MONMX

MORELIA

RULES OF PROCEDURE

PrepaTec

MORELIA 2024

1. SCOPE:

The rules for all committees are self-sufficient, except for modifications provided by the Secretariat, which shall be considered, adopted and announced in advance. No other rules of procedure are applicable. These rules are circumscribed to the Reglamento General de Alumnos del Tecnológico de Monterrey, whose dispositions, measures and sanctions shall prevail over any controversy; especially regarding academic integrity issues and the behavior of all academic community members.

2. LANGUAGE:

The official working language for each committee may not be modified by any reason or motion.

3. POWERS OF THE SECRETARIAT:

Article 1

The Secretariat will have the final say within the Model. It will interpret the Rules of Procedure and will decide on the issues not hereby comprehended. The Secretariat is integrated by the students and professors who coordinate the Model according to the organization chart.

Article 2

The Secretariat will ensure that these rules are duly enforced. It will impose the needed disciplinary measures in the case of non-compliance with the rules of behavior.

Article 3

The Secretariat may, at any time and through their representatives, address either oral or written statements to the different committees in session.

Article 4

Powers of the Secretary-General, Under-Secretary-General and Attachés:

a) To officially declare the opening and closure of the Model United Nations Conference.
b) To moderate the various bodies and committees of the simulation when necessary.
c) To maintain the needed communication in executive matters between committees when deemed necessary.
d) To intervene as a mediator in any body or committee when considered appropriate.
e) To participate in the Chair of Approval for Draft Resolutions.
f) To be able to yield its attributions totally or partially to any other authority within the Model.
g) To grant access and accompany special observers to the conference's various committees.

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4. ATTRIBUTIONS OF THE AUTHORITIES WITHIN THE COMMITTEES:

Article 1
The Chair shall represent the maximum authority inside the committee, and will be integrated by the:
a) President
b) Moderator
c) Conference Officer

Article 2
Attributions of the President: The President is the highest authority of the committee; therefore, he/she shall have the exercise of all powers granted. The President of each Commission will declare the opening and closing of each formal session, yield the right of comment as considered relevant (Rule 21), chair discussions during the sessions, ensure the fulfillment of the Rules of Procedure and Behaviour (Rule8), announce decisions, ask questions, and decide upon Rights of Reply (Rule 24). The president will be part of the Chair of Approval for draft resolutions. The president shall propose or directly decide on the decision to establish:

a) The speaker's time limitations.
b) Closing of the Speakers' List.
c) Closing of the debate.
d) Suspension or adjournment of a session.
e) Establish the order in which the Draft Resolutions shall be presented.
f) Suspension of the Diplomatic Notes sent through the Ushers if considered necessary.
g) Total or partial suspension of interpellations; motions of order, parliamentary inquiry and procedure when considered necessary; it will be up to the Chair when to re-establish them.

The President shall, as well, decide over the following special matters:

a) The rejection of the delegates' Position Paper in case the President considers it does not fulfill the minimum academic requirements established in the handbook.

b) The consideration of expelling a delegate from a session or the Model according to the warnings previously awarded (Rule 11).

Article 3
Role of the Moderator: The Moderator shall be the Member of the Chair in charge of coordinating the debate by granting the right to speak to delegates and guiding the procedures of debate. The Moderator will replace the President in case of absence and assist the President in all its functions during sessions. The Moderator shall be part of the Chair of Approval for Draft Resolutions too.

Article 4
Role of the Conference Officer: The Conference Officer will assist the President and Moderator in carrying out their functions. The Conference Officer will have the authorization to receive messages from the Ushers, determine if their content is appropriate and draw the President's attention to it. During official consultations or informal negotiations, he/she will collaborate with the Chair in everything needed to aid the delegates' activities. The Conference Officer shall be in charge of coordinating usher work and distribution, in case of the Committee's coordinator's absence.

Article 5
The logistic team inside the Committee will help the Chair in their duties and will be formed by the:
a) Committee Coordinator
b) Ushers

Article 6
Role of the Committee Coordinator: The Committee Coordinator, commonly known as CADE, will be responsible for preparing the conference room, making sure written messages are passed through correctly among delegates, solving inconveniences that delegates may have, maintaining communication among the Chair and the Organizing Committee, and control the access to authorized people into the committee. He/she will assist the chair in the Rules of Behaviour establishment and will be in charge of coordinating the Usher's work, being also a connection between them and the Chair.

Article 7
Role of the Ushers: They shall assist the Committee Coordinator in carrying out his/her functions. Under his/her coordination, they shall facilitate the communication of the delegations through written messages, whose content shall be reviewed and approved by the Committee Coordinator. He/she will report the misuse of this right to the Chair. Any kind of disrespect to an Usher may be sanctioned with a warning. The Ushers have to support the Committee Coordinator with maintaining order in the room, indicating to the Chair any aspect that might be interrupting the debate so actions can be taken.

Article 8
Chair of Approval: The Chair of Approval for Draft Resolutions will be formed by

the Moderator, President and/or the Secretariat Representative. Powers the Chair of Approval shares:

a) Receive and revise the Draft Resolutions, verifying they comply with the requirements of format and content in order to be presented.

b) During the debate, the Chair of Approval will incorporate the amendments and corrections that may arise to the project resolution, until the final version is obtained.

5. DELEGATIONS:

Article 1
Each Delegation should be integrated by at least one Faculty Advisor and as many delegates as they have decided to register for the Conference. The Advisor will be the student, teacher or person heading the Delegation. He/she should be present throughout the Conference days, yet he/she may not participate in the debate or have contact with Delegates during sessions. The Advisor may communicate with the Chairs exclusively through written messages.

Article 2
The denomination of "Member State", "Representation" or "Delegation" may be used to call Delegations. The members of these will be indistinctly called "delegates" or"representatives".

Article 3
Guests that have been previously registered will be able to enter the sessions of the different organs and commissions. Entrance shall be restricted to those who are not displaying proper identification. Guests can not maintain contact with delegates during sessions.

Article 4
The access to the committee's session will be denied to the delegates who: a) Are not carrying their proper identification. b) Misbehave within the terms (section 8) described in this document.

6. PARTICIPATION OF NON-MEMBERS:

Representatives recognized as Observers shall have the same rights as Member States, except they may not vote for Resolutions or Amendments. A representative of a state organization, that is not a Member of the United Nations or an Accredited Observer, may address a committee only with the prior approval of the President. Chair of Approval: The Chair of Approval for Draft Resolutions will be formed by

7. QUORUM:

The President may declare a committee able to develop its duties and allow the debate to proceed when at least one-fourth of the Members of the committee are present. The presence of a majority of Members shall be required for the vote on anymotion. The representatives must be present with the exception of those Members who had previously requested the President's permission to be absent.

8. RULES OF CONDUCT:

These rules maintain order, formality and diplomatic conditions during the Conference. These rules are additional to the ones established in the correspondent chapter of the Reglamento General de Alumnos, which in case of controversy will prevail over and shall be used to apply the correspondent sanction.

Article 1
All participants are permanently required to visibly wear their badge or identification.

Article 2
The treatment among delegates, Members of the Staff, teachers and Faculties, as well as within the authorities of the Conference shall be strictly formal and respectful.

Article 3
Attendants to the Conference must respect all the attire indications related to the dress code, formality and security determined by the Staff.

Article 4
Delegates shall address the forum speaking in the third person since they are State representatives.

Article 5
Establishing direct communication between the delegates during the formal sessions within a forum shall not be permitted. Delegations will be able to communicate by sending written messages through the Ushers, with the limitations established in these rules.

Article 6
Delegates may not abandon the forum during a formal session. If necessary, the delegate will be able to leave momentarily, informing the Conference Officer of the reason for his/her doing and requesting the appropriate permission or aid from the Chair.

Article 7
The delegates must maintain diplomatic behavior during the debate. Diplomatic behavior consists of observing a respectful attitude in the forum through appropriate vocabulary and adequate presence for an international forum.

Article 8
The schedule established by the Organizing Committee shall be respected, except in case the Chair has introduced modifications to it.

Article 9
The use of electronic devices that interfere with the debate shall not be permitted during the session. If a delegate finds himself/herself in urgent need of using such device, he/she shall ask for the Chair's authorization first.

Article 10
Teachers, Faculties or people in charge of delegates shall stay within the established area where the Model takes place in order to comply with the Conference's programmed activities. They are asked to comply with this and leave uniquely because of reasons beyond their control, with previous notification to the Members of the Staff. It is recommended to have a cell phone in which the Conference's Staff can communicate with him/her in case of emergency during the Model.

Article 11
Delegates will not be able to drink, eat or smoke during sessions. They may not ingest alcoholic beverages during the days of the Model nor smoke within the areas where the Campus' rules prohibit it.

9. DRESS CODE:

The dress code to access the committees shall be formal. For men, a suit, jacket and tie will be considered appropriate. Women should wear a suit, skirt, dress (four fingers below the knee line) or formal pants. Capri pants, miniskirts, nightgown dresses, shorts, T-shirts, tennis shoes, open shoes or caps are not allowed during sessions. In case a delegate does not have a formal dress code, he/she will be allowed to wear his/her school uniform (not the sports uniform) which should follow the Secretaria de Educación Pública's standards. The use of traditional formal vestment is allowed as well.

10. ACADEMIC INTEGRITY:

Plagiarism is considered as any action that involves claiming as own ideas of another person in the redaction of the Position Paper or Draft Resolution.

11. WARNINGS:

Warnings are the sanctions imposed by the Staff to call attention to behaviors that are inappropriate for a United Nations Conference. Violating the courtesy or behavior rules, as well as the dress code, plagiarism, interrupting the debate unnecessarily, disrespectful attitudes and arriving late to a session are examples of behaviors that will generate a warning. In case the warning is related to the dress code, it shall be communicated through a written message, avoiding letting other delegates know about this. If a delegate accumulates two warnings within the same session, he/she shall leave the chamber, and will not be allowed to be present until the next session. The participation of a Delegate in MUNMX shall be canceled if he/she accumulates three warnings. All participants must be responsible for the disposal of garbage and the cleanliness of their workspace, in case it's necessary they can be supported by the Ushers. The Secretariat could consider raising sanctions due to a lack of compliance with the cleanliness requests.

12. MOTIONS:

Article 1
All delegates will be able to raise motions to the floor to ask for a situation or proposal to be considered during the sessions, having expressed the kind of motion required.

Article 2
There are four types of motions used for the debate's development as well as better participation of delegates in the different committees: Motion of Procedure, Motion of Personal Privilege, Motion of Order, and Motion of Parliamentary Inquiry.

13. MOTION OF PROCEDURE:

This motion can be used to propose an option on the procedure during the normal course of the debate –for example, it is necessary to make an extraordinary session of questions (Rule 21), open a caucus (Rules 22 and 23), introduce a working paper (Rule 25), and suspend or cancel a session (Rule 35), among other procedures.

a) In order for the Chair to consider this motion, there will have to be at least a delegate who seconds it. The Delegation that asked for this motion may not second it.
b) The Motion of Procedure cannot interrupt a delegate or the Chair when he/she is addressing the floor or when a procedure is already in process. The motion can be made only while the floor is open.
c) The Chair may deny, accept or vote on the proposal. In the case of voting,

abstentions will not be allowed. The motion will pass with the existence of an absolute majority in favor.

14. MOTION OF PERSONAL PRIVILEGE:

This motion will be used whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the debate. The motion shall not be denied until it has been heard. It may interrupt a speaker as well as the Chair. The Motion of Personal Privilege must be used with the utmost discretion; moreover, it is preferred to send this motion to the Chair by written means. This right may be restricted at any moment by the Chair. The Chair will determine the way to satisfy the required issue.

15. MOTION OF ORDER:

During the discussion of any matter, a delegate may raise a Motion of Order to call on the improper application of the parliamentary procedure. The Moderator, in accordance with the Rules of Procedure, shall immediately decide upon the motion. The Moderator may overrule these motions, whenever these are dilatory or improper; such a decision is not refutable. A representative raising a Motion of Order may not speak on the substance of the matter under discussion. A Motion of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure. When a delegate does not respect the official position of the country represented, no representative may raise a Motion of Order but can signal so in a written form to the delegate who is making an inappropriate statement.

16. MOTION OF PARLIAMENTARY INQUIRY:

When the floor is open, a delegate may raise a Motion of Parliamentary Inquiry to ask the Moderator a question regarding the Rules of Procedure.

a) A Motion of Parliamentary Inquiry may never interrupt a speaker.
b) Motions of Information do not exist. Delegates wishing to ask substantive questions should do so during Caucus (Rules 26 and 27) or by written form through the Ushers.

17. PRIORITY:

Motions shall be considered in the following order of preference:

A) Motions which may interrupt a speaker:
a. Motion of Personal Privilege
b. Motion of Order

B) Motions which are in order only when the floor is open:
a. Motion of Parliamentary Inquiry
b. Motion of Procedure.

C) Procedural motions that are not debatable:
a. Adjournment of the Meeting
b. Suspension of the Meeting
c. Caucusing
d. Moderated Caucus

D) Procedural motions that are applicable to a Resolution or Amendment under
consideration:
a. Closure of Debate
b. Postponement of Debate
c.Competence (in order only after the introduction of resolution or amendment)
d. Division of the Question (in order only after debate has been closed)

E) Other procedural motions:
a. Resumption of debate
b. Reconsideration

18. MAJORITIES:

There are three types of majorities used during the Conference in the parliamentary procedure:
a) Qualified Majority: Represents the vote of two-thirds (66.6%) of the Members present and voting.
b) Absolute Majority: Represents the vote of 50% + 1 of the Members present and voting.
c) Relative Majority: Represents one more vote in favor of a determined posture than that of the votes against it.

19. SETTING THE AGENDA:

The first order of business for the Committee shall be to establish the Agenda through a motion of Procedure to select the topic the Committee will debate first. The

procedure takes place as follows:
● Motion of Procedure: in order to open "Topic A", "B" or "C". The motion must be
seconded.
● A Speakers' List for and against opening such topic will be automatically established with a maximum of 5 delegates per side.
● The Delegation that called for the motion and the one who seconded will take the first two places in the list in favor of opening the topic. Any other delegations who wish to speak in favor of opening the topic proposed should raise their placards when the Moderator indicates to let him/her know. Delegates who wish to speak against opening the topic proposed will follow the same pattern.
● If there are no Delegations listed in the Speaker's List against opening the topic proposed, the list will be closed and the committee will proceed to vote for opening the topic.
● The time limit per speaker for this list will be 30 seconds alternating the Delegations' participation in favor and against until the list has been completed.
● Delegations may only speak in favor or against the opening of the proposed topic; therefore, they may not refer to other topics on the Agenda.
● If the topic is approved, a new Speakers' List will be opened, proceeding to the formal debate of the topic.
● If the topic is rejected, the second topic will be opened immediately and a new Speakers' List will be opened.
● If there are more than two topics and the first was rejected, the same procedure
shall be applied to the remaining topics.

20. DEBATE:

Once the Agenda has been determined one continuously opened Speakers' List shall be established for the purpose of the general debate. This Speakers' List shall be followed during all debates on the topic, except when suspended by procedural motions, Amendments, or the introduction of a Resolution.

Article 1
All the sessions will be public unless the body decides otherwise; this decision must be approved by an absolute majority. However, this decision must depend on exceptional circumstances.

Article 2
No delegate shall speak without the previous permission of the Chair. The President or Moderator will call to order any delegate who makes non-relevant statements regarding the debate. If a delegate exceeds the time limit or if his/her

comments to another delegate are prejudicial, he/she will also be called to order.

21. SPEAKERS' LIST:

The Committee shall have at all times an open Speakers' List on the topic being discussed. Separate Speakers' lists shall be established as needed for other procedural motions including the debate on Amendments or Resolutions. A State may add its name to the Speakers' List by submitting a request in writing to the Chair through the Ushers; States may only request the ladder if it is not already on such list. The names of the States shall always be posted for the Committee's convenience. In case the participation of the delegates is poor, the Moderator may choose the speakers in alphabetic or random order.

Article 1
Time limit on Speeches: The President may limit the time allowed for each speaker. The minimum time limit is 30 seconds. Ten seconds before the time of the delegate concludes, the Moderator will invite him/her to take his/her seat. When a delegate exceeds his/her time, the Moderator will call the speaker to order without delay. A delegate may propose a time limit with a Motion of Procedure that should be seconded and approved by an absolute majority. The Chair can rule this motion as out of order.

Article 2
Yielding Time: A delegate granted the right to speak on a substantive issue may yield his/her time in one of three ways: to another delegate, for questions, or to the Chair.

a. Yield to another delegation. His/her remaining time shall be given to another delegate —if he/she had previously agreed to do so with the speaker delegate. If the delegate does not accept, then the delegate who yields shall receive a warning.

b. Yield to questions. The rest of the delegate's time shall be used to answer questions or interpellations. Questioners shall be selected by the Moderator and limited to one question with the right to one follow-up. The Moderator shall have the right to call to order any delegate whose question is, in his/her opinion, rhetorical or not designed to obtain information. Only the Speakers' answers to questions shall be deducted from the remaining time. It is the delegate's decision to answer as desired as far as he/she demonstrates a diplomatic attitude.

c. Yield to the Chair. Such a yield is made when the delegate does not wish to make any other use of his/her time; this yield does not affect the procedure. The time yielded may be used according to the Chair's judgment. Only one yield is allowed: Yields are in order only on a substantive speech. A delegate must declare any yields by the conclusion of his/her speech. If the time of the speaker has expired, he/she may not yield. Follow-up questions should be approved by the Chair and may be restricted at any moment.

d. Comments. In case a Delegation does not yield his/her time, the President may recognize any delegate, who is not the first speaker, to comment on the remaining time about the just concluded speech's content. Comments must be made under diplomatic behavior.

Article 3
Extraordinary Session of Questions (Interpellations): Any delegate may move for a Motion of Procedure to open an Extraordinary Session of Questions immediately after a delegate has concluded his/her speech. This motion will be in order when the remaining time has not been yielded to questions. The delegate who introduces the motion must establish the number of questions from two to five. The motion must be seconded first and then accepted by the speaker. The motion will be submitted to vote and it requires an absolute majority to be approved. It is in order to establish one follow-up per question as long as it is related to the delegate's answer to the question or the delegate's speech. Also, the delegate may ask for a brief preamble in his/her first question through a Motion of Personal Privilege.

22. CAUCUS:

A Caucus is an informal meeting among delegates where direct communication can be established. A Motion of Procedure to open a Caucus is in order at any time when the floor is open. The delegate must briefly explain its purpose and specify the limit of the Caucus, not exceeding twenty minutes. The motion shall be immediately voted. A majority of Members present and voting is required for passage. The Moderator may overrule the motion and his/her decision is not subject to appeal. Once the time of the Caucus has ended, a delegate may ask to extend it specifying the extension's motive and with the only condition the time does not exceed the first Caucus. This motion must be seconded and voted in the same way the last procedure took place.

23. MODERATED CAUCUS:

The purpose of the Moderated Caucus is to facilitate a substantive debate at critical junctures in the discussion. With that goal in mind, the Moderator will temporarily suspend the Speakers' List and call on Delegates to speak at his/her discretion. A Motion of Procedure to open a Moderated Caucus is in order at any time when the floor is open. The delegate must briefly explain its purpose for the Moderated Caucus, and each speaker's limit. The maximum time of the Moderate Caucus will be twenty minutes (20 min.) and the speaker's interventions a maximum of ninety seconds (90 secs.). The motion must be seconded and voted with an absolute majority to be approved. The Moderator may rule the motion out of order and his/her decision is not subject to appeal. The delegate who petitioned the Moderated Caucus and the one who seconded it shall be

the first and second speakers to address the forum. In case the delegates are not participating, the Moderator may choose delegates to speak in alphabetic or random order in his/her judgment. Once the time of the Moderated Caucus has ended, a delegate may ask for an extension specifying the motive and with the only condition the time does not exceed the initial one. This motion must be seconded and voted in the same way the last procedure took place. In case the delegate's participation in the initial Moderated Caucus was poor, its extension will be automatically out of order.

24. RIGHT OF REPLY:

A Delegation whose personal or national integrity has been impugned by another delegate may request a Right of Reply in a written form to the Chair. The President's decision whether or not to grant the Right of Reply is not refutable. A Right of Reply constitutes recognition of the offense, not a license to respond. A Right of Reply to a Right of Reply is out of order. The delegate who has offended another country shall stand in front of the committee and exclusively present their apologies. Any other comment made will be taken as grave misbehavior and shall result in a warning. Any Delegation not attending to a diplomatic posture during this procedure will result in a warning.

25. WORKING PAPERS:

The delegates may propose Working Papers under the committee's consideration.
The Working Papers are intended to support the committee in its discussion and facilitate the drafting of resolutions. Characteristics:

- They do not have to be written under the Resolution format.
- The name adopted must begin with the topic letter it is being discussed and will have a number that will identify the order in which it was worked within the committee.
- They require a minimum of 33.3% of the signatures from the delegates present in the committee.
- A Delegation may sign more than one Working Paper.
- Signing a Working Paper represents the Delegation's interest in the ideas expressed in the document to be discussed in the forum but not necessarily his/her approval.
- It will require the President's signature to be presented to the committee. Until its approval and the President's signature, it will adopt the name of Working Paper. For any reference before this, it shall be called a possible Working Paper.

A Delegation who represents the group that wrote the Working Paper shall present himself/herself in front of the forum and read it to the committee. After a Working Paper has been introduced, a Motion of Procedure to open a Moderate Caucus

will be in order to debate it. To observe an example of this document please refer to the Appendices section.

26. DRAFT RESOLUTIONS:

The Delegations will write Draft Resolutions to present to the Chair.

Characteristics:
● They must be signed by at least 66.6% of the Delegations present in the committee.
● The Delegations may only sign one Draft Resolution per topic debated.
● They shall be based on ideas discussed in the Speaker's List and in official consults.
● They should contain a maximum of five sponsor Delegations that have considerably contributed to the creation of the document. To observe an example of this document please refer to the Appendices section.

Article 1
From the drafts presented, the Chair of Approval will accept the draft resolutions that cover the requirements stipulated in the Resolution Format Guide in order to be placed under consideration by the State Members of the Committee.

a. The Chair of Approval may introduce modifications in the form, but not in the content of the draft as well as to those Resolutions approved by the committee.
b. These modifications shall be communicated to the committee for their examination.

Article 2
When presenting a Draft Resolution to the Chair of Approval, the State Members that sponsor it shall also inform which Delegations will present the draft to the committee in case the Draft Resolution is accepted.

Article 3
The Draft Resolution selected by the Chair of Approval will be communicated to the committee for Amendments or to be voted on by the committee during the particular debate of the Draft Resolution.

Article 4
The Chair will be able to call a maximum of three delegates to present the Draft Resolution to the committee. These delegates will have three and a half minutes each to defend the draft after which they may be submitted to five questions; however, the Chair may recommend other proceedings. The Moderator will select the delegates that will ask these questions.

Article 5
There are two possible modalities to debate a Draft Resolution: a Moderated Caucus or a debate with a Speakers' List in favor, about and against the Draft Resolution. The Chair will decide the modality and may also change it if and when necessary, previously acknowledging the committee.

Article 6
During the Draft Resolution's Speakers' List, each speaker will have up to two minutes to state his/her comment and or propose an Amendment.

27. AMENDMENTS:

An approved amendment may be introduced when the floor is open. Add, erase or modify specific parts of a Draft Resolution. Each Delegation may establish a maximum of one Amendment for the Draft Resolution of each topic. An Amendment may not change the original essence of the draft. This measure is under the Chair's discretion.

Characteristics:

a) The Amendments proposed shall be first remitted to the Chair of Approval.
b) Each Amendment shall have at least 25% of the Delegation's signatures present in the committee.
c) This signature represents the delegate's interest in debating the Amendment and not necessarily his/her vote in favor or against it.
d) An approved Amendment may be introduced when the floor is open.

Article 1
An informal voting of the amendment will be established, and abstentions will not be permitted.

Article 2
If there were an absolute majority, the formal voting of the amendment would proceed.

Article 3
If the informal voting of an Amendment is not absolute, a closed debate on the Amendment will begin. This shall consist of a Speakers' List in favor and against the Amendment.

Article 4
The Chair will elaborate a Speakers' List of at least two delegates in favor and two against.

Article 5
Once the Amendment has been proposed and approved by the Chair, it will be read in the forum.

Article 6
Amendments may be suspended by the Chair if considered necessary. It will be according to the Chair's judgment to re-establish Amendments during the debate.

Article 7
The Chair will determine the time limit for each speaker to introduce a speech; then, he/she may be submitted to one or two questions.

Article 8
A Motion of Procedure to close the Speakers' List shall be submitted to the Chair's consideration. If the motion is approved, the Speakers' List in favor and against the Amendment will automatically close; then, the committee will proceed to vote on the Amendment.

Article 9
The Amendment, then, shall be voted, and abstentions are allowed during this process. The vote will be done by raising the placards. It may be by roll call if a motion is made to do so or if the Chair considers it appropriate.

Article 10
If a relative majority in favor is obtained, the Amendment will be approved; if not, it will be rejected.

28. DIVISION OF THE QUESTION:

A delegate may propose that operative parts of the Draft Resolution be voted on separately. This will take place through a Motion of Procedure that must be seconded and voted to be approved by an absolute majority. The Moderator shall, at that point, take any further motions to Divide the Question and then arrange them from most severe to least. If an objection is made to a motion to Divide the Question, that motion shall be debated to the extent of two speakers for and two against, to be followed by an immediate vote on that motion. If the motion passes, an absolute majority is required for passage, the Resolution shall be divided accordingly, and a separate vote shall be taken on each divided part to determine whether or not it is included in the final draft. Those parts of the substantive proposal that are subsequently passed shall be recombined into the final Resolution and shall be put to a (substantive) vote as a whole. If all the operative parts of the proposal are rejected, the proposal shall be considered to have been
rejected as a whole.

29. COMPETENCE:

A motion to question the competence of the committee to discuss a Draft Resolution or Amendment is in order only immediately after the Draft Resolution has been introduced. The motion must be seconded and will require a simple majority to pass and it is debatable to the extent of one speaker for and one against. This motion shall be considered by the Chair of Approval and may be denied.

30. PROJECT RESOLUTION:

For the Draft Resolution to be called Project Resolution it is necessary to make a Motion of Procedure to close the debate (Rule 31). This motion will be under the Chair's consideration and must be seconded.

Article 1
Presenting Draft Resolutions that have been debated in a United Nations forum or any other United Nations Model is strictly forbidden unless the new Resolution written by the delegates is not entirely based on previous Resolutions.

31. CLOSURE OF DEBATE:

Any delegate may establish a motion to close the debate on the topic. When the motion is introduced, the Moderator may recognize up to two speakers against the motion. No speaker in favor of the motion shall be recognized. Closure of the debate requires the support of an absolute majority of the Members present and voting. If the committee is in favor of closure, the President shall declare the closure of the debate and from this moment the Draft Resolution will be referred to as Project Resolution. The Chair will then recognize two speakers in favor, two against and two about the Project Resolution to address to the committee. After this procedure, the Project Resolution will be immediately submitted to formal voting.

32. FORMAL/ROLL CALL VOTING:

After the debate is closed, any delegate may request a roll call vote. Such a Motion of Personal Privilege must be seconded. When this motion is approved, the observers must leave the Committee. In a roll call vote, the Moderator shall call the delegates in alphabetical order following the next three sequence procedures:

a) First sequence: During the first sequence, delegates may vote for, against, abstain or pass. Those who voted for or against may ask for a right of explanation.
b) Second sequence: A delegate who passes during the first sequence of the roll

call must vote during the second sequence for, against or abstention. Delegates may request the right of explanation of their votes during either the first or second sequence. This right will take place after the second round is over; the delegates shall have the right to briefly explain their vote.
c) Third sequence: The Moderator shall then call for vote changes; no delegate may request a right of explanation. After all delegates have come to a definite vote, the Moderator shall then announce the outcome of the vote.

Article 1
Non-Member Representatives will not have the right to vote during this procedure.

Article 2
No person may enter or leave the chamber during the closure of debate and vote processes.

33. VETO:

In the Security Council exclusively, the five Permanent Members (United States of America, United Kingdom of Great Britain and Northern Ireland, Republic of France, People's Republic of China, and Russian Federation) have the power to overrule a vote in favor of a Resolution by using their veto right. The veto right shall be exercised by voting against the Draft Resolution. An abstention shall not be considered as a veto. If a Permanent Member exercises its veto right, the Resolution shall be rejected.

34. RESOLUTION:

When the result of the formal voting of the Draft Resolution is passed, the document may be referred to as the Resolution of the topic being dealt with. In the case the result of the voting is negative, the document shall be referred to as a non-approved Draft Resolution.

Article 1
Once the result of the formal voting is announced, there will be a brief period of reflection. At the end of this time, the discussion of the next topic will begin.

Article 2
In the case two topics are still pending resolution, the procedure for the setting of the agenda will be followed (Rule 19).

35. ADJOURNMENT OR CANCELLATION OF THE MEETING:

Whenever the floor is open, a Delegate may move to the adjournment of the meeting or session (to suspend all committee functions for a determined time). The Moderator may rule such motion out of order; these decisions shall not be subject to appeal. Such motions shall not be debatable but shall be immediately voted on and shall require a qualified majority to pass. A Motion of Procedure to cancel the meeting shall be out of order prior to the lapse of three-quarters of the time allotted for the last meeting of the committee.

36. APPEAL:

A delegate in turn, with the exception of those matters that have been explicitly stated to be non-refutable, may appeal any decision of the Moderator. The Moderator may speak briefly in defense of the ruling if the President has considered the motion to be in order. The appeal shall be voted, and the Chair's decision shall stand unless overruled by a majority of those Members present and voting. This motion shall not be seconded. An 'against' vote indicates support for the Chair's ruling; a 'for' vote indicates opposition to it.

37. POSTPONEMENT AND RESUMPTION OF THE DEBATE:

Whenever the floor is open, a delegate may move for the postponement of the debate. The motion shall require the vote of a qualified majority to pass and shall be debatable to the extent of one speaker in favor and one opposed. Resumption of debate shall be done by moving for it whenever the floor is open.

38. RECONSIDERATION:

A Motion of Procedure to reconsider a vote is in order when a Resolution or Amendment has been adopted or rejected, and must be made by a Member who voted with the majority on the substantive proposal. The Moderator shall recognize two speakers opposing the motion after which the motion shall be immediately voted. A two-thirds majority of the Members present and voting is required for reconsideration.

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POSITION PAPER FORMAT GUIDE

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RULES:

Every delegate participating in a committee should hand in an Official Position Paper in written form to the Chair during the first session. If not, he/she has the opportunity to hand it in during the second session (the first session of the second day), being this the last opportunity. In case a delegate does not follow these provisions, he/she will not be able to attend the second session and will receive a warning. Then, the delegate will have to write his/her Position Paper during the considered time for the second session he/she could not attend; at last, the delegate will be granted another warning if he/she does not present the Position Paper during the third session of the committee. The delegate shall be responsible for writing his/her own Official Position Paper in the considered time. The evaluation of the Official Position Paper is a crucial element in the academic awards decision. This is why any type of plagiarism (Rule 10) is considered grave misconduct and will invalidate the delegate's possibility to win any award.

POSITION PAPER:

The position paper is an essay in which each delegate expresses his/her nation's position towards the topic discussed in the committee. Three parts compose the essay: a one-page introduction, a second page explaining the country's position on each topic on the Agenda and a third page with the solution proposals. The first page should have the following heading:

POSITION PAPER

Committee:
Country:
Topic:
Name of the Delegate:
School:

1. Research:

The introductory page should include:

a) Basic information about the country: Population, social problems, economic system, etc.
b) Historical facts: Frontier conflicts, wars and the most relevant historical periods or facts.
c) Relationships with other countries: International organizations in which your country is a member, participation in the UN, member of which treaties, existing trade relationships and embargoes.

2. Official Position with respect to the Topic Area:

a) It will be made of the most relevant information of a nation about the topic to discuss. This part shall express the way the problem affects each nation and the official position of the nation represented.

b) It is very important that this text is written in the third person, always referring to the position of the nation or government. Delegates must express themselves as representatives of a country and do not use phrases such as "I think" or "I support the idea".

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OFFICIAL POSITION PAPER EXAMPLE

Flag of the country

Committee: Disarmament and International Security
Country: Israel
Name: Matías Mora
School: Tecnológico de Monterrey, Campus Ciudad de México

Introduction

Official Name: State of Israel Medinat Yisra'el
Location: Western Asia located on the Eastern shore of the Mediterranean Sea, between Egypt and Lebanon
Area: 20,330 km2
Population: 6'426,679 Capital: Jerusalem, nevertheless, the government's headquarters and the embassies are in Tel Aviv
Government type: Parliamentary Democracy State Chief: President Simon PERES
Government Chief: First Minister Ehud OLMERT
Religions: 76.4% Jew, 16% Muslim, 1.7% Christian Arabs, 0.4% other Christians, 3.9% no specification
Languages: Hebrew (official), Arab, English
National Holidays: Independence Day, May 14th
International Organizations to which it is a member: FAO, IAEA, ICC, ILO, IMF, INTERPOL, ISO, OSCE, ONU, UNCTAD, UNESCO, UNHCR, UNIDO, WHO and WTO
Environmental Treaties to which it is a member: Biodiversity, Kyoto Protocol, Desertification, Endangered Species, Dangerous Wastes, Sea Contamination, OzoneLayer Protection
Natural Resources: Wood, copper, natural gas, phosphates, magnesium, sand. International
Disputes: Gaza Border, Golan Heights

[As well as other relevant information to your topic]

Official Position

Taking into account the danger that chemical weapons represent to the world and, at the same time, remembering that the Middle East presents the existence of this technology, Israel repeats its position to take as principal premise the defense of its national security.

Having this in mind, the State can no longer guarantee the halt of production of these weapons when the nation is being threatened by neighboring countries with their

use. Facing this problem, Israel proposes the forces of equality between the countries belonging to the conflicts in which the use of these weapons may be involved.

In this way, Israel also makes notice that the treaties to reduce the destruction and manufacture control and chemical weapon storage negotiated since 1972 and signed in January 1992 in Paris and supported by 120 countries, take effect not before 1995 or until 65 countries ratify their support. At the same time, it confirms that any attempt at chemical weapon destruction is a matter that should take place without consideration of the cost and in the least possible time since the problems nowadays (especially the ones in the Middle East) are not in a suitable position to wait for them to become a priority.

To convince the international community of chemical weapon destruction, the investigation and study will be promoted to improve the way the actions agreed upon are taking place. The investigation investment will be useful for capital saving is the best way to destroy them. This will lead to a solution that does not imply environmental damage, damage to countries that do not possess these weapons or non-desirable waste maintenance on the Earth.

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RESOLUTION FORMAT GUIDE

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Resolutions are fundamental declarations of the United Nations' different organisms' positions. These and the amendments constitute the base of every debate or consultation among countries. Resolutions or Amendments may be introduced to the committee by one or more Delegates. Once approved, they reflect the politics of the committee or any other organism of the United Nations. In general, Resolutions represent the policies and thoughts of several countries in the committee. They may include declarations, treaties or conventions. They can be expressed in general form or be directed to another organism or specific country. They can condemn one country's actions toward another or, as in the case of the Security Council, demand military or economic sanctions. An Amendment may be considered an addition, change or suppression of resolutions. The final copy of the resolution should be discussed and written by blocs or groups.

Presenting Resolutions or Amendments that gather several opinions or postures helps delegates give better direction on the committee's affairs and facilitates its approval. A broad consensus helps secure the approval of Amendments or Resolutions with no further conflict. We encourage you to write Resolutions as realistic as possible. After having been written by the delegate who proposed it, the Resolution must be divided into two parts: introductory and operative. The introductory part tries to justify the actions about to be taken. Generally, it denotes actions authorized by the United Nations Charter or that may refer to Resolutions approved before. The operative part is the portion that manifests the actions about to take place. Each sentence shall begin with a verb and must be disaggregated in a logical and progressive order. Declarations and thoughts have to be according to the specific problem. Each clause should be numbered.
A well-written resolution must:

a) Know the problem: relevant background and actions previously quoted.
b) Issue clarity: Topic arguments must be specific.
c) Be concise: Each clause and phrase must have a purpose.
d) Have good presentation: It is convenient to avoid grammatical errors.

It must also follow this format:

1. A heading, written in capital letters, centered at the top of the page, including the topic and the number of resolutions. Example:

RESOLUTION A-1

Elimination of the Embargo against Cuba

2. On the left margin and below the heading you must write:

a) Committee: which will consider it,
b) Topic: deal by the resolution,
c) Signatories, which refer to the countries that made the Resolution.

3. Preliminary and Operative Phrases should be underlined.

SAMPLE RESOLUTION

RESOLUTION A-1

Committee: General Assembly
Topic: Future needs in the field of population, including the development of resource requirements for international population assistance.
Signatories: Sweden, India, Singapore, Democratic Republic of Congo, Uruguay and Australia.

1. Reaffirming the principles and objectives of the World Population Plan of Action, which were affirmed and expanded at the International Conference of Population,
2. Recalling decision 87/30 of 18 June 1987 of the Governing Council of the United Nations Development Program, in which the Governing Council welcomed the intention of the United Nations Population Fund to conduct a wide-ranging review and assessment of accumulated population experience in key areas within its mandate,
3. Recalling also its resolution 43/199 of 20 December 1988, in which it welcomed the review assessment being conducted by the United Nations Population Fund of its experience in the field of population and requested that appropriate summary of the main findings, conclusions and recommendations be submitted to the General Assembly at its forty-fourth session,
4. Mindful of the diversity in culture and traditions and in social, economic and political conditions among countries, and respectful of the national sovereignty of all countries with regard to the formulation, promotion, and implementation of their own population policies, The General Assembly:
5. Takes note of the report prepared by the United Nations Population Fund containing the findings, conclusions and recommendations resulting from its review and assessment of population program experience;
6. Takes note with appreciation of the Amsterdam declaration on A Better Life for Future Generations, adopted by the International Forum on Population in the Twenty-first Century, held at Amsterdam from 6 to 9 November 1989;
7. Stresses the importance of taking duly into account the outcome of the International Forum in the preparations for and deliberations on relevant forthcoming United Nations conferences, and in the preparation of international development strategy for the fourth United Nations development strategy for fourth United Nations development decade;
8. Requests the Executive Director of the United Nations Population Fund to bring the results of the International Forum to the attention of Governments, United Nations Organizations and non-government organizations.

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INTRODUCTORY PHRASES TO A RESOLUTION

Every resolution, to be well written, must have an introductory phrase that precedes any point or idea specified in it. Every point in an introduction, quotation, recommendation or action must be preceded by one of the following phrases; each of hem must be written in italics.

Preliminary phrases

Affirming
Alarmed by
Appreciation
Approving
Aware of
Bearing in mind
Believing Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its
Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind
Noting further
Noting with approval
Noting with deep concern
Noting with regret
Noting with satisfaction
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Seeking
Taking into account
Taking note
Viewing with appreciation
Welcoming

Operative phrases

Accepts
Affirms
Approves
Authorizes
Calls
Calls upon
Condemns
Confirms
Congratulates
Considers
Declares accordingly
Deplores
Designates
Draw attention
Emphasizes
Encourages
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Have resolved
Notes
Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Resolves
Solemnly affirms
Strongly condemns
Supports
Takes note of
Transmits
Trusts