



Rules of Procedure — TECMUN 2023

1. LEGALITY: The rules of the committees are self-sufficient and the only ones being recognized in the Model.

2. LANGUAGE: The official language of each committee can not be changed under any circumstances or motion.

3. POWERS OF THE SECRETARY:

Article 1

The Secretary shall be the final decision-making body within the Model. It shall interpret these rules of procedure and decide on matters not provided for herein.

Article 2

The Secretary will monitor the compliance with these regulations. In case of violation, **it shall determine the corresponding disciplinary measures.**

Article 3

Make statements **orally or in writing to the various committees in session.**

Article 4

Attributions of the Secretary

- a) To officially **declare the opening and closing of the Model** United Nations.
- b) May **moderate the different bodies of the Model** United Nations **if deemed necessary.**
- c) **Maintain communication of executive matters between committees.**
- d) May intervene **as mediators in any committee.**
- e) Serve on the Approval Committee during the resolution process.
- f) **May grant their powers to another authority of the Model.**
- g) May grant access to special observers and accompany them during their visit to the different committees.

4. ATTRIBUTIONS OF THE AUTHORITIES WITHIN THE COMMITTEE:

Article 1

The Chair represents the highest authority within the committee and shall be composed of:

- a) President
- b) Moderator
- c) Conference Officer



- d) CADE
 - i) The presence of CADE is not mandatory but is optional for each particular committee.

Article 2

Powers of the President: The President is the **highest figure of authority of the committee, therefore they may exercise all the powers granted.** The President of each committee shall declare the opening and closing of each session, grant the right to speak when they consider it pertinent, moderate the discussions during the sessions, **monitor compliance with the Rules and announce decisions, formulate questions, and decide on the Rights of Reply. The President shall be a member of the Approval Committee.**

The President shall propose or decide directly on the following procedures:

- a) The limitation of the time of speakers.
- b) The closing of the Speakers Lis
- c) The closure of the debate.
- d) The suspension or adjournment of a meeting.
- e) The order in which draft resolutions will be presented to the committee.
- f) Suspension of the sending of messages through the Ushers if deemed necessary.
- g) The total or partial suspension of points of order, parliamentary doubt, and procedural motions when deemed necessary; it shall be at the discretion of the Chair to resume them.
- h) To grant admonitions to the delegate as the case may be.
 - i) In the case of middle school delegates, all admonitions must be approved by the members of the Secretary (Secretary of Protocol and/or SubSecretary of Protocol, Secretary of International Protocol, and Secretary of Attention to Chairs).

The President will also decide on the following special matters:

- a) They return to the delegates their Posture Sheet and generalities if they consider that it does not satisfy the academic requirements outlined in the manual.
- b) The consideration of the expulsion of a delegate from the session or the model according to the accumulation of admonitions. Consultation with a member of the Secretary is necessary prior to the decision (Secretary of Protocol and/or UnderSecretary of Protocol and Secretary of International Protocol).

Article 3

Powers of the Moderator: The Moderator shall be the member of the Chair in charge of **coordinating the debate by giving the floor to the delegates and guiding the protocol procedures of the debate.** They may replace the President in their absence and shall assist them in the exercise of their functions during the sessions. They shall also be a member of the **Approval Committee.**

Article 4

Duties of the Conference Officer: they will assist the President and the Moderator in the exercise of their functions. they shall have the authority to receive the messages delivered by the Ushers and shall determine whether the content of the messages is appropriate and, if not, will refer the matter to the President. During formal consultations or informal negotiations, the Conference Officer will collaborate with the other members of the Chair in whatever is required to assist in the activities of the delegates. They shall be in charge of coordinating the work of the Pages.



Article 5

The logistical team within the Committee shall assist the Chair in its functions and shall be composed of:

- a) Coordinating Committee
- b) Ushers

Article 6

Attributions of the CADE: The CADE shall be responsible for preparing the discussion room, ensuring an adequate flow of written messages among the delegates, resolving any inconveniences that may arise for the delegates, maintaining communication between the Chair and the Organizing Committee, and controlling the access of authorized persons to the committee. They will also assist the Chair in following the rules and will be in charge of coordinating the work of the delegates.

Article 7

Attributions of the Ushers: The Ushers will assist the Committee Coordinator in the exercise of their functions. Under their coordination, they shall facilitate the communication of the delegates through written messages, the content of which shall be reviewed and approved in the first instance by CADE. Misuse of this right will be reported to the Chair. Any disrespect towards the Ushers may be sanctioned by an admonition.

Article 8

Approval Chair: The Chair of Approval of preliminary draft resolutions may be composed of: the President, the Moderator, and the Secretary Representative (Secretary of Protocol and/or UnderSecretary of Protocol and Secretary of International Protocol).

Powers of the Approval Committee:

- a) Receive, review, and approve the draft resolutions, verifying that they comply with the format and content requirements so that they may be presented to the forum.
- b) During the debate, the Approval Committee shall incorporate the amendments and corrections approved by the Committee into the preliminary draft until the final version is obtained.

Article 9

Presence of members of the Secretary: Members of the Secretary **may enter at their discretion to the committees in the model**, when this happens **the moderator will have to stop momentarily the debate and acknowledge the presence of members of the Secretary**, the procedure will be repeated when leaving.

Powers of the Secretary:

- a) Members of the Secretary **may guide the discussion**, taking the role of the moderator.
 - i) This will be recognized by the moderator by pausing the debate in the case of a moderated caucus, or when the forum is open, by yielding the floor.
- b) **The members of the Secretary will reveal the crisis topics.**
 - i) Due to the nature of these topics, **it will not be necessary to pause the debate, and it is recommended that this topic be opened immediately.**
- c) If the Secretary considers it pertinent, **it may substitute a member of the Chair in their functions.**



- d) **The Secretary may substitute for a principal delegation in a topic if it is absent from the Model.**

5. DELEGATIONS:

Article 1

Each Delegation shall be composed of at least one Faculty Advisor and one delegate registered in the model. **The Advisor will be the student, professor, or person who heads the Delegation. The delegate must be present during the days of the Model. The Faculty or Advisor will be able to communicate with the Chairs exclusively by employing written messages.**

Article 2

The term "Delegation" may be used to refer to the Delegations. The members of the delegations shall be called "delegates".

Article 3

Guests who have been previously registered may have access to the sessions of the different bodies and commissions. Access shall be restricted to those without proper identification. **Guests may not maintain contact with delegates during the sessions** (including Faculties).

Article 4

Delegates shall be denied entry to the sessions of the Committees if they:

- a) Do not wear their badge.
- b) **Disobey** the Rules of Conduct
- c) If they have 3 admonitions or sanctions.

6. PARTICIPATION OF NON-MEMBER STATES:

Representatives accredited as observers **shall have the same rights as Member States**, but **may not vote on Resolutions or Amendments**. Representatives of organizations that have not been accredited as observers may address the Committee only with the authorization of the President.

7. QUORUM:

The President may declare that the **Committee may proceed with its business** and shall permit **debate to proceed when at least two-thirds of the Committee Members are present**. Delegates shall be present except for those who have previously requested permission from the Chair to be absent from the meeting.

8. RULES OF CONDUCT: :

These rules maintain order and the conditions of formality and cordiality necessary for the conduct of the Model.

Article 1

All participants **must permanently wear their badge** in a visible place. In case of **losing the badge**, the delegate will **receive an admonition**.



Article 2

The **treatment** between any member of the Model will be **strictly formal and respectful**. Any **disrespect** to any member of the model **will result in an admonition**.

Article 3

All Model attendees **must respect the indications** regarding **dress, formality, and safety** determined by the Organizing Committee.

Article 4

Delegates **shall express themselves in the third person in the forum**, and the use of the second or first person is to be avoided.

Article 5

No direct contact between delegates will be allowed during the sessions. **Delegates may communicate among themselves** and with the Chair **by sending diplomatic notes through the Ushers**, within the terms of these rules. **The use of diplomatic notes may be canceled** if the President deems it necessary.

Article 6

Delegates may not leave the forum during a **formal session**. If necessary, **the delegate may leave momentarily by informing** the Conference Officer in writing in advance of the reason for their departure and **requesting the permission or assistance of the Chair**.

Article 7

Delegates **must maintain a diplomatic posture during the debate**. Having a **respectful attitude** before the forum, reflected in a **correct vocabulary and an appropriate presence** for an international forum.

Article 8

The established time shall be respected, except when the Chair indicates a **modification**.

Article 9

The use of electronic devices that interfere with the development of the debate during the sessions is not allowed, unless in an unmoderated/simple caucus. If a delegate finds it necessary to use such devices, they **must request prior permission from the Chair**.

Article 10

The professors, faculties, or people responsible for the delegates must remain in the areas where the activities of the Model will take place. If they must be absent due to force majeure, **please notify the Organizing Committee in advance**. It is **recommended** to have a mobile device available during the days of the model so the Organizing Committee **can communicate in case of any unforeseen event**.

Article 11

Delegates are **not allowed to eat, drink, use drugs, or smoke during the sessions**. They may not drink alcoholic beverages during the days of the model, **use narcotics, or smoke inside the campus**.

9. DRESS CODE:

Attire **must be formal**. For men, the use of a **suit, jacket, and tie** will be considered appropriate. Women may wear a **tailored suit, dress, skirt (minimum length shall be four fingers above the knee), or formal slacks**. The use of **shorts, mini-skirts, capri pants, cargo pants/shorts, evening dresses, T-shirts, tennis shoes, sneakers, casual shoes**



and/or caps, or leather garments is forbidden. If formal attire is not available, the use of the **formal school uniform will be considered appropriate.**

10. PLAGIARISM.

Plagiarism is considered to be the practice of **passing a third party's ideas as one's own, either in the writing of the Position Paper or in a draft resolution.** If the student belongs to Tecnológico de Monterrey or sister organizations, **they will be subject to an FIA** and the same established protocol will be followed.

The use of artificial intelligence in writing the position paper is strictly prohibited and the same guidelines previously established will apply.

11. ADMONITIONS:

Admonitions are sanctions imposed by the Chair to warn against behavior considered inappropriate for a Model United Nations. **Violating the rules, interrupting the debate unnecessarily, having a disrespectful attitude, and showing up late to a session** are examples of behaviors that **will cause a delegate to receive an admonition.** With **two admonitions**, the delegate **must leave** the committee and may not rejoin the committee until the next session. **A delegate's participation in TECMUN along with their qualification will be canceled upon accumulating three admonitions.**

Article 1

Any delegate who receives two admonitions will be expelled from the session and will not be allowed to join until the next session. With three admonitions the delegate will be expelled from the model.

12. MOTIONS:

Article 1

Any delegate may make use of Motions, the delegate must specify the type of Motion required.

Article 2

There are five types of motions used for the smooth running and development of the debate: Procedural Motion, Motion of Personal Privilege, Motion of Order, Motion of Parliamentary Doubt and Motion Case Review.

13. MOTION OF PROCEDURE:

This Motion may be used to **propose an option on the procedure in the normal course of debate** - for example, it is necessary **to hold an extraordinary session of questions, open a caucus** (moderate and unmoderated/simple), **introduce a worksheet, and suspend or cancel the session**, among other procedures.

- a) For the Chair to consider this motion, **they must have another delegate second it.** The Delegation that introduced the Motion may not second it.
- b) The Procedural Motion **cannot interrupt a delegate or the Chair when they are addressing the forum** or when a certain procedure is in progress. **It may only be introduced when the forum is open.**
- c) **The Chair may reject, accept, or put the proposal to a vote.** In case of a vote, **abstentions are allowed.** The



Motion shall be **accepted** if there is a **majority of votes in favor**.

14. MOTION OF PERSONAL PRIVILEGE:

This Motion may be used **when a delegate is in a situation of personal discomfort that hinders or prevents their participation in the proceedings of the debate**. The Motion **cannot be rejected without first being heard**. It may **interrupt a speaker as well as the Chair**. The Motion of Personal Privilege should be used with the utmost discretion, so **it is recommended that this motion be made through a diplomatic note to the Chair**. This right may be restricted by the Chair at any time. The manner of satisfying the requirements of this type of motion shall be established by the Chair.

15. MOTION OF ORDER:

A delegate may make a Point of Order **only to warn against the misapplication of protocol procedure**. The **Moderator**, in accordance with the Rules of Procedure, **shall immediately rule on the motion**. The Moderator may consider such motions out of order when they are inappropriate or dilatory; **such ruling is final**. The motion may only interrupt a speaker when the speech is not properly following protocol. When a delegate does not respect the Position paper and Generality Sheet of the country they represent, other delegates may not raise a Point of Order to correct them but may inform the Presiding Officers.

16. MOTION OF PARLIAMENTARY DOUBT:

When the forum is open, a delegate may state a Motion of Parliamentary Doubt to **ask the Moderator about a question related to the Rules of Procedure**. This motion may also be used when delegates **are unaware of what is next in the flow of debate**.

a) A Motion of Parliamentary Doubt **may not interrupt a speaker**.

17. PRIORITY:

Motions shall be considered in the following order of preference:

A) Motions that may interrupt the speaker:

- a. Motion of Personal Privilege
- b. Motion of Order

B) Motions that can only be made when the forum is open:

- a. Motion of Parliamentary Doubt
- b. Procedural Motions

C) Procedural Motions that are not debatable:

- a. Suspension or Cancellation of the Session
- b. Moderate Caucus
- c. Caucus
- d. Extraordinary Question Session



D) Procedural Motions that apply to Resolutions or Amendments under consideration.

- a. Closing of Debate
- b. Postponing or Continuing Debate

E) Other Procedural Motions:

- a. Continuation of Debate
- b. Reconsideration

18. MAJORITIES:

There are three types of majorities used in parliamentary procedure:

- a) **Qualified.**- Represents the vote of **two-thirds** (66.6%) of the members present and voting.
- b) **Absolute:** Represents a vote of **50%+1** of the members present and voting.
- c) **Relative:** Represents a **vote more in favor** of a given position than against it.

19. OPENING OF THE TOPIC:

At the beginning of the Committee's work, **the only motion that will be in order will be a motion of Procedure for the selection of the topic to be discussed.** This procedure is carried out as follows:

Procedural Motion: to open "Topic A", "Topic B" or "Topic C". This motion must be seconded.

A List of Speakers for and against the opening of the proposed topic shall be opened with a maximum of 5 delegates per position. This list of speakers will **only** be opened if there **is not an absolute majority** (50% + 1).

The delegation that established the motion and the delegation that seconded it will occupy the first two places on the list in favor of opening the topic. Other delegations wishing to speak in favor of opening the proposed topic shall make this known by raising their placard when indicated by the Moderator. In the same way, the list against the opening of the proposed topic shall be filled out.

If there are no delegations on the Speakers List against the opening of the topic, the proposed topic shall be voted on.

The time limit per speaker for this list will be 30 seconds. Alternating the order of participation of the delegations, in favor and against, until both positions are exhausted.

Delegations may only speak in favor or against opening the proposed topic; therefore, they may not refer to any other topic established in the Agenda.

If the topic is approved, the List of Speakers will be opened, which will give order to the debate on said topic.

In case it is rejected, the second topic shall be opened immediately and a new List of Speakers shall be established.

If there are more than two topics on the Agenda and the first is rejected, the same procedure shall be followed for the remaining topics.

20. DEBATE:

Once the Agenda topic has been selected, a List of Speakers shall be established for the conduct of general debate. **This**



list shall be followed during the debate of the topic, except when suspended by procedural motions, amendments, or the introduction of a Resolution.

Article 1

All sessions shall be public unless otherwise decided; this decision must be approved by an absolute majority. In any case, this decision must depend on exceptional circumstances.

Article 2

No delegate may address the forum without the prior permission of the Chair. The President or the Moderator may call to attention any delegate who makes statements irrelevant to the subject under discussion, as well as if a delegate exceeds the time limit or whose remarks have been deemed offensive. If necessary, the Chair authorities may reprimand the delegate.

21. LIST OF SPEAKERS:

The committee shall have a Speakers List open regarding the established topic. If deemed necessary, other lists of speakers shall be established for the various procedural motions, including debate concerning amendments or resolutions. **A delegation may add its name to the Speakers List, provided it is not already on the list, by written request addressed to the General Committee.** The order of delegations shall be published for the convenience of the Committee. In the event of **low delegate participation, the moderator may select speakers alphabetically or randomly at his discretion.** There must be a **minimum of 5 delegations** on the list of speakers, otherwise, delegates will be subject to a **general admonition.**

Article 1

The President may limit the time allowed for each speaker. The minimum time is 30 seconds and the maximum is 90 seconds. **Ten seconds before the delegate's speaking time expires, the Conference Officer will warn the delegate to close their speech.** Once the delegate's participation time has expired, the Moderator will open the forum. **If the delegate's participation is extended and they ignore the invitation of the Moderator, they will revive an admonition.** The time limit may be proposed by a delegate through a Procedural Motion, which must be seconded and approved by an absolute majority. The Chair may consider the motion out of order if deemed necessary.

Article 2

A delegate who has been recognized to speak to the forum **during the Speakers list may yield his remaining time after their speech** in one of three ways: **to another delegate, to questions, or the Chair.**

a) **To yield time to another Delegation.** A speaker's remaining time may be yielded to another delegate **if previously agreed upon.** In the event that the delegate **does not accept** the remaining time, the delegate who gave the time **will receive an admonition.**

b) **Yielding time to questions:** A speaker's remaining time may be used for questions or interpellations. The delegates asking questions shall be selected by the Moderator and shall be limited to one question with the right to a follow-up. **Delegates wishing to ask questions of the speaker shall raise their placards to indicate that they wish to participate. The Moderator, at their discretion, may decide who will ask questions from the delegates who have raised their placards or, if they deem it appropriate, from delegations who did not raise their placards. Only the time elapsed during the delegate's answers will be deducted from the remaining time.** The delegate will have to answer all questions asked because they decided to yield to questions. In the event that there are no questions to the delegate who is presenting, the time will be absorbed by the Chair.

c) **Yielding time to the Chair:** Time should be yielded to the Chair when the delegate does not wish to make other use of their remaining time; this procedure does not affect the debate. The time granted to the officers may be used for whatever they deem appropriate. **The Chair may question the granting of time to the Chair** depending on how much



time the delegate has remaining, **if the Chair sees fit the delegate must give up their time for questions.**

Article 3

Extraordinary Session of Questions (Interpellations): Any delegate may establish an Extraordinary Session of questions immediately after a speaker has concluded their speech. **The delegate making the motion shall state the number of questions to ask the speaker** and the motion must first be seconded and then accepted by the speaker. If accepted by the speaker, the motion shall be put to a vote and shall require an absolute majority to pass. It is to establish, for each question, a subsequent provided it relates to the speaker's answer or speech. A delegate may also request a brief preamble to their first question through a Motion of Personal Privilege.

- a) An extension of the Extraordinary Session of questions may be made (there is no extension of the extension).
- b) Subsequent: this is an additional question in case the delegate has any doubt about the answer of the delegation that is presenting, this question may also be related to the last question of the delegation that is asking the questions. (there is no subsequent of the subsequent).

22. UNMODERATED / SIMPLE CAUCUS:

A Caucus is an informal meeting between delegates where direct communication can be established. A Procedural Motion to open a Caucus will be in order when the forum is open. The delegate making the motion shall be required to briefly explain the reason and **suggest** the total time of the Caucus, **not to exceed 20 minutes**. Once the Caucus time has expired, a delegate may request an extension of the Caucus, specifying the reason for the extension and provided that the time does not exceed the initial time (1 second less than the previous Caucus). This motion shall be seconded and voted on in the same manner as the previous procedure. **This caucus is primarily used to begin work on the resolution sheets**, also during this caucus **technological devices may be used as long as their use is directed to work on the resolution sheet.**

- a) If it is found that the use of devices **is not for academic purposes**, the student **will receive an admonition.**

23. MODERATED CAUCUS:

The purpose of the Moderated Caucus is to **expedite the conduct of the debate**. With that objective in mind, the Moderator will **temporarily suspend the Speakers List** and, at his or her discretion, **give the floor to delegates**. A Procedural Motion to open a Moderate Caucus will be in order when the forum is open. The delegate making the motion shall be required to **briefly explain the reason** and suggest the total time of the Moderate Caucus, as well as the speaking time per speaker. **The maximum time limit shall be 20 minutes, with a limit of 90 seconds per speaker.** The motion shall be seconded, put to a vote, and shall require a simple majority to pass. **The Moderator may declare this motion out of order and his decision shall be final. The delegate who made the motion and the delegate who seconded the motion shall be the first to address the forum during the Moderated Caucus.** In the event of low delegate participation, **the moderator may choose speakers** alphabetically or randomly **at their discretion**. Once the time of the Moderated Caucus has expired, a delegate may request an extension of the Moderated Caucus, specifying the reason for the extension, provided that the time does not exceed the initial time (1 second less than the previous caucus). This motion shall be seconded and voted on in the same manner as the previous procedure. If there is little participation in the initial Moderated Caucus, the motion for extension shall automatically be out of order.

24. RIGHT OF REPLY:

The Delegation whose national or personal integrity has been affected by another delegate may request in writing a



Right of Reply. The President will decide if this right will be granted, his decision is final. **A Right of Reply on another Right of Reply is considered out of order.** A delegate who has offended another Delegation must appear before the Committee and offer their apologies. Any other comment they make will be considered a serious offense and will receive an admonition. **Any delegation that does not maintain a diplomatic posture during this procedure will receive an admonition.**

25. WORKSHEETS:

Delegates may propose Worksheets for consideration by the committee. Worksheets are intended to assist the committee in discussion and to facilitate the drafting of Resolutions.

Characteristics:

1. **They need not be written in Resolution format.**
2. **The name adopted should begin with the letter of the topic under discussion and have a number that identifies it in the order it was worked on within the committee.**
3. They require the signatures of at least 33.3% of the delegates that make up the committee. A delegation may sign more than one worksheet.
4. Signing a Worksheet represents the Delegation's interest in having **the ideas expressed in the document discussed in the forum and not necessarily its acceptance.**
5. **They require the signature of the Chair** in order to be presented to the Committee. Until the document has been approved and signed by the President it will be called a Worksheet. **For any prior reference, it shall be referred to as a possible Worksheet.**
6. A Representative from the block that drafted the Worksheet shall come forward and read it to the committee. After a Worksheet has been introduced, a Procedural Motion to open a Moderate Caucus for the purpose of debate shall be in order.

26. DRAFT RESOLUTION:

Delegations shall write a draft resolution for presentation to the Approval Chair.

Characteristics:

1. They shall have the endorsement of $\frac{2}{3}$ of the Delegations.
2. Delegations may only endorse one draft resolution for each topic under discussion.
3. They should be based on issues discussed on the Speakers List and in the official consultations.
4. **They should contain a maximum of 5 sponsoring delegations that have contributed significantly to the creation of the document.**

Article 1

The Approval Committee (President, the Moderator, and the Representative of the Secretary (Protocol Secretary and/or Protocol Sub-Secretary and International Protocol Secretary)) shall accept the draft resolution that complies with the requirements stipulated in the Resolution Format Guide for submission to the consideration of the Member States of the Committee.

- a) The Approval Committee may introduce modifications of form, but not of content, in the preliminary drafts submitted, as well as in those resolutions that the Committee approves.
- b) Such modifications shall be communicated to the Commission for analysis.

Article 2

When a draft resolution is presented to the Approval Committee, **the sponsors shall inform which delegations will**



present the draft resolution to the committee, if it is accepted.

Article 3

The draft resolution selected by the Approval Committee will be communicated to the entire committee to be amended and voted upon during the particular debate of the draft resolution.

Article 4

The Chair may recognize a **maximum of three delegates to present the draft resolution to the Committee. Each of these delegates shall have three and a half minutes to defend the draft resolution and then submit to three questions**, however, the Chair may recommend other procedures. The Moderator shall select the delegations that will make the interpellations.

Article 5

There are two modalities for debating a preliminary draft resolution, Moderate Caucus or debate with a List of Speakers for, about, and against the preliminary draft resolution. The Chair shall decide on the mode to be followed and may change it when it deems necessary, with the prior authorization of the Committee.

Article 6

During the List of Speakers for discussion of the draft resolution, **exclusively for amendments**, any delegate who exceeds these functions shall be reprimanded, each speaker shall have a time limit of two minutes to make a comment and/or propose a possible amendment

27. AMENDMENTS:

Adds, deletes, or modifies specific parts of a preliminary draft resolution. **Each Delegation may submit a maximum of one amendment to the draft resolution for each topic. An amendment may not change the original substance of the draft resolution.**

Article 1

Informal voting on the amendment shall be established, abstentions shall not be allowed.

Article 2

In case there is an absolute majority, the formal vote on the amendment shall proceed.

Article 3

In the event that the informal vote on an amendment is not absolute, a closed debate shall be held to discuss the amendment. This shall consist of a List of Speakers for and against the amendment.

Article 4

The Chair shall establish a Speakers List of at least **one delegate in favor and one against**.

Article 5

Amendments may be suspended by the Chair if the Chair deems it necessary. It shall be at the discretion of the General Committee to resume amendments during the debate.

Article 6

The Chair will determine the time limit for the speaker, then they may be subjected to one or two interpellations



(questions).

Article 7

A Procedural Motion to close the speakers list shall be approved based on the consideration of the Chair. **If the motion is accepted, the list of speakers for and against the amendment shall automatically be closed.** The amendment shall then be voted upon.

Article 8

The amendment will be put to a vote, **abstentions will be allowed during this process.** Voting shall be conducted by raising the placards. Voting may be by roll call.

Article 9

If a relative majority in favor is obtained, the amendment shall be approved; otherwise, it shall be denied.

28. CIERRE DEL DEBATE:

Any delegate may make a motion to close the debate on the topic. When moving to close debate, the moderator may recognize up to two speakers speaking against the motion. No speaker in favor of the motion shall be recognized. **The closure of debate shall require the approval of an absolute majority of the Members present and entitled to vote.** If the Committee is in favor of closing the debate, the President shall declare the debate closed. The Worksheet may then be referred to as a draft Resolution. The officers shall then recognize to speak two delegates in favor, two against, and two on the Draft Resolution. Immediately after this procedure, the Draft Resolution shall be submitted to a formal vote.

29. LIST (ROLL CALL)/FORMAL VOTING:

After the debate has been closed, any delegate may request a Roll Call Vote. This motion for Personal Privilege must be seconded. Observers may not participate during this procedure. In such a vote, the Moderator shall take roll call in alphabetical order in the following procedural sequence:

(a) First round: during the first sequence, delegates may vote for, against, abstain, or pass. Those delegates who voted for or against may ask for the right of explanation.

b) Second round: Delegates who abstained during the first round shall vote in the second sequence. Delegates may request the right to explain their vote during the first and/or second rounds. The right of explanation will take place at the end of the second round.

c) Third round: The Moderator shall ask if any delegate wishes to change their vote; no delegate may explain their vote. The Moderator shall then proceed to announce the result after the Chair has counted the vote.

Article 1

Non-Member Representatives don't have the right to vote during this procedure.

Article 2

No person shall be allowed to enter or leave the premises during the closing of debate and voting.

30. RESOLUTION:



When the result of the formal vote on the Draft Resolution is approved, the document may be referred to as the Resolution of the Topic in question. If the result is not approved, the document may be referred to as the Rejected Draft Resolution.

Article 1

Once the result of the formal vote on the Draft Resolution has been announced, there will be a short break. At the end of this time, the debate will resume for the following topic.

Article 2

If there are two remaining Topics, the procedure for opening a Topic (Rule 19) shall be followed.

31. SUSPENSION OR CANCELATION OF THE SESSION:

When the forum is open, a delegate may move to adjourn the meeting (suspend all committee functions for a specified time) by employing a procedural motion. The Moderator may declare the motion out of order, their decision being final. This motion shall not be debated but shall be immediately put to a vote and requires a qualified majority to pass. A Procedural Motion to cancel the meeting shall be out of order if it is made before three-fourths of the time allotted for the last scheduled meeting of the committee has elapsed.

32. APPEAL THE MODERATOR'S DECISION:

Any decision of the Moderator in office, except those matters which have been explicitly determined to be final, in accordance with these rules, may be appealed by a delegate on a point of order. In the event that the President considers such a motion to be in order, the Moderator shall ask the delegate to explain the appeal and speak briefly in defense of their decision. **The appeal shall be subject to a vote and the decision of the Chair shall stand unless it is deemed inappropriate by the Members present and voting.** A vote against shall indicate support for the Chair; a vote in favor shall indicate opposition to the Chair.

33. POSTPONE OR CONTINUE THE DEBATE:

When the forum is open, any delegate may make a procedural motion to postpone the debate. The motion requires the approval of an absolute majority of the committee to pass and must be debated with a limit of one speaker in favor and one against.

34. RECONSIDERATION:

A procedural motion to reconsider the vote is in order when a Resolution or Amendment has been rejected or adopted by the committee, and shall be stated by a delegate voting with a majority of the committee. The Moderator shall recognize two speakers opposing the motion and immediately thereafter put the motion to a vote. A two-thirds majority of the members present and voting is required for reconsideration.



Position Paper and Generalities Page

Rules

All delegates participating in a committee must present their Position and Generalities Page in writing (in color) to the Board of Directors, in Classroom and in the first session (otherwise, it may be presented in the second session on the first session of the second day as the last date). Failure to comply with these instructions will result in the delegate receiving an admonition, in addition to losing the opportunity to be a candidate for any academic award. The delegate must write their Posture and Generalities Page in the time allowed. The evaluation of the Posture and Generalities Page is a crucial element for the decision of the academic awards. That is why any type of plagiarism is considered a serious offense that will void the delegate's chances of obtaining any award.

Position paper and generalities page.

The Position and Generalities sheet is an essay in which each delegate expresses their country's position on the topics to be discussed by the committee. This essay consists of two parts: one page of general information about the delegation and one page explaining the country's Position and General Information Sheet on each agenda item.

Format of the Generalities sheet.

[-Page 1. Generalities sheet -]



Name:

Committee:

Country:

Total area:

Territorial limits:

Population:

Ethnic distribution:

Religion(s):

Language(s):

System of government:

Chief of Government:

Legal System:

Type of election process for government officials/leaders:

Member of:

History:



Format of the Position Paper

[-Page 2. Position Paper -]



Name:

Committee:

Country:

Topic:

1st paragraph:

Introduction to the problematic, give context of what is currently happening and how it is affecting the delegation.

2nd paragraph:

What actions has the delegation taken internally?

What actions has the delegation taken internationally?

4th paragraph:

Solutions.



Resolution Paper

Resolutions are the basic decisions or position statements of the various UN bodies. These amendments form the basis for any debate or consultation between countries. They may be submitted by one or several countries. Once adopted, resolutions state the policy of the committee or other UN body. **In general, resolutions express the policy of countries and may include treaties, declarations, or conventions.** They may be expressed in general terms or directed at specific bodies or countries. They may condemn a country's actions, make a collective appeal, or, as in the case of the Security Council, call for military or economic sanctions. **Amendments can be additions, changes, or deletions to resolutions.** Final copies of resolutions should be discussed and drafted in blocks or groups.

Presenting resolutions or amendments that take into account various positions on a Motion helps delegates to better move business through the committee and facilitates its approval. **Broad consensus helps ensure that both an amendment and a resolution will pass.** Resolutions should be **as realistic as possible.** After it is written by the proposer, the resolution should be **divided into two parts:** an introductory part and an operative part. **The introductory part attempts to justify the actions to be taken.** Generally, it denotes actions authorized in the UN Charter or may refer to previously adopted resolutions. It also makes statements about the purposes (or objectives) for taking a particular action. **The operative part is the portion that states the actions to be taken.** Each sentence should begin with a verb and should be an idea broken down in a logical and progressive order.

In no case should they be unrelated statements or thoughts. They should deal only with one aspect of the problem. Each line of the resolution should be numbered.

A well-written resolution features:

1. familiarity with the problem: relevant background and previous actions cited. **2. Clarity of the issues:** the arguments of the topic should be specified. **3. It should be concise:** every clause and every sentence should have a purpose. **4. Good presentation:** it is advisable to avoid spelling mistakes and inadequate formatting. A resolution should follow the following format:

1. The header should be centered and capitalized, at the top of the page, with the name of the topic and title.
2. In the left margin and below the heading should be written:
 - a) Committee or Commission that will consider it.
 - b) Topic discussed at the same time as the resolution.
 - c) Signatures of the countries that made and/or agreed to discuss the resolution. The introductory and operative sentences must be underlined.



Resolution Paper

RESOLUTION A-1

COMMITTEE:

TOPIC:

Sponsors:

Members:

- 1) Aware that ...
- 2) realizing the need to ...
- 3) deeply concerned about ...
- 4) keeping in mind the interests of ...

We propose the following:

1. Approve the ...
2. We encourage ...
3. Reaffirm that ...
4. Designate that ...
5. With emphasis on...
6. Considering the purpose of ...
7. Further proclaims the ...
8. Declaring that ...

Signatures of the members of the block:



INTRODUCTORY SENTENCES OF A RESOLUTION

The following is a list of words and phrases that should be used in drafting a resolution.

INTRODUCTORY PHRASES:

Also regretting

Also remembering

Further warning

Cautioning with approval

Warning with regret

Cautioning with concern

Cautioning with satisfaction

Affirming

Alarmed by

Seeking

Aware of

Considering

Contemplating that

Convinced

Fully believing

Believing that

Accepts

Further invites

Further proclaims

Further recommends

Further reminds

Further resolves

Affirms

Encourages

Supports

Approves

Authorizes

Condemns

Welcoming

Realizing that

Declaring

Wishing

Emphasizing

Expecting

Expressing appreciation

Expressing satisfaction

Guided by

Having adopted

Having considered

Having studied

Having examined

Having paid attention to

Having heard

Having received

OPERATIVE PHRASES

Confia

Confirm

Considers

Designates

Urges

Expresses appreciation

Expresses its wishes

Congratulates

Finally condemns

Has resolved

Emphasizes

Calls upon



Watching
Observing with appreciation
Fully alarmed
Fully aware of
Deeply regretful of
Deeply conscious of
Deeply convinced of
Deeply upset
Deeply concerned
Reaffirming
Acknowledging
Remembering
Referring

Bearing in mind
Taking into account
Incites
Regrets
Draws attention
Note
Proclaims
Reaffirms
Recommends
Reminds
Endorses
Solemnly affirms
Takes into account
Transmits

Secretary contacts in case there are any doubts:

Secretary of Protocol: Marian Zamarripa Espinoza. a00573471@tec.mx

Undersecretary of Protocol: Ángel Saúl Hernández Vidales. a00573905@tec.mx

Secretary of International Protocol: Valentina Camarena García. a00573658@tec.mx