

UNSC



protocols



NATURE OF THE RULES OF PROCEDURE

Article 1. Provisions of the Protocol and Rules of procedure

These regulations have been approved by the authorities of the Model United Nations of the Autonomous University of Yucatan (UADYMUN). The provisions set forth herein, the forms of courtesy and diplomacy, as well as the rules of the Regulations of the Autonomous University of Yucatan, must be observed and complied with at all times by all participants, authorities and event personnel.

INTRODUCTORY MESSAGES

Article 2. Official working language

Spanish will be the official working language in the Committees, with the exception of the United Nations Security Council and the United Nations International Children's Emergency Fund, which will have English as their official language; additionally, the United Nations Educational, Scientific and Cultural Organization (Organisation des Nations unies pour l'éducation, la science et la culture) will have French as its official language. Inclusive language, with a gender perspective and free of violence, must also be used in an appropriate manner.

Article 3. Decorum

Participating delegations, at all times, must be respectful to any participant, authority and UADYMUN's staff. Failure to obey this rule and incurring in the same, the delegation may be sanctioned with one or more warnings, and even be expelled from the Committee depending on the seriousness of the offense.

Delegations must speak in the third person throughout the sessions when referring to their own delegation or when addressing others; it is permitted to use the first person only within the Immoderate Caucus, at the discretion of the Chair. A delegation that accumulates more than five violations of the use of the third person per meeting shall be subject to a warning. A delegation that receives two warnings for violation of this point shall not be eligible for any recognition.

Attire should be in accordance with the formality of the event. The use of a two-piece suit with tie will be allowed, as well as the use of formal dresses accompanied by a blazer or jacket. This is a fundamental factor for the event, so if it is not respected it will be a reason for receiving a warning from the Chair.



SECRETARIAT

Article 4. Authorities in the sessions

The authorities of all the Committees will be the following:

- a) President
- b) Moderator
- c) Conference Officer
- d) Page persons

The Chair of each Committee are made up of the President, the Moderator and the Conference Officer, who, with the direct support of the pages, will be instrumental in the achievement of the work carried out by the delegations.

Article 5. General attributions of the Chair

The functions and faculties of the Chair are distributed as follows:

- A) The President shall:
 1. Declare the opening and closing of each session;
 2. Guide the negotiations in the sessions;
 3. Ensure compliance with the Rules of Procedure;
 4. Be responsible for maintaining order in the premises where the Committee meets.

In addition, it shall have the power to decide or suggest the following:

- The limitation of time per intervention.
- Closing of the List of Speakers.
- Closing of the Debate.
- Suspension or adjournment of a session.
- The presentation of the Draft Resolution.

The functions of the President may be conferred to any other member of the Chair at any time during the sessions.

- B) Moderator shall:
 1. Speak during the meetings.
 2. Announce the decisions of the Committee.
 3. Recognize the entrance to the session of members of the Organizing Committee.
 4. Observe the observance and application of the rules of procedure during the sessions.



- C) Conference Officer shall:
1. Take attendance at the beginning of each session and shall announce the number of delegations present.
 2. Be in charge of keeping time for the interventions and participations of the delegations.
 3. Take note of the votes and the results.
 4. Be in charge of receiving the messages intended for the chair.
 5. Coordinate the work of the pages.

Its powers also include resolving any problems that may arise in the delegations and reviewing the digital logistics of the sessions.

Article 5 bis. General attributions of the page persons

Among the duties of the page persons are the following:

1. They shall support the Conference Officer in his or her functions.
2. Will have the task of facilitating communication between delegations by means of diplomatic notes.
3. Shall grant access to the session to persons requesting access, provided they are members of the committee in question, registered observers or members of the organizing committee.
4. They shall constantly review compliance with the rules of decorum and participation.
5. Report any breach of the rules of procedure to the Conference Officer, so that together with the President, they may determine the seriousness of the breach committed.

All matters of Procedure in each Committee shall be subject to the discretion of the Chair. The Chair shall make an announcement regarding the decision to present a new course of action not foreseen by this document, with the aim of facilitating it.

Article 6. Speeches by the Secretary General.

The Secretary General may at any time issue oral or written messages to each Committee for its consideration, in order to communicate relevant circumstances to the same.

MOTIONS AND FIGURES

Article 7. Admission of Motions

The delegations will make use of the Motions listed in this section during the course of the



sessions, in order to ensure a better flow of debate. Motions may only be introduced when the Forum has been opened by the Moderator, except for the Point of Personal Privilege, which may be introduced at any time through a diplomatic note.

Article 8. Points and motions

The motions admitted during the sessions are as follows:

- Point of Personal Privilege.
- Motion of Procedure.
- Point of Order.
- Point of Parliamentary Inquiry.
- Motion of Questioning

I. Point of Personal Privilege.

During the discussion of any matter, a delegation may introduce a Motion of Personal Privilege, which shall be immediately considered by the General Committee.

Personal Privilege, which shall be immediately considered by the General Committee. The Motion for Personal Privilege shall relate to a matter of individual comfort, safety or welfare of the person requesting it or to some event of great importance.

It shall also be in order when any derogatory or degrading reference has been made to the State or its representative (see Article 14 regarding the Right of Reply). The Chair shall rule on the merits of the Motion, and may refuse to recognize the Motion for Personal Privilege if it is not considered to be sustained, if the delegation has not demonstrated proper decorum, or if it is of a dilatory nature.

II. Motion of Procedure

Only when the Forum is open may the Motion of Procedure be introduced by lifting the placard. This type of Motion shall be used by the delegations to carry out any of the following acts:

- Adoption of the Agenda.
- To establish a Caucus (Moderate Caucus or Immoderate Caucus)
- Propose an alternate option to the course of the debate.
- To close the debate.
- Adjourn the Session.
- Introduce Draft Resolutions.



The Chair shall indicate whether or not the Motion to Proceed is in order, and if not, the debate shall continue.

III. Point of Order

During the discussion of any matter, a delegation may introduce a point of order by means of a diplomatic note and the Chair shall immediately deal with it, submitting the situation to the Secretary of Protocol which shall be responsible for deciding whether or not it is appropriate or inadmissible.

The Point of Order should refer only to the observations of the Committee's protocol or to the manner in which the Chair perform their duties and use their power. The person requesting a Point of Order may not refer to the substance of the subject under discussion when using the Point of Order.

The President may refuse to recognize the Motion of Order if the person has not demonstrated the proper decorum inherent in his or her right, or if the Motion is dilatory in nature, making this known to the delegation that introduced the motion.

IV. Motion of Parliamentary Inquiry .

At any time, any delegation may introduce a Motion of Parliamentary Inquiry, to request clarification of the procedure underway or to express a doubt regarding the rules of procedure or any matter of protocol.

The Motion of Parliamentary Inquiry may be introduced by raising the placard or through a diplomatic note in case the forum is not open; it may never interrupt another delegation. The Chair shall give a satisfactory answer to the delegation on questions of Procedure at that time.

V. Motion of Questioning

The Motion to Question may be introduced only when the Forum is open; it may be used to ask substantive questions to another delegation about the position of the country it represents, speeches, documents, Draft Resolutions or any other point to be discussed in relation to the topic. To make use of this Motion, the delegation shall ask for the floor by raising the placard. It does not need to be voted upon.

Once the Motion to Question has been established, the Chair will ask if there is any other delegation that wishes to ask another question to the delegation being questioned. If so, it will proceed as follows: the delegation that requested the Motion will ask the first question



with the right to a brief preamble of a maximum of one minute, as well as a subsequent question.

The Moderator shall ask the delegation questioned if it wishes to answer. If so, he/she shall have one and a half minutes to reply. In the negative case, if there is any other delegation that wishes to ask a question, it must be formulated according to the established guidelines. In the same sense, Moderator will ask again if they wish to answer, if not, the debate will continue.

Article 9. Right of Reply

The Chair may recognize a Right of Reply only in the case of any disrespect towards a delegation, a person representing the delegation or the country being represented. The Right of Reply should be requested only to the Conference Officer by means of a diplomatic note, explaining the circumstances that caused it.

Approval of the Right of Reply shall entitle the delegation to respectfully make an observation, comment or clarification in this regard to the delegation that has offended it. The decision of the Chair is final in this matter.

Article 10. Appeals

Appeals may be made when a delegation considers that an incorrect decision has been made, to the direct detriment of the applicant delegation and in clear contravention of the rules of procedure. In order to proceed, the delegation must send a diplomatic note to the Conference Officer indicating that it is appealing a decision made by him, supporting the appeal with the reasons for the appeal and the titles or articles of the Rules of Procedure that it considers have been violated. The Chair may not refuse to allow a delegation to file such an appeal.

The appeal shall be forwarded to the Secretary General, which shall decide whether it is considered. If the appeal is admitted, the Secretary General shall hear the delegation and the Chair before taking a decision. No action, decision or resolution exercised by the General Committee that has the approval of the Secretary General shall constitute grounds for appeal; their decisions are not subject to appeal.

AGENDA

Article 11. Topics of the Agenda

The Chair will communicate the topics of the Committee's Agenda to the delegations prior



to the beginning of the first session. Delegations are expected to prepare thoroughly in order to conduct an informed and substantive negotiation during all sessions.

The delegations, before the beginning of the first session, should have submitted their Position Papers in accordance with their country's position on the issues set forth in the Agenda of their respective Committees. The date of delivery will be the same for all the Committees, and this will be indicated in advance by the Chair, which must be done in due time and form.

Article 11 Bis. Position Paper

The Position Paper is a written document in which the delegation expresses its work and position regarding the issues on the Agenda of each Committee. This document clearly states the political, diplomatic and social position of the country that the delegation represents with respect to the Agenda, as well as the solutions and actions to be taken.

Artículo 12. Revision of the Agenda

Additional items may be introduced in the Agenda that are of an urgent nature and character. This shall be at the discretion of the Secretary General and may be done in any Committee in such manner as it deems appropriate.

ORDER OF THE DEBATE

Article 13. Establishment of the Agenda

The first order of business for each Committee during the sessions shall be the Adoption of the Agenda. When the Forum opens for the first time, the only Motion that will be in order will be a Motion of Procedure to establish the Agenda in favor of one of the topics. This Motion requires to be voted. If the vote is unanimous, the agenda will be established in favor of the proposed topic. Otherwise, a provisional list of Speakers shall be established, in which a total of four delegations shall speak alternately, two in favor of the Motion and two against it, these delegations being selected according to the order in which they voted. Each speaker will have a maximum of one and a half minutes to present their position; there will be no right to speak from other delegations.

Having finished the Provisional List of Speakers, each delegation within the Committee in question shall vote again on the Motion, requiring a simple majority of the delegations present and voting for its approval. Voting will require delegations to do so by raising their placards.. A Motion to proceed to debate the other topic shall be in order only after each Committee has adopted the resolution on the first item.



In the event of a crisis or emergency, the Secretary General may request any Committee to withhold debate on the topic under discussion in order to address the urgent matter. After the adoption and vote on a solution to the crisis, each Committee may return to debate the retained topic; if a resolution on the crisis is not reached, each Committee may return to negotiate the retained topic at the discretion of the Secretary General.

Article 14. List of Speakers

After the adoption of the Agenda, the List of Speakers will be opened automatically. The Chair of each Committee will add any delegations wishing to be added, indicating their desire to do so by raising their placard, and will be added in such order. The time limit for each speaker will be one minute and a half. Fifteen seconds before the end of the time established for the speech, the Conference Officer will make a visual or audible signal to indicate that the time is about to expire. This signal will be agreed upon and communicated to the delegations by each Chair.

Delegations wishing to be added to or removed from the List of Speakers should submit their request to the Conference Officer through a diplomatic note with a Point of Personal Privilege.

Article 14 Bis. Speeches

At the time of the speech, delegations should deliver their speech under the conditions indicated by the chair. The co-delegations should agree on which of the two participants will deliver the speech. It shall not be acceptable for two persons to express their ideas simultaneously in the same speech or intervention, nor shall it be acceptable for them to interrupt each other.

The Chair may request the speaker to keep order if his or her comments are not relevant to the topic in question or if they are of a dilatory nature, and shall also monitor compliance with the rules of decorum and the time limits described above.

Article 15. Debate in Caucuses

Once the List of Speakers is concluded, the forum will be opened and the Committee may begin negotiations. This stage of the debate is where delegations must discuss the issue in depth, present their positions, reach agreements, and find solutions that take into account all parties. This dialogue takes place through the Moderate and Immoderate Caucuses, which establish procedures and rules for discussing a particular sub-topic, and are introduced through a Motion of Procedure, defining their duration and the issue to be discussed.



- **Moderate Caucus:**
In a Moderate Caucus there is a time limit for individual interventions by delegation, which should be defined when proposing the caucus, as well as the time limit for all Caucus development and its reason. During the Moderate Caucuses, the Chair will give the floor to the delegations when they raise their placard. In the case of co-delegations, only one person from the delegation may speak at any one time.
- **Immoderate Caucuses:**
In an Immoderate Caucus there is no time limit per person, but a total time limit and the reason for it must be established. During this type of Caucus it is not allowed to leave the session. Immoderate Caucuses are used to establish professional and practical discussions because they allow for a less formal dialogue without the obligation to use the third person; this type of Caucus is optimal for establishing the course of negotiations and the drafting of the Draft Resolution.

Delegations must pay attention and actively participate in the negotiations during the course of all sessions.

Article 16. Resolution

The Resolutions are the central objective of the work in the sessions, it is the opportunity to reflect the recommendations and executions that the Committee makes to the Member States, therefore the Resolution is one per Agenda item, since it must seek consensus among the delegations. For this reason, the equal participation of the delegations in the drafting of the Resolution will be sought and it should not be limited to the manipulation of only one or one group, so that in this way it can reflect what was expressed during the sessions by the entire Committee.

The Resolutions of each Committee shall contain the following:

- I. **Preambulatory Clauses:** These shall contain the foundations on which the negotiations were based, including previous documents and conferences, as well as determining events for the Agenda and work in the sessions.
- II. **Operational Clauses:** These will be those in which the Committee expresses the way in which it will act in relation to the Agenda; they are the result of the negotiations. The measures and actions to be taken to solve the problem will be described, as well as their description and timing.

The proposed solutions must adhere to the functions and powers of each Committee, as well as the powers granted by the Charter of the United Nations and the regulations of each Committee.



The final format of the Resolution will be provided by the Chair

Article 17. Closing of the Debate

A delegation may introduce a Motion of Procedure to close debate on the subject under discussion only prior to the introduction of the Draft Resolution. A delegation shall make a Motion of Procedure to Close the Debate. The Moderator shall then ask the delegations to vote by raising their placards. In the event of a dissenting vote, the floor may be given to two delegations who shall speak against the Closing of the Debate and two in favor of closing the Debate. Subsequently, the Motion will be voted on once again. If there is only one vote against, only one person may pass in favor.

The approval of this motion shall imply the end of the discussion on the substance of the resolution, leaving only the formal questions to be discussed.

Article 18. Introduction of the Draft Resolution

At the conclusion of the debate, a Motion of Procedure shall be made to Introduce the Draft Resolution to the consideration of the entire committee. The motion shall be automatically accepted and does not require a vote. The Chair may decide whether or not to set a deadline for the presentation. The introduction shall consist of the reading of the resolution, for which one or more speakers shall be selected, and may be limited to the consideration of the Chair. Such introduction shall be considered procedural in nature, and therefore time shall not be allowed to be yielded and comments shall be out of order.

After the presentation of the draft resolution, the Chair shall open an Immoderate Caucus to make comments, propose additional amendments and, if necessary, to the draft resolution. If there are no changes, or after the delegations have stated what is necessary, the Chair may close the Caucus and proceed to vote.

Article 19. Voting and Approval of Resolutions

There shall be two rounds of voting to admit a Resolution. Each delegation present shall have one vote per round. Delegations will be named in alphabetical order and only the delegation given the floor may speak.

For the first round of voting, once the delegations are named, they may vote "For", "Against" or "With right of explanation", this means to make a brief preamble regarding the decision that will be expressed in the next round of voting. In the second round of voting, delegations may only vote "For" or "Against".



The number of votes in both rounds of voting will be monitored and counted by the Conference Officer. A simple majority is required.

Once the Resolution is approved, the Forum will be reopened. If there is any objection to the form of the Resolution by a delegation, the manner in which the text is proposed to be drafted shall be mentioned through the introduction of a Draft Amendment, which shall be automatically voted upon and shall require a qualified majority to be accepted and drafted.

Article 19 Bis. Adoption and Voting on Amendments

If any delegation wishes to make changes to the Resolution adopted and voted by the Committee, it must present a Draft Amendment, or state its intention to work on one at the first open forum following the adoption of the Resolution.

Such statement shall be established by means of a Motion of Procedure, and shall be voted in the Committee by a qualified majority. If the Motion is approved, the Draft Amendment shall automatically be incorporated into the Resolution. If the Draft Amendment is not approved, the delegation that proposed it shall have the opportunity to explain why it should be approved in no more than one minute; thus, one of the delegations that voted against the Draft Amendment shall explain its reasons in less than one minute.

Once these arguments have been completed, the vote shall be taken for the last time. If approved, it will be the responsibility of the delegation that proposed it to adapt the Initial Resolution to the approved Amendment. It shall then be submitted to the General Committee as a Final Resolution.

Article 20. End of Topic Discussion

The final Resolutions approved by the Chair and voted by the Committee shall be immediately submitted to the Secretary General for final validation. The Chair will be in charge of sending the Final Resolution voted to the Secretary General with a copy to the Academic Secretariat through the Chair's official e-mail. Once notified and confirmed as received by the Secretary General, the latter will proceed to review the Final Resolution together with the President and the Academic Secretariat.

If ratified by the Secretary General, the Committee in question will be notified immediately and may proceed to the discussion of the next item on the Agenda. The Chair will inform the Committee that the next topic is automatically open, and the Forum will be opened for a Motion of Procedure requesting to open the List of Speakers. The same criteria and



procedures established in these rules of procedure that were used for the first topic discussed shall be followed. If there is not enough time to open another topic, the only Motion in order shall be "To adjourn the meeting".

If not approved by the Secretary General, the resolution shall be returned to the committee to make the pertinent corrections, for subsequent approval by the Secretary General and the closing of the session.

VOTING AND APPROVALS

Artículo 21. Types of Approving Majorities

All procedural decisions will require, depending on their nature, to comply with one of the following majorities in order to be approved:

- Simple Majority: This considers the delegations present, requiring 50% + 1 of the votes in favor to be valid.
- Qualified Majority: This considers the delegations present, requiring 2/3 (two thirds) of the votes in favor to be valid.

Artículo 22. Methods of Decision

All procedural decisions, except those concerning the closing of debate and adjournment of the meeting, shall be approved by a simple majority of the delegations present and voting in favor. Delegations present may not abstain from voting on procedural matters such as: Draft Resolutions or Draft Amendments.

Article 22 Bis. Methods of Decision of the Security Council

All Resolutions and Amendments considered in the Security Council require at least nine affirmative votes, always including the permanent members (People's Republic of China, French Republic, Russian Federation, United States of America and United Kingdom of Great Britain and Northern Ireland). These States have the right of veto, with which they can veto a Resolution.

In the event of a veto, the Council must return to the beginning of the drafting of the resolution.

Article 23. Conduct to be Observed During Voting

When the start of voting is announced, no delegation may enter or leave the room, nor



interrupt the meeting. Exceptions to this are motions of Personal Privilege, Motion of Parliamentary Inquiry or Motion of Procedure, related to voting or its process. Communication between delegations shall be strictly prohibited and shall remain so until the Resolution is sent by the Committee.

SUSPENSION OF RULES

Article 24. Suspension of Rules

Suspension of the application of the rules shall only pass with a Qualified Majority to facilitate the Flow of Debate. The adoption of a Motion of Procedure requesting suspension of the rules shall be at the discretion of the President. The Chair may take any course of action not provided for by these rules in order to facilitate the flow of debate.

The President shall request the evaluation and approval of the Secretary General when:

- Decides to suspend the rules on its own without considering the vote of the Committee.
- Exercises actions or decisions that agree with the provisions of these Rules of Procedure without the suspension of all the rules.
- It has doubts about the appropriateness of any action or decision, both of the delegations and of the General Committee itself.
- Any situation not contemplated in the previous points or in the Rules of Procedure.

Sanctions

Article 25. Adjudication of Warnings

The Chair, or in its case the Secretary General, may impose warnings to any delegate who does not act in accordance with the norms established in these regulations and the rules of the UADY, and may also issue warnings for serious breaches of diplomacy and good manners.

The imposition of a warning by the Secretary General, or approved by the same, shall be final. Any recourse contemplated in these Regulations to oppose, contradict or appeal the sanction shall be inadmissible once it has been approved by the Secretary General

Article 26. Direct Expulsion

When a delegation incurs in serious misconduct in the event, the Chair will report to the Secretary General, who will analyze the action and, if necessary, notify the person of his or her definitive expulsion from the Model. Serious misconduct is understood to be the



following:

- Insults, denigrations and comments of any pejorative nature towards another delegation.
- Aggressions of any kind to persons within the host institution.
- Attending in a state of drunkenness or under the effect of any drug.
- Any action that hinders the proper flow of the event.

Article 27. Non-attendance and tardiness to the Sessions

Three tardies to the sessions accumulated by a participant of the delegation will be equivalent to a warning. If the participant accumulates six tardies to the sessions, it will be equivalent to three warnings that will imply expulsion from the Model. Likewise, the delegation that accumulates two absences to the training courses prior to the model will receive a warning.

Article 28. Loss of Awards for Warnings

With a warning caused by a lack of Decorum, the delegation will no longer be eligible for recognition as Best Delegation and with two warnings the delegation will lose the right to obtain an Honorable Mention. The participation of the delegations must always adhere to these regulations.

ACKNOWLEDGMENTS AND EVALUATION CRITERIA

Article 29. Best Delegation, Honorable Mention and Best Position Paper

Acknowledgments will be given to the delegations that show the best performance in the Committee in which they will participate:

1. Best Delegation: It will be awarded to the delegation of each Committee with an excellent participation, this involves that they have not had any admonition from the Board, that they have adhered to the Decorum of the rules, that they have participated as a team with their delegation and with the other people of the Committee and their contributions to the Resolution.
2. Honorable Mention: Will be awarded to the delegation of each Committee that has had an outstanding participation, that has always respected the rules, its other delegations and has had an outstanding role in the debate and in the Resolution.
3. Best Position Paper: This will be awarded to the delegation that has demonstrated extraordinary quality in the research and writing of its Position Paper, in addition to having made use of inclusive language within its document.

The acknowledgments will be awarded at the discretion of each Committee's Chair and the



Secretary General. Non-official awards will be at the discretion of the Chair.

Article 30. Evaluation Criteria

In order to name the Best Delegation and Honorable Mention of each Committee, the Chair will rate the following items:

- a) Timely adherence to Protocol.
- b) Position Paper.
- c) Punctuality and attendance.
- d) Performance.

I. Protocol

This qualification item is composed of the following aspects:

- a. Correct use of motions.
- b. Proper use of decorum and etiquette.
- c. Attire.

Any failure to comply with this rubric will be taken into account by the Chair of each of the Committee at the time of naming the Best Delegation and Honorable Mention. In the case of decorum and etiquette, this may also be evaluated during the Model activities that are carried out within the meetings.

II. Position Paper Criteria

This paper must comply with the stipulations of the Position Paper Guide and the requirements of the Chair in order to be admitted as valid for the event. The form and content of the document will be taken into account by the Chair in order to select the delegations deserving the Best Delegation and Honorable Mention.

III. Punctuality and attendance

Delegations that are absent or late without previous notice for their sessions will not be eligible for the Best Delegation and Honorable Mention awards.

IV. Performance

This criterion will be evaluated during the Model sessions and involves the following points:

- a. Adherence to the official position of the country they are representing.
- b. Contribution to the Resolution.
- c. Promotion of strategic alliances.



- d. Encourage the participation of other delegations in the debate and in the Resolution.
- e. Adherence to the rules of procedure.
- f. Impeccable decorum and use of inclusive language.
- g. Respectful attitude towards the authorities of the Model and other delegations.

FINAL DECISIONS OF THE SECRETARY GENERAL

Article 31. Final Decisions

The Secretary General shall be the final instance for the resolution of any conflict or irregularity that may arise in the Model. In the event of any situation not foreseen in these Rules of Procedure or that contravenes them, it shall be the Secretary General's responsibility to make a final decision.

The decisions, actions and resolutions of the Secretary General shall be taken at its discretion, based on the principles of cooperation for the maintenance of peace and international security and the guiding principles of the United Nations Organization, which shall be final.