan before the members of the security council. The delegates of the security council will in turn review the action plans and cast a vote to either pass or fail them. The verdict will be announced during closing ceremonies.

Chapter X – Debate Key

Amendments

An amendment of the **first degree** is a proposed change to a resolution. It can be to edit a clause, add a clause, or even remove a clause entirely. An amendment is usually proposed if a delegate believes a resolution is good but needs a small change before they can confidently vote for it.

Once an amendment passes, it cannot be amended again. A resolution automatically fails if $\frac{3}{4}$ **parts** of the resolution have been amended.

During the debate for an amendment, a delegate can also submit an amendment to the **second degree**. This means the delegate wants to change the amendment slightly in the same way an amendment changes a resolution. Amendments of the **third degree** are not entertained in AMMUN.

Funding

Funding usually creates confusion between delegates; therefore, delegates should assume that the UN and other parties have unlimited funding and will find necessary amounts to fund what the resolution calls for.

No resolution should include the amount of funding needed, nor the names of where such resources will come from. (e.g.: “Asks the IMF to fund afore mentioned call for action” or “Asks the IMF to fund \$12,457,328 out of developing nations fund...”)

Emphasis on funding should be evident only in ECOSOC, where the economic aspect should be taken into consideration when tackling a topic.

Chapter XI – Preparation

In general, it is recommended for delegates to study and research their forum and allocation prior to attending the conference. However, there are a few common tips that delegates should adhere to throughout this process.

What to Practice	What to Avoid
Knowing your country's foreign policies well	Using irrelevant or invalid information during debate
Understanding your	Solely focusing on your

<i>country's relations with its allies</i>	<i>country itself without considering allies</i>
<i>Comprehending the topics well</i>	<i>Memorizing instead of understanding</i>
<i>Recognizing the causes of the issue</i>	<i>Providing solutions without addressing the main causes</i>
<i>Incorporating solutions from previous UN resolutions</i>	<i>Copying and plagiarizing past solutions</i>
<i>Using a wide range of credible resources</i>	<i>Using rudimentary and limited resources</i>
<i>Looking at the different aspects of the topic</i>	<i>Targeting specific aspects of the topic more than others</i>

Chapter XII – Resolutions

Resolutions

Resolutions are divided into 3 parts, the heading, the pre-ambulatory clauses, and the operative clauses.

The Heading

The heading is where the basic information of the resolution is found. It should contain the name of the forum, the topic, main submitter and co-submitter.

The information should be formatted as follows:

FORUM: (Full name, not acronym)

QUESTION OF: (Topic as in research report)

SUBMITTED BY: (Main submitter)

CO-SUBMITTERS: (Listed in alphabetical order)

The Pre-ambulatory clauses

The Pre-ambulatory clauses (Pre-amps) describe what the issue is and provides facts towards the topic at hand. Delegates should put forth information that they based their resolutions on and that they would want other delegates to be reminded of prior to reading the operative clauses.

Every preambulatory clause should begin italicized with a preambulatory phrase. A preambulatory phrase is a strong verb in the present tense, as seen below:

Affirming	Disturbed	Having considered further	Reaffirming
Alarmed by	Desiring	Having devoted attention	Realizing
Approving	Emphasizing	Having examined	Recalling
Aware of	Expecting	Having heard	Recognizing
Bearing in mind	Expressing its appreciation	Having received	Referring
Believing	Expressing its satisfaction	Having studied	Regretting
Confident	Fulfilling	Keeping in mind	Seeking
Contemplating	Fully alarmed	Noting with regret	Taking into account
Concerned	Fully aware	Noting with deep concern	Taking into consideration
Conscious	Fully believing	Noting with satisfaction	Taking note
Convinced	Guided by	Noting further	Viewing with appreciation
Declaring	Having adopted	Noting with approval	Welcoming
Deploring	Having considered	Observing	

The Operative clauses

The operative clauses form the main part of the resolution where delegates propose a solution to the topic at hand, making them the most essential part of the resolution.

Every operative clause should start with an underlined operative phrase. An operative phrase is a strong verb that acts, as seen below:

Accepts	Confirms	Endorses	Requests
Affirms	Congratulates	Expresses its Appreciation	Resolves
Approves	Considers	Expresses its Hope	Sanctions
Asks	Decides*	Hopes	Solemnly Affirms
Asks for	Declares Accordingly*	Invites	Supports
Asks that	Demands*	Notes	Suggests
Authorizes	Deplores	Proclaims*	Takes Note of
Calls	Designates	Reaffirms	Transmits
Calls for	Draws the Attention	Recommends	Trusts
Calls upon	Emphasizes	Regrets	Urges
Condemns*	Encourages	Reminds	Wishes

All clause starters in **bold*** can only be used in the Security Council.

Sample Resolution

FORUM: The Third General Assembly

QUESTION OF: Preventing and Responding to Gender Based Violence (GBV) in South Africa

SUBMITTED BY: The United States of America

CO-SUBMITTERS: Argentina, Canada, France, India, Indonesia, Japan, South Africa, United Kingdom

THE THIRD GENERAL ASSEMBLY,

Alarmed by that over 1 in 5 women have experienced physical violence, in South Africa,

Realizing that estimates of rape in South Africa range between 12% and 28% of women ever reporting being raped in their lifetime,

1. Calls Upon South Africa to provide violence-based areas with military enforcement and police officers to ensure regulation and safety for all women;

Operative clauses are numbered, and the clause starter must be underlined

Operative clauses end with a semicolon

2. Encourages more employment programs to be built, targeting marginalized groups, especially women and youth to provide them with a better financial life:

Before starting a list or subclause use a colon

- a. promoting jobs and CO-OP programs which would help protect working women and students from gender-based violence
- b. utilizing abandoned buildings which are common in south Africa to increase the capacity and space needed to accommodate women looking for jobs;

Sub clauses (and sub-sub clauses) start with lowercase letters.

Sub clauses (and sub-sub clauses) do not have punctuation, except for the last one of the clause.

Avoid repetition of clause starters

3. Asks the government to toughen penalties for offenders convicted of GBV, including longer sentences to remove potential offenders:

- a. collaborate with legal experts, activists, and policymakers to assess current laws related to GBV and identify areas where penalties can be strengthened:
 - i. comparing laws from other countries that have a drastic decrease in GBV compared to South Africa, and suggest specific changes to strengthen penalties for GBV
 - ii. legal professionals such as respected lawyers, advocates and public speakers to bring credibility to the cause, assuring that these changes are necessary and important
- b. provide resources, such as prosecutors and legal aid, to ensure that GBV cases are handled by professionals who understand the severity of the cases involved:
 - i. form a team of prosecutors trained in the specific hardship of GBV cases to treat survivors sensitively as well as helping them live safely
 - ii. set up legal aid centers specifically for GBV survivors, providing free or low-cost services that help survivors understand their legal rights and options;

Sub-sub clauses start with lowercase Roman Numerals.

You can't have only one sub clause in a main clause (or only one sub-sub clause within a sub clause)
These are lists (and you can't have a list with only one item)

The **maximum** number of operative clauses allowed in a resolution is 20.

To count clauses: the first sub-clause and first sub-sub-clause count as part of their parent clause or sub clause respectively. The second sub and/or sub-sub clauses counts towards the total of 20.

4. Requests that the south African government to enhance victim-centered healthcare and support services:
- a. requires for medical centers and specialized facilities to be created near low income and poverty areas that specialize in treating gender-based violence crimes:
 - i. hire well trained professional medical experts that have pervious medical experience and expert-well-trained physiatrist that have experience dealing with gender-based issues that can help victims on the spot
 - ii. ensure that the medical facilities around these low-income areas where gender-based violence is very common to have private rooms and designated areas for each patient to protect and secure privacy for all survivors and to ensure they get the best treatment
 - iii. keep facilities and services running 24 hours of the day as these crimes can happen at any times and lots of these crimes tend to happen at nighttime, so it is important to have on the spot emergency health medics be there to tread victims at any time of the day
 - b. urges the creation of long-term rehabilitation services and systems in place for survivors to treat phycological or physical injuries for survivors of gender-based violence crimes:
 - i. establish trauma focused therapy session for gender-based crimes survivors which offer a variety of treatments and solutions to teach victims how to address PTSD and other traumas
 - ii. provide group therapy sessions with many different survivors and victims of gender-based violence crimes so many victims can discuss shared experiences with one another and develop coping mechanisms for their traumas
 - iii. develop physical therapy sessions with trained physical therapists to help with chronic physical injuries for gender-based violence crimes and specific physical treatment plans created for victims that sustained such injuries.
-

The final operative clause ends with a full stop/period. This should be the **only** full stop in the resolution.

