



Protocols and Rules of Procedure

How to prepare for OLINMUN
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The main objective of Olinca's Model United Nations is to raise awareness of global issues in young people by opening new perspectives for them. This forum encourages all students to respectfully debate and propose solutions to worldwide issues affecting us all.

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Protocols and Rules of Procedure

1. English Protocol

RULES OF PROCEDURE

This protocol regulates the behavior of all attendants to the model. The following establishments must be respected despite any circumstance, controversy or doubt that emerges during the model.

1. LANGUAGE: English shall be the official and working language of the model all the time. Delegates may be warned if they do not speak in English during debates, be it a moderated or an unmoderated caucus. Delegates will only be allowed to speak in Spanish if their committee has that language as the official one.

2. COURTESY: Delegates shall show courtesy and respect to all staff and delegates. Delegates shall be attentive to those who hold the floor and shall maintain decorum during all sessions of the Committee. The Moderator may call to order any delegate who should fail to comply with this rule.

3. CREDENTIALS: Every registered delegation has had its credentials reviewed and accepted by the Staff. Challenges to the credentials of any member should be addressed in writing to the Secretariat. The delegates represent one nation and will have one vote in their respective Committee.

4. NON-MEMBERS: Representatives of Accredited Observers shall hold all the rights of those who are Members, except those of voting on substantive matters (resolutions and amendments). A representative of a state or organization, which is neither an Accredited Observer nor a Member of the United Nations, may address the Committee only with the approval of the Chair.

5. STATEMENTS BY THE SECRETARIAT: The Secretary General or any Member of the Secretariat may interrupt the proceedings of any committee and address its members at any time, or leave written statements, superseding all other rules of procedure.

6. DUTIES AND POWERS OF THE COMMITTEE STAFF: The Committee Staff includes the Head of Committee, a Chair, a Moderator and can include a Deputy Chair depending on the Committee. The Head must ensure the correct application of the protocol in the Committee and sanction any attendant that infringes upon it. The Chair shall open and close each session and may limit the speaking time, limit the speakers' list, and decide the property of any procedural motion. The Moderator shall direct the debate, grant the right to speak and the right to ask questions, announce decisions on points of order, and ensure and enforce observance of these Rules of Procedure. The Committee staff may also advise delegates on the course of debate. Any Member of the Committee staff may assume the duties of the Moderator at the Chair's discretion. The Deputy Chair is responsible for time-keeping and the speakers' list.

7. QUORUM: The Chair may declare the Committee open when at least one-quarter of its members are present. The presence of a quorum shall be assumed unless specifically challenged. Any delegate may call for quorum if its presence is in doubt, at which point a placard count of delegates is taken. A roll call is not required to determine the presence of the quorum. However, roll call must be taken at the beginning of every session.

RULES GOVERNING DEBATE

1. AGENDA: The first task of the Committee shall be the determination of the order of topics on the agenda.

❖ A motion should be made to put a topic area first on the agenda. This motion requires a second and can be debatable.

❖ A speakers' list will be established for and against the motion.

❖ A motion to close debate can proceed after the Committee has heard a minimum of two speakers for and two speakers against the closure. Once the speakers have addressed the matter, a voting process will take place and a vote of two thirds is required to pass the closure of debate.

- ❖ If the motion to close debate passes, the Committee will move to an immediate vote on setting the topic that was proposed first on the agenda, and a simple majority is required for this motion to pass. If the motion fails, the other topic will be placed first on the agenda. This motion is procedural, so there are no abstentions allowed.
- ❖ A motion to proceed on the second topic area is in order only after the Committee has adopted or rejected a resolution on the first topic area. A motion to proceed to the second agenda item after a resolution has failed requires a second and is debatable to the extent of one speaker for and one speaker against. This motion requires two-thirds of the Members present and voting, and the Chair may rule the motion out of order at his/her discretion. This motion is not appealable.
- ❖ In the event of an international crisis or emergency, the Secretariat may call upon a Committee to postpone debate on the current topic area so that the more urgent matter is attended immediately (a crisis). After a resolution has been passed on the crisis topic, the Committee will resume debate on the former topic area only at the discretion of the Secretariat.

2. VOTING: Only delegates who have been recorded as present and voting in the latest roll call may vote. A motion that requires a “simple majority” passes only when the number voting in favor of the motion exceeds the number voting against. If equal numbers vote for and against, the motion fails. A motion which requires a “two thirds majority” passes only if the number of delegates voting for the motion equals or exceeds twice the number voting against.

There are no abstentions on procedural votes. In substantive votes, the number of abstentions shall not be considered in determining the results of the vote. Members may vote on both procedural and substantive issues, while Accredited Observers may vote only on procedural issues; all eligible delegations have an equal vote. Placard votes shall be taken on substantive matters unless there is a motion made for a roll call vote, or if the Chair wishes to have a roll call vote. Once the Committee enters voting procedure, only points of order concerning the conduct of voting will be accepted.

During voting procedure on amendments and resolutions, absolute decorum will be maintained and only a Member of the Secretariat may enter or exit the session.

3. DEBATE AND SPEAKERS' LIST: After the agenda has been determined, a single continuously open speakers' list shall be established for the purpose of general debate on substantive issues. Speakers on this list may speak on the topic area being considered, and any resolution currently on the floor. This speakers' list shall be followed for all debate on a topic area, except when superseded by Speaker's List on procedural motions or amendments. A delegation may add its name to the speakers' list at any time (when it is not already on the list) by submitting a written request through the chat to the Chair. The names at the top of the speakers' list shall always be posted for the convenience of the Committee.

4. UNMODERATED CAUCUS: A motion to open an unmoderated caucus is in order at any time when the floor is open, prior to closure of debate and under the Chair discretion. The delegate making the motion must briefly explain its purpose and specify time and limit for the caucus. The motion will be immediately put to a vote. A majority of Members present and voting is required for passage. A simple majority is needed to pass. The Moderator may rule the motion out of order and this decision is not subject to appeal. The discussion in this form of debate should always remain diplomatic and must be conducted in the official language, English.

5. MODERATED CAUCUS: The purpose of the moderated caucus is to facilitate substantive debate at critical junctures in the discussion. In a moderated caucus, the Moderator will temporarily depart from the speakers' list and call on delegates to address the Committee for a predetermined amount of time at the Chair's discretion. In this format, the General Rules of Procedure are followed at the discretion of the Chair. A motion for a moderated caucus is in order at any time when the floor is open prior to closure of debate. The delegate making the motion must briefly explain its purpose and specify the allotted time for each speaker, and the time limit for the caucus must not exceed ten minutes. Once raised, the motion will be voted on immediately, with a majority of Members present and voting required for passage. The Chair may rule the motion out of order, and his or her decision is not subject to appeal.

6. CLOSURE OF DEBATE: A delegate may move to close debate on an amendment, a resolution, or the selection of the agenda, after the required debate has taken place. The Chair may rule such motions out of order if they are dilatory. Closure of debate is debatable to the extent of two speakers against and for the motion. The motion requires a two-thirds majority for passage. Once the debate is closed, the Committee will move to an immediate vote on the amendment, resolution, or agenda. Closure of debate is automatic if a

particularly substantive speakers' list has been exhausted, or when the specified maximum number of speakers have been heard.

7. CLOSE THE SESSION: A motion to postpone debate is in order and must be addressed only at the time marked by the schedule.

8. OPEN THE SESSION: Delegates may move to resume debate on a previously postponed topic area. This motion is debatable to the extent of one speaker for and one speaker against, and requires a simple majority for passage. If the motion passes, the item on which debate was postponed is again placed on the floor. The Committee may resume debate on a previously postponed topic only after it has concluded discussion of the current topic.

RULES GOVERNING SPEECH

1. SPEECHES: No representative may address a session without having been recognized by the Moderator or Chair. The Moderator or Chair may call a speaker to order if his/her remarks are not relevant to the topic or the issue under discussion.

2. SPEAKING TIME: The Chair will set the time allowed for the speeches. If a speaker exceeds its allotted time, the Moderator shall immediately call him to order. A delegate may propose to the Chair to extend or reduce the speaking time; however, the Chair has the final word.

3. YIELDS: A delegate who has been granted the right to speak on a substantive issue (except in a Moderated Caucus) may yield the remainder of his/her time to another delegate, to questions or to the Chair. Delegates speaking on procedural matters may not yield. If a speaker yields, comments on his speech are not in order. There are three types of yield:

a) Yielding to another delegate. The delegate who is yielded to, may speak for the remaining time, but may not make any further yields. The delegate who is yielded may not accept the time, in which case, the time is yielded to the Chair.

b) Yielding to questions. Delegates who wish to ask questions to the speaker will raise their placards, and the Moderator shall select questioners. Only the speaker's responses shall be deducted from the speaking time.

c) Yielding to the Chair. The speaker's time will end. And the chair will have the authority to decide how the delegates time should be used. If time is not yielded, comments are in order if decided by the Chair or Moderator.

4. COMMENTS: The Moderator may recognize two delegates other than the speaker to comment on any substantive speech. These two comments are only in order after substantive speeches without yields. Whenever a delegate's time expires, the two comments are not in order. Comments are considered part of a substantive speech for purposes of precedence. Commentators may not yield and must keep their comments relevant to the speech they are commenting upon. Comments take precedence over points of parliamentary inquiry.

5. RIGHT OF REPLY: A delegate whose personal or national integrity has been seriously questioned by the speech of another delegate may request a right of reply. The Chair's decision to grant this right is at his/her discretion and is not appealable. The length of the reply granted is also at the Chair's discretion. A request for a right of reply must be submitted in writing to the Chair. A motion to a right of reply is out of order.

6. POINT OF PERSONAL PRIVILEGE: If at any time a delegate experiences personal discomforts which impair his ability to participate in the proceedings, he may rise to a point of personal privilege to request the discomfort to be corrected. A point of personal privilege may interrupt a speech. However, the delegates are urged to exercise this ability with extreme discretion and respect.

7. POINT OF ORDER: If at any time a delegate feels that parliamentary procedure is not being followed properly, he/she may rise to a point of order. The Moderator shall immediately decide points of order in accordance to these rules of procedure. The Moderator may rule out of order those points that are dilatory or improper. A point of order may interrupt a speaker only when the speech itself is not following properly parliamentary procedure. Delegates are urged to exercise this ability with extreme discretion.

8. POINT OF PARLIAMENTARY INQUIRY: If the floor is open, and a delegate has a question regarding parliamentary procedure, he or she may rise to a point of parliamentary inquiry. The question will be answered immediately by the Moderator. A point of parliamentary inquiry may **never** interrupt a speaker.

9. MOTION TO APPEAL THE DECISION OF THE CHAIR: If a delegate considers that a decision of the Committee staff is against any establishment from the Rules of Procedure, a motion to appeal the decision of the Chair will be in order. The delegate who rises the motion must expose the reason on the contradiction of protocol, the Head of the Committee must decide on the matter, followed by an explanation of the decision based on the protocol. In the case of the delegate being certain that the protocol is still being infringed, the Secretariat will have the final word on the matter.

RULES GOVERNING WRITTEN ISSUES AND VOTES

1. WORKING PAPERS: Working papers are for sharing ideas on the topic with other delegates in an organized manner. A working paper may be, but is not required to be, in a resolution format. Working papers may be copied and distributed at the Chair's discretion; he or she may require any number of delegate signatures for this purpose. Delegates may propose working papers for the Committee's consideration on the topic area currently being debated. Because a working paper cannot be formally introduced to the Committee, it may not be formally amended. Instead, caucusing sessions shall be used for the purpose of combining and amending working papers. The Committee shall not vote on working papers. Working papers require the signature of the Chair to be copied and distributed to the Members of the Committee.

2. RESOLUTIONS: Resolutions are the final product of deliberation in the Committee. They should pose a solution to the problem confronting the Committee and supply a rationale and historical basis. They should represent the views of a significant portion of the Committee, arrived at through debate and discussion among the Members. The passing of a resolution requires a simple majority in favor. All resolutions must be in proper format (as described in the delegate handbook.) Resolutions may not be discussed in the Committee's substantive speeches until they have been formally introduced. Once introduced, a resolution remains on the floor as well as the topic area it addresses, unless an amendment takes precedence or debate on the resolution has been closed. The Committee may pass no more than one resolution per topic area.

3. INTRODUCING RESOLUTIONS: At any time when the floor is open, a delegate may introduce a resolution on the topic area under consideration. Delegates may introduce a resolution only when it has the approval of the Chair and has been signed by one fourth of the Members of the Committee. Signing a resolution does not indicate support of the resolution, only a desire to see its ideas discussed; a signatory to a resolution has no further rights or obligations with respect to the resolutions. There are no sponsors of resolutions, although there must be a delegation that moved the resolution.

No special substantive comments are in order when a resolution is introduced, but the resolution shall immediately become subject to debate. The delegate that has introduced the resolution has the right to read only the operative clauses of the resolution to the Committee.

Once a resolution has been introduced it remains on the floor and may be debated until the Committee closes debate on it, the Committee moves to the next topic area, or an amendment or procedural issue takes precedence.

4. AMENDMENTS: Amendments allow the Committee to alter any previously introduced resolution on the current topic. All amendments must be proposed in writing and must receive the Chair's approval. When an amendment to a resolution on the current topic area has been moved to the floor, general debate on the topic area shall be suspended. A speakers' list shall be drawn up for and against the amendment, and all speeches must be connected to the amendment itself. Debate on the amendment shall continue until a motion to close debate on the amendment is made. A motion to close debate is in order when the Committee has heard at least two speakers for and two speakers against the amendments. The amendment requires a simple majority to pass. If it passes, its changes are immediately incorporated to the resolution. Once the Committee has acted upon the amendment, general debate on the topic shall resume. The preambular clauses of a resolution may not be amended. Amendments to a resolution that is not on the floor are out of order.

5. INTRODUCING AMENDMENTS: Amendments must be signed by a prescribed number of Members and obtain approval of the Chair before being introduced to the Committee. The prescribed number of Members needed to introduce an amendment is up to the discretion of the Chair. A delegate may introduce an amendment to any resolution on the current topic area whenever the floor is open. The delegate that introduced the amendment has the right to read the amendment to the Committee. There are no sponsors of amendments. Amendments not approved by the Chair or dealing with resolutions not yet introduced are not in order. The Chair may rule any amendment out of order if he or she believes it would render the resolution nonsensical. This decision is not appealable. Amendments to amendments are not in order.

6. DIVISION OF THE QUESTION: After debate on a resolution has been closed, a delegate may move to divide the question. Division of the question allows Members to vote on operative clauses of a resolution separately (preambular clauses cannot be divided). By division of the question, the delegates can remove one or more operative clauses from the resolution before the Committee votes on it.

Once division is moved, the Moderator will ask for any objections to the motion. If there are objections, the motion will be voted upon immediately. The motion requires a simple majority for passage.

- If the motion fails, the Committee proceeds to an immediate vote on the resolution itself.

- If the motion passes, the Moderator calls for division requests. Each request must state how the operative clauses of the resolution are to be divided. The Chair can rule a division request out of order at his discretion. After all division requests have been made, the Moderator will announce the requests in order of decreasing complexity; the requests are then discussed and voted on in this order.
- Each division request is debatable to the extent of one speaker in favor and one against. After debate on the request, it is put to an immediate vote; the request requires a simple majority for passage.
- The next most complex division request is then considered. Division requests incorporated in previously passed requests are rendered unnecessary and are therefore not discussed.
- If all division requests fail, the Committee proceeds to an immediate vote on the existing resolution.
- After all division requests are considered, and the resolution has been fully divided into several sections, the Committee votes on each section divided. The sections are voted on in the order in which they appear on the resolution. A simple majority is required for the inclusion of each section in the final resolution.
- Once all sections have been voted on, the resolution is reconstituted to include only those operative clauses, which have passed. If no operative clauses remain, the resolution fails automatically.

7. PROCEDURE FOR ROLL CALL VOTES: After debate is closed on any resolution or amendment, any delegate may request a roll call vote. This motion is up to the Chair's discretion. A roll call vote is for substantive votes, and the decision of the Chair is not appealable. In a roll call vote, the Moderator shall call the roll in alphabetical order starting with a randomly selected Member of the Committee. A delegate may vote *Yes*, *No*, or *Abstention*. Delegates who vote *Yes* or *No* may request rights of explanation to clarify their vote to the Committee. Delegates who vote *Abstention* will be returned to during the second round of voting; these delegates must then vote *Yes*, *No*, or *Abstention* during the second sequence, and they may not request rights of explanation after all votes have been cast. Delegates who previously requested rights of explanation will then be allowed to explain their votes.

8. A RECOUNT OF THE VOTES: If a delegate feels that a placard vote on a substantive issue has been incorrectly counted, he may call for a recount of the vote. This motion for a recount may take the form of a roll call vote or a placard vote. The decision to recount the vote is at the discretion of the Chair and is not appealable.

9. RECONSIDERATION OF VOTE: A motion to reconsider the 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 will recognize two speakers opposing the motion after which the motion will be immediately put to a vote. This motion requires a two-thirds majority for passage.

10. SUSPENSION OF THE MEETING: If the floor is open and there are less than ten minutes remaining in the current session, a delegate may move to suspend the meeting. This motion ends all Committee functions until the opening of the next session. This motion is not debatable and, if in order, shall be put to an immediate placard vote. Simple majority is required for passage. The Chair may rule this motion out of order at discretion; this decision is not appealable.

11. ADJOURNMENT OF THE MEETING: If the floor is open and there are less than ten minutes, and it is the last session of the Model, a delegate may move to adjourn the meeting. This motion ends all Committee functions for the duration of the Model. This motion is not debatable and, if in order, shall be put to an immediate placard vote. Simple majority is required for passage. The Chair may rule this motion out of order at discretion; this decision is not appealable.

SAMPLE PROTOCOL

MODERATOR: **Delegates, the floor is open, are there any points or motions on the floor?** Yes, delegate of The Russian Federation, for what point or motion do you rise?

RUSSIA: Motion to open the session.

MODERATOR: That motion is in order, is there a second for that motion? [...] Seconded by the delegate of United States. Votes in favor? Votes against? The motion clearly passes.

MODERATOR: Delegates the floor is open, are there any points or motions on the floor? [...] Yes, delegate of Rwanda, for what point or motion do you rise?

RWANDA: Motion to set the agenda on topic A, the Situation in Darfur.

(**NOTE:** The agenda may be set in either of the topics given to the delegates and if the first motion to set the agenda fails, it will NOT automatically open the other topic, but the motion will have to be placed on the floor again)

MODERATOR: That motion is in order, is there a second for that motion? [...] Seconded by the delegate of Syria, delegate of Rwanda would you like to speak in favor?

RWANDA: Yes, I would.

MODERATOR: Is there anyone who would like to speak against? [...] Delegate of France will speak against setting the agenda on topic A: the situation in Darfur. Delegate of Rwanda, you have 30 seconds.

RWANDA: The delegation of Rwanda believes we should open topic A first since we believe the situation needs to be solved...

MODERATOR: Delegate of France, you have 30 seconds.

FRANCE: The delegation of France believes we should start by setting the agenda on Topic B: Child trafficking because the situation needs to be addressed...

MODERATOR: Now we will proceed to an immediate voting. All those in favor of setting the agenda on topic A raise your placards. [...] The motion passes. We are now discussing the situation in Darfur. Delegates the floor is open, are there any points or motions on the floor?

MODERATOR: Yes, delegate of Spain, for what point or motion do you rise?

SPAIN: Motion to set the Speakers' List.

(**NOTE:** The Speakers' List shows the order in which delegates will be able to address the entire Committee, establish their position and understand the position of fellow countries).

MODERATOR: That motion is in order; all those wanting to be on the Speakers' List raise your placards.

(**NOTE:** All delegates must leave their placards raised until their name is added to the list of the screen.)

MODERATOR: Delegates the floor is open, are there any points or motions on the floor? [...] Yes, delegate of France, for what point or motion do you rise?

FRANCE: France moves to set the speaking time for two minutes with two guaranteed questions.

(**NOTE 1:** The speaking time must be set between 1-2 minutes per delegate.)

(**NOTE 2:** Guaranteed questions mean that no matter if the delegate's speaking time has ended, he/she will still have a right to be asked these questions, but if during the speaking time guaranteed questions are not posed, they may not ask to have them unless an amendment is done to the speaking time.)

MODERATOR: That is in order at the time, is there a second for that motion? [...] Seconded by the delegate of Sweden, votes in favor? Votes against? That motion passes. We are now under a speaking time of two minutes with two guaranteed questions.

MODERATOR: Delegates the floor is open, are there any points or motions on the floor? Seeing none, we will proceed with the Speakers' List. Delegate of Rwanda, you are now recognized to speak in front of this Committee for two minutes.

RWANDA: Good morning honorable Chair and fellow delegates, Rwanda's position regarding the situation in Darfur is of major importance, since... I yield my time to questions.

MODERATOR: The delegate's time has expired. Are there any questions for the delegate? [...] Yes, delegate of Mexico, for what point or motion do you rise?

MEXICO: Point of inquiry to the Speaker.

MODERATOR: Delegate, do you yield?

RWANDA: Yes, I do.

MEXICO: Does Rwanda believe that its situation should be addressed the same way...

RWANDA: Yes, it has been proven that the problem should be faced in certain way since...

MODERATOR: The Speaker's time has expired. Thank you, delegate, you may sit down. Delegates the floor is open, are there any points or motions on the floor? Seeing none, we will proceed with the Speakers' List.

(**NOTE:** Whenever there are no points or motions on the floor, the Moderator will automatically proceed to the Speakers' List.)

MODERATOR: Delegate of France, since you second the motion, you are now recognized to speak in front of this Committee for two minutes.

FRANCE: ...

MODERATOR: Delegates the floor is open, are there any points or motions on the floor? Delegate of South Africa, for what point or motion do you rise?

SOUTH AFRICA: Motion to open a Moderated Caucus.

(**NOTE:** A Moderated Caucus is a "less formal" space for delegates to be able to communicate more directly with all the other delegates; nevertheless, the same protocol must be followed, and no delegate may speak if the floor was not given to them by the Moderator. For a Moderated Caucus to be in order, two quarters of the Committee must have presented their position on the Speakers' List.)

MODERATOR: Yes, delegate, that is in order at the time, for an extension of how long?

SOUTH AFRICA: For as long as the Chair considers.

MODERATOR: The Chair considers suitable to open a Moderated Caucus for an extension of 11 minutes. Does the delegate wish to reestablish?

(**NOTE:** If a motion is in order, but has not been established correctly, or the Staff does not agree with the duration, the delegate is given the option to reestablish. If the delegate does not wish to reestablish, the floor will be opened again; if he does, the motion passes once it has been established correctly).

SOUTH AFRICA: Yes. Motion to open a Moderated Caucus for 11 minutes.

MODERATOR: That is in order at the time, I need a second for that motion, yes delegate of Congo seconds the motion, all votes in favor? Votes against? The motion passes. We are now in a Moderated Caucus for 11 minutes. Delegate of South Africa, please establish.

SOUTH AFRICA: The delegation of South Africa has already signed peace treaties such as... and encourages other countries to take on the same ideals...

MODERATOR: Delegates, the time of the Moderated Caucus is up. The floor is open, are there any points or motions on the floor? Yes, delegate of Germany, for what point or motion do you rise?

GERMANY: Motion to extend the time of the Moderated Caucus for 7 minutes.

(**NOTE:** The time extension for any caucus must be of a shorter extension than the first motion to be in order, which means that if the original motion was to be set at 11 minutes, the extension of the time must be of 10 minutes or less.)

MODERATOR: The Chair considers an extension of the Moderated Caucus for 7 minutes to be in order. I need a second to that motion. Seconded by the delegate of Zimbabwe.

MODERATOR: We are now in an extension of the Moderated Caucus for 7 minutes. Delegate of Germany please establish.

GERMANY: Germany would like to address this issue starting from the protection of human rights...

MODERATOR: The extension of the Moderated Caucus has ended.

(**NOTE:** Motions to extend the time will only be in order once.)

MODERATOR: Delegates, the floor is open, are there any points or motions on the floor? Seeing none we will proceed with the Speaker's List. Delegate of Uganda you are now recognized to speak in front of this Committee for two minutes and a half.

UGANDA: Uganda has suffered serious consequences due to this problem because...

MODERATOR: The delegate's time has expired. We will now proceed to the two guaranteed questions. All delegates wanting to ask a question to the delegate please raise your placards. Yes, delegates of Brazil and Mauritania.

MODERATOR: The delegate's time has expired. The floor is open, are there any points or motions on the floor? Yes, delegate of Argentina, for what point or motion do you rise?

ARGENTINA: Motion to open an extraordinary session of questions to the delegate of Uganda.

(NOTE: An extraordinary session of questions is a space for a delegate to ask direct questions to another in a formal way. An extraordinary session of questions may be done to any delegate if they have already presented their position in front of the Committee. Delegates may refuse to receive the extraordinary questions two times, the third time they will be given a warning).

MODERATOR: How many questions?

ARGENTINA: Three questions.

MODERATOR: The Chair considers two questions would be suitable, so other delegates can ask too. Do you wish to reestablish?

ARGENTINA: Motion to open an extraordinary session of two questions to the delegate of Uganda.

MODERATOR: That is in order, delegate of Uganda, do you yield?

UGANDA: I do.

MODERATOR: If there are two more delegates wanting to ask the delegate of Uganda a question during this extraordinary session, please raise your placards. Yes, Delegate of Nigeria and delegate of Sweden. Delegate of Argentina, please rise to establish.

ARGENTINA: How is Uganda affected by this problem, regarding the sole issue of...?

UGANDA: First, it affects our economy because...

MODERATOR: Thank you, delegate. Delegate of Nigeria.

NIGERIA: ...

UGANDA: ...

NIGERIA: Point of personal privilege.

MODERATOR: Yes delegate?

NIGERIA: May I follow up?

(NOTE: When a delegate wishes to follow up, it means he/she wants to ask another question. A follow up will be in order ONLY if the second question is related to the answer given by the delegate after the first question. Delegates only have the right to make one follow up. Nevertheless, if the Chair considers it suitable, a second follow up may be given to the delegate).

MODERATOR: Yes, delegate that is in order.

NIGERIA: Then why would Uganda refuse to sign the treaty involving...

UGANDA: ...

MODERATOR: Delegate of Sweden.

SWEDEN: ...

UGANDA... SWEDEN: ... UGANDA: ...

MODERATOR: Thank you, delegate. You may now take your seat. Delegates, the floor is open, are there any points or motions on the floor? [...] Yes, delegate of Sudan, for what point or motion do you rise?

SUDAN: Motion to open an Unmoderated Caucus for 12 minutes.

(**NOTE:** For an Unmoderated Caucus to be in order, ALL delegates must have presented their position in front of the entire Committee.)

MODERATOR: Yes, that is in order. For what purpose?

(**NOTE:** Delegates will not be given time of Unmoderated Caucus to write a resolution from scratch. All those wanting to write a possible resolution paper must start and continue writing it during the debate.)

SUDAN: With the purpose of discussing a working paper currently being written by the delegate of _____ with interested countries.

MODERATOR: That would be in order at the time, do you wish to reestablish?

SUDAN: Motion to open an Unmoderated Caucus for 12 minutes with the sole purpose of discussing a working paper with other interested countries.

MODERATOR: That would be in order. I need a second for that motion. Seconded by the delegate of Russia. Votes in favor? Votes against? The motion passes. We are now in an Unmoderated Caucus for 12 minutes.

(**NOTE:** During an Unmoderated Caucus delegates should always speak English and may not deviate from the subject for what the Unmoderated Caucus was opened).

MODERATOR: Delegates, the time of the Unmoderated Caucus is up. Are there any points or motions on the floor? Yes, delegate of Zimbabwe for what point or motion do you rise?

ZIMBABWE: Motion to introduce a working paper as a Possible Resolution Paper A.

(**NOTE:** For this motion to be in order, the working paper must have been checked and approved by the committee staff).

MODERATOR: Yes, delegate that is in order. I need a second for that motion, seconded by the delegate of Mongolia.

(**NOTE:** When a working paper comes into consideration to become a possible resolution paper; a second blank Speakers' List will be opened, divided in three columns: Pro - Delegates who are in favor of the Working Paper; Con - Delegates who are against the Working Paper; To - Delegates who are neither against nor in favor of the resolution, since they believe amendments should be done to it. The time will be set again. It will work as a usual session where the floor will be opened, and a motion must be presented before the table. All delegates wishing to speak pro, to or con the resolution must raise their placards again when the table calls for it).

MODERATOR: All those delegates wanting to speak PRO, all those delegates wishing to speak TO, all those delegates wishing to speak CON.

MODERATOR: Delegates the floor is open, are there any points or motions on the floor? Yes, delegate of United Kingdom, for what point or motion do you rise?

UK: United Kingdom moves to set the time of the Speakers' List to 1 minute with one guaranteed question.

MODERATOR: That is in order. I need a second for that motion, seconded by the delegate of Rwanda, all votes in favor? Against? Abstentions? [...] The motion clearly passes, as of now, the speaking time will be set at 1 minute with one guaranteed question. Delegate of Zimbabwe, you are now recognized to speak PRO of Working paper A in front of this Committee for 1 minute.

ZIMBABWE: This should be the resolution we should pass since Zimbabwe believes it benefits all countries because...

MODERATOR: The delegate's time has expired; nevertheless, the delegate still has a guaranteed question.

MODERATOR: Yes, delegate of Togo, for what point or motion do you rise?

TOGO: Point of inquiry to the Speaker.

MODERATOR: Delegate, do you yield? (Speaking to the delegate on the floor.)

ZIMBABWE: Yes, I do.

TOGO: Why weren't small African countries included...?

ZIMBABWE: ...

MODERATOR: The delegate's time has expired. You may now take your seat. Delegates, the floor is open, are there any points or motions on the floor? Seeing none, we will continue with the Speakers' List.

(**NOTE:** The Speakers' order will be one delegate speaking PRO, one delegate speaking TO, one delegate speaking CON, and so on. Two speakers defending the same position may not speak one after another, unless there are no more Speakers on the other positions.)

MODERATOR: We will now proceed with the delegate of Mexico, speaking TO this resolution.

MEXICO: Motion to limit debate time to the next two speakers

(**NOTE:** The debate may be limited to:

1. A certain number of speakers: "Motion to limit debate to the next two speakers"
2. A certain number of minutes: "Motion to limit debate to the next five minutes"
3. Until a certain time in the clock: "Motion to limit debate until 11:30 am.")

MODERATOR: That is in order; I need a second for that motion. The delegate of Germany seconds the motion, votes in favor? Votes against? The motion clearly passes. As of now the time of the debate has been limited to the next two Speakers.

(**NOTE:** Whenever the time of debate is limited, when the time ends, the Committee will proceed to immediate voting of the topic or issue being discussed.)

MODERATOR: And as previously stated, the time of debate has been limited and has now expired, therefore, we will proceed to immediate voting on whether this working paper should pass as a possible resolution paper or not.

(**NOTE:** During every voting session, three rounds of votes will be made: 1) In Favor, Against or Abstention; 2) In Favor or Against; 3) Yes or No.)

MODERATOR: Whenever your country's name is called on the row call, you must state your position. *Row is called* And with that the motion to present working paper A as a

possible resolution passed, this possible resolution will now go under the name of Possible Resolution A.

MODERATOR: Delegates, the floor is open, are there any points or motions on the floor? Yes, delegate of Togo, for what point or motion do you rise?

TOGO: Motion to take into consideration an amendment to Possible Resolution A.

(**NOTE:** Whenever amendments must be taken into consideration, an alternative Speaker's List will also be opened, but ONLY TWO Speakers are allowed per column. There are two types of amendments: REGULAR - these types of amendments must be taken in consideration by the entire Committee and voted on-, and FRIENDLY – these do not have to be approved by the entire Committee, but should have already been signed by the sponsors of the possible resolution.)

MODERATOR: Yes delegate, that is in order at the time; I need a second to that motion, seconded by Argentina. Votes in favor? Against? Abstentions? The motion clearly passes. Delegate of Togo, would you like to speak in favor? All those delegates wanting to speak PRO raise your placards. TO? CON?

MODERATOR: Delegates the floor is open, are there any points or motions on the floor?

BRAZIL: Brazil moves to set the speaking time to 45 seconds with two guaranteed questions.

MODERATOR: That is in order at the time. Delegates; I need a second to that motion, votes in favor? Against? Abstentions? The motion passes. The time has now been set at 45 seconds with two guaranteed questions. Delegate of Togo, you are now recognized to speak in front of this Committee for 45 seconds.

MODERATOR: The time of the consideration of the amendment has expired, we will now proceed with immediate voting.

VOTING PROCESS IS COMPLETED

MODERATOR: The motion to introduce amendment A to the resolution does not pass. Delegates, the floor is open, are there any points or motions on the floor?

(**NOTE:** The consideration of Working Papers and amendments process must be done to all Working Papers having three sponsors, signed by half of the Committee, and approved by the Committee Staff.)

MODERATOR; Yes, delegate of France, for what point or motion do you rise?

FRANCE: Motion to proceed to the immediate reading and voting of possible resolutions A and B.

(**NOTE:** For this Motion to be in order, the delegate asking for the Motion has to say: "Motion to open an informal session to read the possible resolutions A and B." After the possible resolutions have been read, another delegate must motion to go back to formal session to continue to immediate voting: "Motion to go back to a formal session to proceed to immediate voting.")

MODERATOR: That is in order, do you wish to open an informal session?

FRANCE: Yes, I do. Motion to open an informal session to read the possible resolutions.

MODERATOR: That is in order. I need a second to that Motion, seconded by the delegate of Bolivia; votes in favor? votes against? We are now in an informal session.

(**NOTE:** Two sponsors from each resolution must come forward and read the Working Paper, afterwards a session of questions will automatically be opened and 6 questions are permitted per resolution.)

POSSIBLE RESOLUTION A IS READ

MODERATOR: Thank you, delegates. We will now proceed to a session of questions. All delegates who wish to ask a question please raise your placards.

MODERATOR: Delegate of The United States, for what point or motion do you rise?

USA: Point of inquiry to the speakers.

MODERATOR: Delegates, do you yield?

SPAIN: Yes, we do.

USA: Why is it that developing countries are not included in this resolution?

SPAIN: If you may recall paragraph 5 from the resolution...

SAME PROCEDURE FOR POSSIBLE RESOLUTION B

MODERATOR: The delegates' time has expired. Delegates, the floor is open, are there any points or motions on the floor?

RWANDA: Motion to go back to a formal session to proceed to immediate voting.

MODERATOR: That is in order at the time; I need a second to that motion, seconded by the delegate of United Kingdom. Votes in favor? Against?

MODERATOR: We are now back to formal session and we will proceed with immediate voting on the possible resolutions.

(**NOTE:** Once again three rounds of voting will be done twice, or for as many possible resolutions as a committee has.)

ROW IS CALLED AND EACH COUNTRY HAS TO VOTE

MODERATOR: Delegates, having counted the votes, Possible Resolution Paper B is now recognized as Resolution Paper for topic A: The Situation in Darfur. Congratulations delegates, you have now reached a resolution.

MODERATOR: Delegates, the floor is open, are there any points or motions on the floor?

MEXICO: Motion to close the session.

MODERATOR: That is in order; I need a second to that motion, seconded by the delegate of the US, votes in favor? Against? Abstentions? **The motion clearly passes; we now declare the session closed.**

2. Protocol for the International Court of Justice (ICJ)

The Court is formed by:

- **Agents:** Parties to a case are represented by lawyers known as Agents. Each party will be represented by three agents. Agents are responsible for presenting their state's arguments to the Court.
- **Justices:** The function of the judges is to decide disputes between State Parties brought before the ICJ. Judges will take an oath before starting their first hearing as Members of the Court.

RULES OF PROCEDURE

OPENING OF THE COURT

I. The President will open the session and present the Justices.

II. The Court will proceed with a motion to leave the room to present the Justices' oath.

Example

MODERATOR: Justice, please proceed.

JUSTICE: "I, Justice [surname], solemnly declare that I will perform and exercise my powers and duties as Justice of the International Court of Justice, honorably, faithfully, impartially and ethically."

INITIAL HEARINGS

I. The Moderator will recognize the applicant (Agency 1) and then the respondent (Agency 2) to present their case in front of the judges.

Example

MODERATOR: The agency of _____ is now recognized to present their stand of this case. Speaking in front of this Court for (time considered suitable by the Staff Members; usually between 3 to 5 minutes. It is not compulsory that the Agents use the whole time.)

AGENTS: In their opening speech, they should include an interpretation of the facts that led to the dispute, arguments in their favor, and conclude with a list of petitions made to the Court.

II. Once both agencies have presented their case, the Judges open an extraordinary session of questions to either of the Agencies, to clarify any issue that may be confusing or not well specified in the documents.

III. After the Agents have presented their first arguments, they will be asked to leave the session and the Justices will be called to deliver a preliminary opinion of the case, in which they should mention the points they consider must be discussed during the rest of the proceedings. This is the first debate (MODERATED CAUCUS.)

IV. Once the Justices finish delivering their preliminary opinions, both Agencies are asked back into the room and the applicant (Agency 1) will be recognized to present a rebuttal to the respondent's (Agency 2) arguments. It should be clear and respectful.

Example

AGENTS: The Agency of _____ mentioned in their presentation of the case that _____. As a counter-part, we want to state that _____.

OR We would like to know what they base their statements/petitions/allegations on.

OR We encourage them to reconsider _____.

The Judges may require an extraordinary session of questions to the Agents, only if any issue needs clarification.

V. After the rebuttal (refutation), the respondent (Agency 2) will be allowed and encouraged to answer the arguments of the applicant's (Agency 1) rebuttal. An extraordinary session of questions (same number of questions that were made to the applicant) from the Justices will be in order.

VI. Once the rejoinder (reply from the respondent) and rebuttal (refutation by the applicant) are concluded, the floor will be open. Justices then may ask the Agencies to leave the room to review these hearings. MODERATED CAUCUS.

HEARINGS

After the Justices have reviewed the initial hearings in a Moderated Caucus, the Agencies may start developing their arguments for the case. In the following hearings, the presentation of arguments, responses to the counter-part's arguments, evidence or witnesses may be presented.

PRESENTATION OF ARGUMENTS

These are brief premises that the Agents may use, without the need of evidence or a witness, to persuade the Judges to rule in their favor. They may be references to laws and/or diplomatic matters appealing to empathy.

PRESENTATION OF EVIDENCE

Presentation of evidence must be brief and concise. Agents must clearly explain the point to be proved and relevance of the piece. The evidence may be physical, audiovisual, photographic, phonographic, printed, etc. Judges may require an extraordinary session of questions. After a piece of evidence has been presented, Justices may ask the Agencies to leave the session to review it.

PRESENTATION OF A WITNESS

Just as the presentation of evidence, the presentation of a witness must be brief and concise. Agents must clearly explain who their witness is and what their relevance is to the case. A cross-examination (questions to discredit or undercut testimony already given) by the counter-part must be allowed. Judges may require an extraordinary session of questions to the witness. After a witness has been presented, Justices may ask the Agency to leave the room to review it.

Example

MODERATOR: Agency of _____, you are now recognized to introduce your (1st, 2nd, 3rd, etc.) witness to the Court. Please be brief. **AGENTS:** Your Excellences, as our (1st, 2nd, 3rd, etc.), we introduce (Name and title of the witness: Dr. John Hastings; Mrs. Joanna Smith.) Brief explanation of the witness' relevance to the case.

MODERATOR: Thank you, Agents. (Addressing the witness) Mr./Mrs./Miss/Dr., please place your right hand on your heart and raise your left hand. Do you solemnly swear or affirm that you will tell the truth, the whole truth, and nothing but the truth, under pains and penalties of perjury?

WITNESS: I do.

MODERATOR: You may introduce yourself briefly and tell us why you are here.

WITNESS: My name is _____. I am _____ (occupation). I have come on my own will, to give my testimony regarding _____.

MODERATOR: Thank you. (To the agents) You may now proceed with the testimony. I remind you that you have (time considered suitable by the Court).

AGENTS: They ask the witness the questions prepared in advance. Agents must not lead in anyway the witness' answer. After the witness is done, and if there is any time left, the Agents may make a brief and final statement. Example: As you can see, Mr. Munier's testimony proved that _____.

MODERATOR: Thank you, Agents. Now, it is the Agency of _____'s turn to cross-examine the witness. I remind you that you have (time considered suitable by the Court). The Agencies may or may not want to cross-examine the witness.¹ Cross-examination takes place if it is convenient for their case. If the Staff Members consider it suitable, the Agencies WILL HAVE to do so.

MODERATOR: The Moderator will open the floor. If the Judges consider it necessary, they will open an extraordinary session of questions to the witness. If not, the moderator will proceed to ask the Agencies to leave the room and the Judges will review given testimony.

FINAL ARGUMENTS

I. During the Final Arguments hearing, the Agencies will have a last opportunity to explain whichever point they consider was left out during the earlier hearings or that supports the ones they previously established.

II. The Court shall call first the applicant (Agency 1), then the respondent (Agency 2), to deliver a final argument. This argument should not be interrupted. The Agencies should address any final points or sum up their cases. There is no time set for final arguments, but Agencies must observe courtesy in the use of their time. Equal conditions will be allowed for both parties.

Example

MODERATOR: The Agency of _____ is now recognized to present their final arguments to this case. Agents, I exhort you to be brief and concise.

AGENTS: As to what has been said throughout this trial, we would like to state that this Agency considers that _____. We expect the Judges to consider that _____ for them to reach a reasonable verdict, based on the evidence and facts here presented.

¹ A cross-examination is the examination of a witness who has already testified in order to check or discredit the witness's testimony, knowledge, or credibility – to confront the witness.

FINAL DELIBERATION

After both Agencies have made their final statements, they will proceed to leave the room. In the meantime, Justices will draft the final ruling and vote it.

JUDGMENT

I. The final ruling must include a brief explanation of the facts presented by the Agencies; a brief chronicle of how the proceedings took place, recalling the main arguments of the Agencies; an explanation of why such verdict has been made; and the final decision, in which the list of petitions expressed by the parties must be voted Against or For. The names of the Judges voting for or against the petition must be included at the bottom of the ruling.

II. Justices must not order anything not asked by the Agencies in their petitions, nor exceed the Court's jurisdiction (read the Statute of the International Court of Justice, Article 36, paragraph 2).

III. The staff will help the Justices in the writing of the petitions to be decided and the drafting procedure.

VERDICT

The final verdict must include:

I. Within the competence of the Court.

II. A brief explanation of the facts presented by the Agencies.

III. Considerations (legal grounds.)

Example: Considering the Vienna Convention, Article 26, second paragraph...

Example: By unanimous decision, the United States of America has been found internationally responsible for violating the Vienna Convention.

VOTING

I. Once the decision (ruling) is fully drafted, and the votes are annexed, the Court will be called to begin a voting procedure to approve the final document. The vote expresses the satisfaction of the Justices to the final draft of the ruling. Each Justice will have one vote. In the event of a tie, the President shall have the deciding vote. The vote of half of the Justices present plus one will be considered a majority.

II. Substantive votes shall be taken by roll call. The President shall call the roll in alphabetical order starting with a randomly selected Member. The roll call shall consist of only one round in which the Justices may vote Yes, No or Abstention.

III. After the President has announced the beginning of voting, no interruption shall be allowed. Anyone disrupting the voting may be asked to leave the room by the President.

IV. Once a ruling is approved, the Court declares it passed. The final public hearing is called, and Agents return to the room to listen to the final verdict. Agents must remain standing up while verdict is delivered.

MOTIONS

There are four types of motions:

(i) Point of Order. It can interrupt the debate. It is used when a Party, an Officer or a Judge has not complied with the Rules of Procedure. In the case that there is no justification to this point, it will be immediately over-ruled.

(ii) Point of Personal Privilege. It can interrupt the debate. It is used when an Agency or a Judge has a personal need. It is recommended to inform the Staff by delivering a written note instead of using this motion. Use this motion for extremely necessary cases.

(iii) Point of Parliamentary Inquiry. It is only in order when the floor is open. It is used to make questions about procedures.

(iv) Motion of Procedure. It is only in order when the floor is open:

Postponement of Debate: A Member of the Court may postpone debate when he/she considers that debate should not continue until some evidence or witness is present. This needs a motion that must pass with three-fourths of the present Judges.

To leave the room: During debate, a Justice may move the Court to consider a decision. He/she may be questioned on what matter. If suitable, it will proceed; if not, they will just dismiss the call. This motion will pass with a simple majority. Both Agents must leave the room if the motion passes.

Closing of Debate: A Motion to close debate will only be in order after the Court has dictated a ruling or verdict, or when evidence was not enough to establish a case.

Dismissal: When a piece of evidence has been presented or a witness has given testimony, a judge or a part may move to a dismissal of that evidence. This motion requires an explanation on why the evidence or the witness' testimony should be dismissed. The motion requires a two-thirds majority to pass. If the Motion passes, the evidence or witness shall be considered as an argument and not as evidence when studied by a Judge.

OBJECTIONS: The objections are only used when witnesses and evidences are presented. The following are valid objections:

(i) Hearsay. A hearsay objection may be raised when a speaker refers to a fact that they did not witness. These statements must be considered simple arguments and not evidence since their probatory value decreases.

(ii) Competence. A competency objection may be raised when a speaker refers to a technical fact that he/she is not professionally qualified to give. This is not evidence.

Example: Reference to a perpetrator's mental state. - A psychologist is qualified to do that.

(iii) Prejudicial. It may be raised if any statement is presented in such a way that the personal integrity of a Judge is being damaged.

(iv) Irrelevant. It may be raised when an assertion is irrelevant to the case on trial.

(v) Speculation. It may be raised when an assertion is of speculative nature.

(vi) Leading. It may be raised if an Agent, when questioning a witness, puts forth questions that may condition the witness' answer to a simple and desired one.

PERTINENT VOCABULARY

-Your Excellencies

-Your Honors

-Members of the Court

-Justices

-We introduce

-We now present

-We believe

-We would like to state

-We exhort you to

-We encourage you to

3. Protocolo en español para la OEA

Lineamientos de procedimiento: Todos los lineamientos de procedimiento tienen como propósito garantizar control sobre el debate, ofreciendo así a todos los delegados una oportunidad equitativa y justa de participar bajo las mejores condiciones posibles. Estas reglas deben ser seguidas en todo momento, no sólo durante las sesiones. Cualquier violación a los lineamientos equivale a recibir una amonestación.

Lenguaje: El idioma oficial y de trabajo depende del comité en el que se trabaje (puede ser inglés o español). Se deberá hablar el idioma oficial durante todo el debate sin excepciones. En caso de que un delegado sea sorprendido hablando en un idioma diferente al oficial, éste recibirá una amonestación.

Conducta diplomática: Los delegados deberán comportarse de forma cortés y respetuosa con todos los miembros del comité y del staff. Exhortamos a todos los delegados a adoptar una conducta diplomática en todo momento. Durante las sesiones, el moderador está en su derecho de llamar al orden a cualquier delegado que interfiera con el cumplimiento de las reglas. Los delegados en la OEA serán referidos como Embajadores.

Código de vestimenta: Dado que estamos simulando el trabajo oficial de la Organización de Estados Americanos, exhortamos a todos los delegados a seguir el código de vestimenta que se especifica en las reglas.

Declaraciones del secretariado: El Secretario General o cualquier otro miembro del secretariado cuenta con la facultad de interrumpir los procedimientos de cualquier comité, para poder dirigirse a los miembros del staff, dejar notas diplomáticas o atender cualquier situación que se presente respecto a los debates y los comités.

Obligaciones y autoridad del staff del comité: El staff de la conferencia está conformado por un presidente de la mesa, un moderador y un vicepresidente. El presidente tiene la labor de monitorear los procedimientos que conforman el comité y debe guiar a su equipo a través de éstos. La mesa debe abrir y cerrar la sesión, así como delimitar y controlar el tiempo de los oradores. El moderador debe dirigir el debate al abrir el foro, lo que da a los delegados el derecho de hablar, hacer preguntas y establecer cualquier punto o moción. Sin embargo, su función principal consiste en asegurarse de proteger el correcto uso de los lineamientos y procedimientos del debate.

Quórum: La mesa debe declarar abierto el comité cuando al menos un cuarto de sus miembros se encuentre presente. Esta presencia o quórum deberá ser anunciada por la mesa. Cualquier delegado cuenta con la facultad de preguntar por el quórum por medio de una moción de procedimiento. No obstante, está a discreción de la mesa aceptar o negar dicha moción. No es necesario pasar lista para acreditar la presencia del quórum. Sin embargo, siempre se tomará lista al inicio de cada sesión.

REGLAS DE PROCEDIMIENTO DURANTE LA SESIÓN

1.- Agenda: Posterior a la moción de abrir la sesión, los delegados deberán establecer la agenda en los temas que quieran discutir.

❖ La única manera en la que los delegados pueden establecer la agenda en el tema que quieran discutir es a través de una moción. Esta moción requiere ser secundada y puede ser debatible.

❖ Se abrirá una lista de oradores a favor y en contra de la moción.

❖ Para que la moción pase, ésta se somete a votación del comité.

2.- Votación: Sólo aquellos delegados que establezcan que se encuentran “presentes y votando” en el último pase de lista podrán participar en los procedimientos necesarios para votar. Una moción que requiera de la mayoría de votos sólo estará en orden si la cantidad de votos a favor supera a aquellos en contra. Si la cantidad de votos es la misma a favor y en contra, la moción no pasa. Una moción que requiere de dos tercios de los votantes sólo pasará si los votos a favor superan dos veces a los votos en contra.

No existen abstenciones durante la votación procesal, donde todos aquellos delegados deberán establecer su posición, ya sea a favor o en contra.

3.- Lista de oradores: Una vez establecida la agenda, se procede a abrir una lista de oradores, con el propósito de generar debate en el comité. Los oradores sólo podrán exponer sobre el tema, excepto cuando se reemplace la lista con otra lista, ya sea por medio de mociones de procedimiento o enmiendas. Los delegados podrán agregar su nombre a la lista de oradores vía una nota diplomática a la mesa o bien esperar a que la mesa pregunte abiertamente por más oradores.

4.- Debate informal no moderado: La moción para abrir un debate informal no moderado se encontrará en orden solamente cuando el foro se encuentre abierto. No obstante, está a discreción de la mesa aceptar o negar dicha moción. El delegado/Embajador que desee hacer uso de dicha moción deberá describir su propósito y especificar el tiempo, antes de entrar a un proceso de votación. Para que esta moción pase, se requiere de una mayoría simple. El moderador cuenta con el poder de negar la moción y esta decisión no está sujeta a apelación.

5.- Debate informal moderado: El propósito del debate informal moderado es el de simplificar el debate. Éste debe de coordinarse por el moderador, quien controlará el foro dándole la palabra a cada delegado. La moción para la apertura de un debate informal moderado procede durante cualquier momento mientras el foro esté abierto. El tiempo no debe superar los 10 minutos. Una vez hecha, se procede inmediatamente a una votación y pasa con una mayoría simple a favor. La mesa es quien decide si la moción pasa o no a votación, y su decisión es inapelable.

6.- Cierre del debate: Un delegado puede proponer cerrar el debate. Esta moción requiere de tres tercios a favor para pasar. El cierre del debate es automático si la lista de oradores se agotó y no hubiera más o si no hubiera mociones.

7.- Aplazamiento del debate: una moción para aplazar el debate sólo podrá ser presentada cuando la agenda lo indique. Dicha moción requiere una mayoría simple para ser aprobada.

8.- Reanudación del debate: los delegados podrán emitir una moción para reanudar el debate sobre un tema en particular. Un delegado debe hablar a favor y otro en contra. Dicha moción requiere una mayoría simple para que pase. Una vez aprobada, el comité procede a debatir el tema. Sólo se podrá regresar al tema pospuesto hasta que se termine de debatir el tema actual.

NORMAS QUE RIGEN EL DISCURSO

1. Discursos: Ningún representante puede dirigirse a una sesión sin antes haber sido reconocido por el moderador o la mesa. El moderador o la mesa pueden llamar al orden a un orador si sus observaciones no son relevantes al tema en cuestión.

2. Tiempo del orador: El presidente de la mesa o cualquier delegado podrá proponer el tiempo de las intervenciones o los discursos. En caso de que un delegado exceda el tiempo de los discursos, el moderador llamará al orden. Mediante una moción de procedimiento, el delegado podrá limitar o extender el tiempo de debate, pero está a discreción de la mesa aceptar o denegar la moción.

Ceder el tiempo: Un delegado que haya sido reconocido para hablar frente al foro (excepto en los debates informales moderados) puede ceder su tiempo sobrante a otros delegados, a preguntas o a la mesa. Hay tres formas de ceder el tiempo:

- I. **Ceder el tiempo a otro delegado:** El delegado al que se le cede el tiempo está reconocido a hablar ante el foro durante el tiempo restante, pero no puede aceptar que ningún otro delegado le ceda más tiempo. Si el delegado al que se le cede el tiempo no acepta, la mesa podrá disponer del tiempo.

- II. **Ceder el tiempo a preguntas:** Aquellos delegados que deseen hacer preguntas pueden levantar sus *placards* y el moderador dará la palabra a quienes harán las preguntas. Las respuestas del orador sólo abarcan el tiempo sobrante.
- III. **Ceder el tiempo a la mesa:** El tiempo del orador concluye.

3.- Breve preámbulo: En caso de que un delegado quiera ser más específico, podrá hacerlo con ayuda de un breve preámbulo. No obstante, deberá solicitarlo a la mesa vía un punto de privilegio personal.

4.- Comentarios: El moderador puede reconocer a dos delegados para hacer comentarios con respecto a cualquier discurso sustancial. Estos dos comentarios sólo estarán en orden después de discursos sustanciales en los que no se haya cedido tiempo a la mesa, y en su lugar se ceda a preguntas y comentarios. Si el tiempo del delegado concluye, los comentarios no estarán en orden. Los comentarios son considerados parte del discurso sustantivo por propósitos de precedencia. Los delegados reconocidos para hacer comentarios no pueden ceder su tiempo, y sus comentarios deben tener relación y concordancia con el discurso sobre el que comentan.

5.- Derecho de réplica: En caso de que se haya aprobado el cierre de la lista de oradores y un delegado no esté inscrito en la lista, podrá solicitar este derecho por escrito. Se recomienda que sea ejercido una vez que hayan hecho uso de la palabra todos los delegados inscritos en la lista de oradores.

PUNTOS O MOCIONES

1.- Punto de privilegio personal: Si en algún momento del debate un delegado experimenta alguna inconformidad personal que interfiera directamente con su habilidad de participar en el debate, puede usar un punto de privilegio personal. Este punto puede interrumpir cualquier momento del debate, no obstante, los delegados deberán hacer uso de éste con discreción. También pueden solicitar el punto a través de una nota diplomática a la mesa.

2.-Punto de orden: El punto de orden se utiliza cuando un delegado ha cometido un error con respecto a los procedimientos y el objetivo es hacerlo notar a la mesa. Este punto debe usarse con discreción y respeto.

3. Punto de duda parlamentaria: Si el foro está abierto y un delegado tiene alguna pregunta con respecto al procedimiento parlamentario, se puede extender un punto de duda parlamentaria. La pregunta será contestada de forma inmediata por el moderador (un punto de duda parlamentaria jamás podrá interrumpir a un orador).

PROCEDIMIENTO DE DECLARATORIA

1.- Papel de trabajo: La función de un papel de trabajo es compartir ideas o soluciones válidas respecto al tema con otros delegados. Para que sea reconocido como una posible declaratoria debe contar con la aprobación de la mesa. Debido a que un papel de trabajo no puede ser formalmente presentado ante la conferencia, no se le pueden hacer enmiendas formales. En su lugar, se recomienda que los delegados hagan uso de los debates informales moderados para enmendar, sugerir y juntar sus declaratorios preliminares expuestas en los papeles de trabajo.

2.- Declaratoria: Las declaratorias son el resultado de todas las deliberaciones de la conferencia. Éstas deberán representar las opiniones de una parte importante de la conferencia. Para aprobar una declaratoria, ésta deberá contar con un consenso. Todas las declaratorias deberán seguir el mismo formato (como se describe en el *Delegate Handbook*). La única manera de debatir una declaratoria es por medio de una enmienda. En caso de que una enmienda se encuentre dentro del foro, los delegados deberán determinar si pasa o no. Las declaratorias son aprobadas por votación.

3.- Introducción de una declaratoria: En cualquier momento, mientras el foro esté abierto, cualquier delegado puede extender su propuesta de declaratoria sobre el tema a discusión. Los delegados sólo podrán proponer una declaratoria cuando ésta haya sido aprobada por la mesa y haya sido firmada por todos los delegados de la conferencia.

Firmar una declaratoria no implica estar de acuerdo con ésta, sino que demuestra interés en que sus ideas se discutan más a detalle. Así mismo, firmar una declaratoria no impone derechos ni obligaciones adicionales con respecto a esta. Habrá tres delegados principales que fungirán como promotores de la declaratoria y uno que estará a cargo de exponerla ante el foro. Ningún comentario adicional estará en orden una vez que se presente la declaratoria, no obstante, ésta debería ser inmediatamente priorizada como tema de debate. El delegado encargado de la declaratoria dará lectura únicamente a las cláusulas operativas de la declaratoria.

Una vez que una declaratoria fue presentada, ésta se mantiene como sujeto de discusión hasta que se cierre el debate sobre la declaratoria, se pase al siguiente tema, u ocurra alguna enmienda con respecto a la declaratoria.

4.- Enmienda: Las enmiendas permiten alterar cualquier declaratoria que se presente ante el comité. Todas las enmiendas deben ser propuestas por escrito y requieren de la aprobación de la mesa. Una vez se presente una enmienda, se deberá de suspender el debate actual y proceder con una lista de oradores. En la lista, los oradores podrán hablar a favor, en contra o podrán cuestionar la enmienda. El debate continuará hasta que se presente una moción para cerrar el debate. La enmienda requiere de una mayoría simple para poder pasar. En caso de que pase, los cambios se incorporan de manera inmediata en la declaratoria. Una vez se adopte la enmienda, se retoma el debate. Lo único que no

se puede modificar son las frases preambulares. No se puede enmendar una declaratoria que no se encuentre dentro del foro. Existen dos tipos de enmiendas:

❖ **Enmienda amistosa:** Se considera como una enmienda amistosa a aquellas negociaciones entre el autor de una declaratoria y cualquier otro delegado que quiera alterar en sustancia la presente declaratoria. Para poder ser aprobada, ésta deberá ser firmada por el autor de la declaratoria, ya que no necesita pasar por un proceso de votación.

❖ **Enmiendas no amistosas:** En caso de querer alterar en sustancia la presente declaratoria, pero no se cuente con la aprobación del autor, se deberá proceder a una enmienda no amistosa. Esta enmienda requiere ser presentada por escrito y contar con la firma del 15% de la conferencia más la aprobación de la mesa. Una vez aprobada por la mesa se abre una lista de oradores, donde se podrá hablar a favor, en contra o cuestionar la enmienda. El debate continuará hasta que se presente una moción para cerrar el debate. La enmienda requiere de una mayoría simple para poder pasar. En caso de que pase, los cambios se incorporan de manera inmediata en la declaratoria. Una vez se haya adoptado la enmienda, se retoma el debate.

5.- Introducción de una enmienda: Las enmiendas deberán ser firmadas por un número específico de miembros y obtener aprobación de la mesa antes de ser introducidas al comité. El número específico de miembros requeridos para firmar la enmienda está a discreción total de la mesa. Un delegado puede sugerir una enmienda a una declaratoria ya existente en cualquier momento, siempre y cuando el foro esté abierto. El delegado que presentó la enmienda tendrá el derecho de leerla frente al comité. No hay promotores de la enmienda. Las enmiendas que no han sido aprobadas por la mesa o que hablan de una declaratoria aún no presentada ante el foro no estarán en orden. La mesa puede establecer que una enmienda está fuera de orden si ésta interfiere con el sentido de la declaratoria. Esta decisión es inapelable.

6.- División de una cuestión: Una vez que el debate con respecto a una declaratoria ha sido cerrado, un delegado puede presentar una moción para dividir la cuestión. La división de la cuestión permite a los miembros de la conferencia votar sobre las cláusulas operativas de la declaratoria independientemente (las cláusulas preambulares no pueden ser divididas). Mediante la división de la cuestión, los delegados pueden remover una o más cláusulas operativas de la declaratoria antes de que el comité vote por ésta.

- La división de la cuestión debe ser presentada mediante una nota diplomática ante la mesa, explicando a detalle las razones detrás de la solicitud.
- Si la moción es aprobada por la mesa, se procederá a votación.
- Si la moción no pasa, la conferencia pasará a una sesión obligatoria de votación sobre la declaratoria entera.

PROCEDIMIENTOS PARA VOTAR

1.- Votaciones de pase de lista: Una vez que se cierre el debate con respecto a cualquier declaratoria o enmienda, un delegado puede presentar una moción para una votación de pase de lista. Esta moción está a discreción de la mesa. Una votación de pase de lista está en orden para votos sustantivos, y la decisión de la mesa es inapelable. En

esta votación la mesa deberá pasar la lista en orden alfabético empezando por un miembro aleatorio del comité. El delegado en cuestión deberá votar *sí*, *no*, *abstención*. Los miembros que votaron *sí* y *no* tendrán derecho a dar una explicación al comité sobre su voto. Los secretarios que se abstuvieron volverán a ser requeridos para votar durante la segunda ronda; éstos deberán votar con *sí*, *no* o *abstención* únicamente y no podrán pedir derecho a explicación una vez que los votos se hayan hecho. Los delegados que hayan pedido derecho a explicación durante la primera ronda ahora serán reconocidos para hablar frente al comité para explicar su voto.

2.- Recuento de votos: En caso de que un delegado considere que los votos no han sido contados correctamente, se podrá proceder a un recuento. Esta votación puede realizarse por medio de un pase de lista o conteo de *placard*. No obstante, la decisión de realizar o no el recuento de votos se encuentra a discreción de la mesa y no está sujeta a apelación.

3.- Suspensión de una reunión: En caso de que el foro se encuentre abierto y queden menos de 10 minutos, los delegados pueden suspender la reunión. Esta moción culmina con los trabajos de la sesión, hasta abrir una nueva. No obstante, la decisión se encuentra a discreción de la mesa y no está sujeta a apelación. Para que la moción pase, se requiere de una mayoría simple.

4.- Aplazamiento de una reunión: Si el foro está abierto, quedan menos de 10 minutos y es la última sesión del modelo, un delegado puede extender una moción para el aplazamiento de la reunión. Esta moción concluye con todas las funciones del comité por la duración del modelo. Esta moción no es debatible y, si está en orden, deberá ser sometida a un voto inmediato. Se requiere de mayoría simple para que la moción pase. La mesa puede declarar la moción fuera de orden a su discreción y esta decisión es inapelable.

5.- Amonestaciones: En caso de que un delegado incumpla cualquier regla de procedimiento, éste puede recibir una amonestación. Las reglas de procedimiento especifican que primero se le otorgarán tres amonestaciones orales antes de proceder a una escrita. En caso de recibir una amonestación escrita, se procederá a lo siguiente:

- Una amonestación escrita: Afectará el puntaje del delegado.
- Dos amonestaciones escritas: El delegado será expulsado de la sesión.
- Tres amonestaciones escritas: El delegado será expulsado del modelo.

EJEMPLO DE PROTOCOLO

MODERADOR: Embajador, el foro está abierto. ¿Hay algún punto o moción? Sí, embajador de Belice. ¿A qué punto o moción se refiere?

EMBAJADOR DE BELICE: Moción para abrir la sesión.

MODERADOR: Esa moción está en orden. ¿Hay alguien que secunde la moción?

MODERADOR: Secundada por la embajadora de Argentina. ¿Votos a favor? ¿Votos en contra? La moción claramente pasa.

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste? Sí, embajador de Bahamas. ¿A qué punto o moción se refiere?

EMBAJADOR DE BAHAMAS: Moción para establecer la agenda en el tema A: Hoja de ruta para el desarrollo económico del país. (NOTA: La agenda sólo podrá abrirse en uno de los temas previamente seleccionados para el comité. Si la moción inicial falla, NO se procederá inmediatamente a abrir la agenda en el otro tema, sino que la moción se volverá a hacer en el foro).

MODERADOR: La moción está en orden. ¿Alguien secunda la moción? La embajadora de Argentina secunda la moción. ¿Embajador de Bahamas, desea hablar a favor?

EMBAJADOR DE BAHAMAS: Sí

MODERADOR: ¿Existe alguna delegación que quiera hablar en contra? Sí, embajador de E.U.A. Usted desea hablar en contra de seleccionar el Tema A: Hoja de ruta para el desarrollo económico del país. Tiene 30 segundos para hacerlo. Por favor proceda.

EMBAJADOR DE E.U.A: La Embajada de EUA considera que se debe abrir la sesión en el Tema A ya que...

MODERADOR: Embajador de Bahamas, tiene 30 segundos.

EMBAJADORES DE BAHAMAS: La Embajada de Bahamas considera que deberíamos discutir el Tema B ya que...

MODERADOR: Ahora procederemos a una votación inmediata. Todos los Embajadores a favor de abrir el Tema A, favor de levantar su *placard*. ¿Embajadores en contra? ¿Abstenciones?

MODERADOR: La moción pasa. Ahora estamos en el Tema A: Hoja de ruta para el desarrollo económico del país. Gobernadores, el foro está abierto ¿Hay algún punto o moción?

MODERADOR: Sí, embajador de México. ¿A qué punto o moción se refiere?

EMBAJADOR DE MÉXICO: Moción para abrir la lista de oradores. (NOTA: la lista de oradores es un espacio en donde los embajadores pueden exponer su punto de vista y proponer soluciones al tema).

MODERADOR: La moción pasa. Todos los embajadores que deseen formar parte de la lista de oradores favor de levantar su *placard*. (NOTA: los delegados deberán de mantener su *placard* levantado hasta ser anotados por la mesa).

MODERADOR: Embajadores, el foro está abierto ¿Hay algún punto o moción? Sí, embajadora de Costa Rica ¿a qué punto o moción se refiere?

EMBAJADORA DE COSTA RICA: La Embajada de Costa Rica hace una moción para establecer el tiempo de los discursos a dos minutos con tres preguntas garantizadas. (NOTA: el tiempo de los discursos deberá durar entre uno y dos minutos. Las preguntas garantizadas son aquellas en las que sin importar que se haya terminado el tiempo del orador, los delegados estarán autorizados para cuestionarlo. No obstante, el delegado primero deberá aceptar el cuestionamiento).

MODERADOR: La moción está en orden. ¿Hay alguien que secunde la moción? Secundada por el embajador de Bolivia. ¿Votos a favor? ¿Votos en contra? La moción claramente pasa. El tiempo de los discursos será de dos minutos con tres preguntas garantizadas. Embajadores, el foro está abierto. ¿Hay algún punto o moción en este? En vista de que no, procederemos a la lista de oradores. Embajadora de Costa Rica, tiene la palabra, por favor proceda.

EMBAJADORA DE COSTA RICA: Buenos días, estimados embajadores, Costa Rica se encuentra ... y propone... Cedo mi tiempo a la mesa.

MODERADOR: El tiempo de la Embajadora ha concluido. ¿Algún embajador quisiera cuestionarlo? Sí, Embajador de E.U.A, ¿a qué punto o moción se refiere?

EMBAJADOR DE E.U.A: Punto para cuestionar a la Embajadora de Costa Rica.

MODERADOR: Embajadora, ¿acepta la pregunta?

EMBAJADORA DE COSTA RICA: Sí.

EMBAJADOR DE E.U.A: ¿Qué opina sobre los gastos del Sector Salud?

EMBAJADORA DE COSTA RICA: Hasta hoy no hay pruebas de que...

MODERADOR: El tiempo del orador ha terminado. Embajadora, favor de regresar a su asiento. Embajadores, el foro está abierto. ¿Hay algún punto o moción? En vista de que no, procederemos con la lista de oradores. Embajador de Bolivia tiene la palabra, por favor proceda. (NOTA: en caso de que no exista una moción se deberá de proceder a la lista de oradores).

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste? Sí, embajador de México, ¿a qué punto o moción se refiere?

EMBAJADOR DE MÉXICO: Moción para abrir un debate informal moderado. (NOTA: el debate informal moderado es aquel en donde los Embajadores tienen la oportunidad de expresar su posición, mediante pequeñas intervenciones moderadas por la mesa).

MODERADOR: Embajador de México, su moción se encuentra en orden. Favor de clarificar la duración del debate informal moderado.

EMBAJADOR DE MÉXICO: ¿Estaría en orden una duración de siete minutos?

MODERADOR: La mesa considera prudente once minutos. ¿Le gustaría restablecer? (NOTA: aun cuando la moción esté bien formulada, la mesa podrá sugerirle a los delegados que aumenten o reduzcan el tiempo de debate).

EMBAJADOR DE MÉXICO: Sí. Moción para abrir un debate informal moderado con una duración de once minutos.

MODERADOR: La moción está en orden. ¿Hay alguien que secunde la moción? Embajador de Bolivia secunda la moción.

MODERADOR: La moción pasa. Ahora estamos en un debate informal moderado. Embajador de México, proceda por favor.

EMBAJADOR DE MÉXICO: Considero que...

MODERADOR: Embajadores, el tiempo del debate informal moderado ha concluido. El foro está abierto. ¿Hay algún punto o moción en éste?

MODERADOR: Sí, embajador de Brasil, ¿a qué punto o moción se refiere?

EMBAJADOR DE BRASIL: Moción para extender el debate informal moderado a la extensión que la mesa considere pertinente. (NOTA: la extensión deberá ser menor al primer tiempo de debate).

MODERADOR: La mesa considera pertinente una extensión de ocho minutos. ¿Algún secretario que desee secundar la moción? Secundada por la embajadora de Costa Rica. Ahora estamos en un debate informal moderado con una extensión de ocho minutos. El embajador de Brasil tiene la palabra.

EMBAJADOR DE BRASIL: La Embajada de Brasil considera pertinente discutir la importancia de las Cortes Internacionales para las declaratorias de disputas...

MODERADOR: Y con esa última intervención se da por terminado el debate informal moderado.

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción? En vista de que no, procederemos a la lista de oradores. La embajadora de México tiene la palabra.

EMBAJADORA DE MÉXICO: México considera que la única manera de parar los crímenes de guerra y proteger a los civiles es mediante...

MODERADOR: Y con esa última intervención se da por terminado su discurso, con lo que procederemos a dos preguntas. Quienes quieran hacer uso de las preguntas, favor de levantar su *placard*. La mesa reconoce al embajador de E.U.A. y el embajador de Paraguay...

MODERADOR: Y con esa última intervención se dan por terminadas las preguntas. Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste? Sí, embajador de Paraguay. ¿A qué punto o moción se refiere?

EMBAJADOR DE PARAGUAY Moción para abrir una sesión extraordinaria de preguntas para la Embajadora de México. (NOTA: esta moción está sujeta tanto a la aprobación de la mesa como a que el delegado acepte la misma. Un Embajador sólo podrá negarse a una sesión de preguntas dos veces. La tercera acredita una amonestación).

MODERADOR: ¿Cuántas preguntas?

EMBAJADOR DE PARAGUAY: Tres.

MODERADOR: Está en orden. Otros Embajadores que deseen hacer uso de las dos preguntas restantes, favor de levantar su *placard*. Sí, Embajadas de E.U.A y de Brasil. Embajador de Paraguay proceda.

EMBAJADOR DE PARAGUAY: ¿Cuál es la postura de la secretaría respecto al presupuesto de seguridad?

EMBAJADOR DE E.U.A: Primero que nada...

MODERADOR: Gracias secretario. Embajador de E.U.A.

EMBAJADOR DE BRASIL: ...

MODERADOR: Gracias embajador, puede regresar a su asiento. Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste?

MODERADOR: Sí, embajador de Canadá. ¿A qué punto o moción se refiere?

EMBAJADOR DE CANADÁ: Moción para abrir un debate informal no moderado con una duración de 12 minutos. (NOTA: a diferencia de un debate informal moderado, en el no moderado el moderador no participa para dar la palabra).

MODERADOR: Sí, embajador. ¿Con qué propósito?

EMBAJADOR DE CANADÁ: Con el propósito de discutir el proyecto de...

MODERADOR: Embajador, su moción está en orden. La embajadora de Costa Rica secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción es aprobada. (NOTA: durante dicho debate el lenguaje oficial de trabajo sigue siendo español).

MODERADOR: Embajadores, el tiempo del debate informal no moderado ha concluido. Por favor regresen a sus asientos. Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste? Sí, embajador de Brasil, ¿a qué punto o moción se refiere?

EMBAJADOR DE BRASIL: Moción para presentar un primer trabajo de declaratoria. (NOTA: los trabajos de declaratoria deben ser aprobados por la mesa antes de ser presentados).

MODERADOR: Sí embajador, su moción se encuentra en orden. El embajador de Bahamas secunda la moción. (NOTA: cuando se considera un papel de trabajo, se abre una lista de

oradores con la siguiente estructura: A favor, En contra, o Indecisión -Embajadores que no se encuentran ni a favor, ni en contra y consideran que deberían de crear enmiendas. -)

MODERADOR: Todos los embajadores que deseen hablar a favor, levanten su *placard*. Ahora aquellos en contra. Ahora aquellos indecisos. Embajadores, el foro está abierto ¿Hay algún punto o moción en este?

EMBAJADOR DE E.U.A: Moción para establecer el tiempo de los oradores en 1 minuto.

MODERADOR: Embajador de E.U.A, está en orden. Necesito una delegación que la secunde. La embajadora de Costa Rica la secunda. ¿Votos a favor? ¿En contra? ¿Abstenciones?

MODERADOR: La moción claramente pasa, a partir de ahora el tiempo para hablar es de 1 minuto con una pregunta garantizada. Embajador de E.U.A, está reconocido para hablar a favor del papel de trabajo del tema A frente a este comité durante 1 minuto.

EMBAJADOR DE E.U.A: Esta declaratoria es la mejor opción ya que creo que...

MODERADOR: El tiempo del Embajador ha expirado, sin embargo, aún tiene una pregunta garantizada...

MODERADOR: Sí, embajador de Paraguay. ¿A qué punto o moción se refiere?

EMBAJADOR DE PARAGUAY: Una pregunta dirigida al orador.

MODERADOR: Embajador, ¿acepta? (Hablando al delegado reconocido a hablar en el foro)

EMBAJADOR DE E.U.A: Sí.

EMBAJADOR DE PARAGUAY: ¿Por qué no se incluyeron a los estados pequeños en la declaratoria?

MODERADOR: El tiempo del embajador ha concluido. Puede tomar asiento. Embajadores, el foro está abierto. ¿Hay algún punto o moción en este? En vista de que no, procederemos con la lista de oradores. (NOTA: la lista de oradores será de un secretario hablando a favor, uno hablando en indecisión y uno hablando en contra. No puede haber dos oradores consecutivos defendiendo la misma posición, a menos que ya no haya más oradores en las otras secciones).

MODERADOR: Ahora procederemos con la embajadora de México cuestionando esta declaratoria.

EMBAJADORA DE MÉXICO: Moción para limitar el debate a los próximos dos oradores.^[1]

MODERADOR: Eso está en orden. Voy a necesitar a alguien que secunde la moción. El embajador de Paraguay secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción claramente pasa. El tiempo de debate ha sido limitado a los siguientes dos oradores. (NOTA: siempre que el tiempo de debate sea limitado, cuando el tiempo acabe, el comité procederá a votar inmediatamente el tema o problema en cuestión).

MODERADOR: El tiempo de debate ha expirado, procederemos con la votación inmediata para determinar si este papel de trabajo será considerado como una posible declaratoria.^[2]

MODERADOR: Cuando su delegación esté en el pase de lista, deben establecer su posición. *Se pasa lista* La moción para presentar el papel de trabajo A pasa como una posible declaratoria y de ahora en adelante será conocida como Posible Declaratoria A.

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción en este?

EMBAJADOR DE CANADÁ: Moción para tomar en consideración una enmienda a la posible Declaratoria A.

(NOTA: Siempre que una enmienda deba ser tomada en consideración, una lista de oradores alternativa también será abierta, pero SÓLO SE PERMITEN DOS ORADORES POR COLUMNA. Hay tres tipos de enmiendas: 1. REGULAR: este tipo de enmiendas deben ser tomadas en cuenta por todo el comité y se debe votar por éstas; 2. AMISTOSA: estas enmiendas no deben ser aprobadas por todo el comité, pero ya han sido firmadas por los promotores de la posible declaratoria; 3. NO AMISTOSA: estas enmiendas deben ser aprobadas por el presidente y 15% de los miembros del comité).

MODERADOR: Sí, embajador, eso está en orden. Necesito a alguien que secunde la moción. El embajador de E.U.A. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción pasa. Embajador de Canadá ¿desea hablar a favor? Los Embajadores que deseen hablar a favor, por favor levanten su *placard*. ¿Indecisiones? ¿En contra?

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste?

EMBAJADORA DE COSTA RICA: Moción para establecer el tiempo en 45 segundos con dos preguntas garantizadas.

MODERADOR: Eso está en orden. Embajadores, voy a necesitar a alguien que secunde esta moción. Embajador de Paraguay secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción pasa. El tiempo ahora es de 45 segundos con dos preguntas garantizadas. Embajador, está reconocido para hablar en frente de este comité durante 45 segundos.

MODERADOR: El tiempo para la consideración de la enmienda ha expirado, procederemos a una votación inmediata.

EL PROCESO DE VOTACIÓN ES COMPLETADO

MODERADOR: La moción para introducir la enmienda "A" en la declaratoria no pasa. Embajadores, el foro está abierto. ¿Hay algún punto o moción en éste? (NOTA: la consideración de los papeles de trabajo y enmiendas puede y debe hacerse para cada papel de trabajo que tenga tres promotores, haya sido firmado por la mitad del comité y haya sido aprobado por la mesa).

MODERADOR: Sí, embajador de Argentina. ¿A qué punto o moción se refiere?

EMBAJADOR DE ARGENTINA: Moción para proceder con la lectura y votación inmediatas de las posibles declaratorias A y B, (NOTA: para que esta moción esté en orden, el delegado

deberá decir: “Moción para abrir una sesión informal con el objetivo de leer las posibles soluciones A y B”. Después de que se dé lectura a las posibles declaratorias, otro Embajador debe pedir una moción para volver a una sesión formal para continuar con la votación inmediata de la siguiente manera: “Moción para volver a una sesión formal para proceder con la votación inmediata de las declaratorias”).

MODERADOR: Eso está en orden. ¿Desea abrir una sesión informal?

EMBAJADOR DE PARAGUAY: Sí. Moción para abrir una sesión informal para leer posibles declaratorias.

MODERADOR: Eso está en orden, embajador. Necesito a alguien que secunde la moción. El embajador de Canadá secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción pasa. Ahora estamos en una sesión informal. (NOTA: dos promotores de cada declaratoria deberán pasar al frente y leer su posible papel de trabajo. Posteriormente, se abre en automático una sesión de preguntas y 6 preguntas serán permitidas por declaratoria.)

MODERADOR: Gracias, Embajadores. Ahora procederemos a una sesión de preguntas. Todos los secretarios que deseen hacer una pregunta, por favor levanten su *placard*.

MODERADOR: Sí, embajadora de Costa Rica. ¿A qué punto o moción se refiere?

EMBAJADORA DE COSTA RICA: Pregunta para los oradores.

MODERADOR: Embajadores, ¿aceptan?

EMBAJADORES: Sí, aceptamos.

EMBAJADORA DE COSTA RICA: ¿Por qué no se incluye a estados del sur en la declaratoria?

EMBAJADOR: Si La embajadora de Costa Rica recuerda, el párrafo 5 establece que...
MISMO PROCEDIMIENTO PARA LA POSIBLE DECLARATORIA

MODERADOR: Embajadores, el tiempo se ha acabado. El foro está abierto. ¿Hay algún punto o moción en este?

EMBAJADOR DE CHILE: Moción para volver a una sesión formal para proceder con la votación inmediata de las declaratorias.

MODERADOR: Sí embajador, está en orden. Necesito a alguien que secunde la moción, el embajador de Brasil secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción pasa. Ahora estamos de vuelta en una sesión formal y procederemos con una votación inmediata a las posibles declaratorias. (NOTA: de nuevo se hará una sesión de votación dos veces, o por el número de posibles declaratorias que tenga el comité).

SE PASARÁ LISTA Y CADA PAÍS DEBE VOTAR

MODERADOR: Embajadores, con los votos ya contados, la posible declaratoria B es ahora reconocida como la Declaratoria final al Tema A. Felicidades embajadores, han llegado a una declaratoria.

MODERADOR: Embajadores, el foro está abierto. ¿Hay algún punto o moción en este?

EMBAJADOR DE HONDURAS: Moción para cerrar la sesión.

MODERADOR: La moción está en orden, necesito a alguien que secunde la moción. La embajadora de México secunda la moción. ¿Votos a favor? ¿En contra? ¿Abstenciones? La moción claramente pasa, declaramos cerrada la sesión.

[1] El debate se puede limitar a: 1. Un cierto número de oradores (moción para limitar el debate a los próximos dos oradores); 2. Un cierto número de minutos (moción para limitar el debate a los próximos 5 minutos); 3. Hasta cierta hora en concreto (moción para limitar el debate hasta las 11:30 horas).

[2] Durante cada sesión de votos, se harán tres rondas: a. El delegado puede votar: A favor/En contra/Abstención; b. El delegado puede votar: En contra/ A favor; c. El delegado puede votar: Sí/No.

4. Protocol example INTERPOL

INTERPOL: Special Annex to the Protocol

Notices and Notice Requests

Notices are international requests for cooperation or alerts allowing police in Member Countries to share critical crime-related information. They are published by the Chair at the request of a Member Country and are made available to all other countries. Notices can also be used by the United Nations, International Criminal Tribunals and the International Criminal Court to seek persons wanted for committing crimes within their jurisdiction, notably genocide, war crimes, and crimes against humanity.

These requests for essential information are color-coded, each color representing the type of information required to share between Member Countries. They are the following:



Red Notice: To seek the location and arrest of wanted persons wanted for prosecution or to serve a sentence.



Yellow Notice: To help locate missing persons, often minors, or to help identify persons who are unable to identify themselves.



Blue Notice: To collect additional information about a person's identity, location or activities in relation to a crime.



Black Notice: To seek information on unidentified bodies.



Green Notice: To provide warning about a person's criminal activities, where the person is considered a possible threat to public safety.



Orange Notice: To warn of an event, a person, an object or a process representing a serious and imminent threat to public safety.



Purple Notice: To seek or provide information on modus operandi, objects, devices and concealment methods used by criminals.

Notices are a special asset of INTERPOL and any delegate is allowed to issue one if they so see fit for the question at hand. The amount and color of Notices used throughout the ordinary sessions will depend on the topic and recommendation of the Chair.

INTRODUCING A NOTICE

A Notice may only be introduced through a written document that must be submitted to the Chair, called a Notice Request. Submission is **only** available through a page. In such document, whose template is adjunct below, the delegate must specify which color the potential Notice will be. It is also in the Head's jurisdiction how and when to announce to the whole committee that the Notice has been approved, if not immediately.

Once passed, the only subsequent motion in order will be to open an unmoderated caucus of maximum 10 minutes and with only one extension of 5 minutes allowed.



NOTICE REQUEST

Please fill the following document only with the requested and appropriate information. Remember that it is in the Head of Committee's jurisdiction whether to approve or reject the Request.

Color of the Notice:


RED
NOTICE


YELLOW
NOTICE


BLUE
NOTICE


BLACK
NOTICE


GREEN
NOTICE


ORANGE
NOTICE


PURPLE
NOTICE

Brief description of the issue:

Justification:

Soliciting country:

This document must be filled with the required and appropriate information to be sent to the Head of Committee, who will subsequently revise it and, in his or her power, either reject or approve the Notice. More information on approved and rejected Notices is provided below.

REGULATIONS OF INTRODUCING A NOTICE

Two Notice Request documents are provided per delegate, meaning that the delegate has the right to issue a maximum of two Notices for the whole conference. Therefore, delegates are advised to use their Notice Requests wisely. Please note that only one single-color Notice may be introduced per document, and they cannot be issued within the first session and the last 20 minutes of the last session of the Model. The duration of the notice will be decided by the Chair. The Notices issued per session can be either of the same or different colors. Nonetheless, should two or more Notices be of the same color, they will target different people, companies, organizations, criminal organizations, etc.

The Head of Committee can only publish a Notice that adheres to all the proper legal conditions. For example, a notice will not be published if it violates INTERPOL's Constitution, which forbids the Organization from undertaking activities of a political, military, religious, or racial character.

REJECTED NOTICES

Notices that have been rejected by the Head of Committee will be discarded and therefore not published to the Committee. The Committee will let the delegate know that their Notice Request has been rejected via a page. Members are allowed to retry issuing the Notice if they wish so.

APPROVED NOTICES

Notices that have been approved by the Head of Committee will be recognized as *issued* and put forward to the Committee (and a note will also be projected on the screen). When the Committee is under an approved Notice, the debate on the agenda resumes normally, with the difference that delegates are now encouraged, but not obligated to, share information regarding what the Notice is requiring. For example, if a Red Notice has been issued regarding a wanted criminal in Algeria, all delegates who have information about him, his crimes, or possible whereabouts can share this information. This can be done either through a moderated caucus, unmoderated caucus, by sending information to a specific country via a Page, or via the speaker's list.

Please note that a Notice is not a crisis and therefore should not divert the topic of debate, delegates should still focus on resolving the agenda that was established in the first session.

Resolution drafting with Notices

Notices that have been approved and deemed as permanent and posted to the committee must have a resolution to them. Resolutions to problems exposed in the Notices do not need to be included on any other separate document, they should be included in the draft resolution for the main topic set on the agenda. However, delegates must make, in that general resolution, a separate section for the resolution to the Notice and clearly label it as such for the Chair to read.