



CLNMUN V
HANDBOOK
ENGLISH



A handwritten signature in black ink, appearing to read "Samuel Torres Carrero".

Samuel Torres Carrero
Secretario General CLNMUNV

A handwritten signature in black ink, appearing to read "Jaroslav Vlasak González".

Jaroslav Vlasak González
Secretario General CLNMUNV

A handwritten signature in black ink, appearing to read "Alejandra González Jaramillo".

Alejandra González Jaramillo
Secretaria Académica CLNMUNV

A handwritten signature in black ink, appearing to read "Santiago Pailhé Gómez".

Santiago Pailhé Gómez
Secretario Académico CLNMUNV



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1. Mission and Model Vision



CLNMUN's mission, following the foundations of the school, is:

Comprehensively train globally aware delegates through academic debates and fair resolution writing. Contributing to the development of ethical leaders by testing them through different situations that require the presence of morals and teamwork.



2. Participants

- a. Delegates Each delegate represents a state, corporation, or character. They have the right to vote in their respective committees, except for states that are not recognized by the UN or representatives. This right to vote is exercised in all committees in the same way, except in the Security Council where certain states have the veto status, and in other committees, which are specified in their respective guidelines.

- b. Observers:

Observers are free to join the committees, observe the debate, but are forbidden from interacting with delegates or being an active part of the committee. They have no right to vote.

- c. Sponsors:

Sponsors will be free to join the committees, however, they will not be able to intervene and will not be entitled to vote. They must only observe the commissions, if in any case, it is necessary to speak directly with one of the delegates of their delegation or with the Chair, Zoom chat must be used to communicate. To do this, they must always ask the Chair for permission and if it is granted, they may communicate with the specific delegate.

3. CLNMUN V Team

- a. General Secretariat:

Samuel Torres Carrero and Jaroslav Vlasak

- b. Academic Secretary:

Alejandra Gonzalez and Santiago Pailhé

- c. Chairs:

WHO- Martina Peña, Juan José Abril



FIFA - Lorenzo Suarez, Camila Angel

ONU MUJERES- Juana Cordoba, Paula Aguirre

GAU- Emilio Sanchez, Pablo Garcia

ACNUDH- Isabel Rebolledo, Tomás Jimenez

DISEC- Maria Gabriela Gúzman Maria Juliana Duque.

GAC- Nicolas Carrera, Martin Glauser, Santiago Hernandez, Juan Francisco Goyes

SECURITY COUNCIL- Marianna Urquijo, Juan José Yepes

HSC- Catalina Londoño, Antonio Baquero

CORTE INTERNACIONAL DE JUSTICIA- Juan Pablo Leon, Juan Sebastian Salazar

SENADO DE COLOMBIA- Sarah Petrie, Alejandro Yepes

d. Logistics Secretary:

Daniela Silva and Isabela Neyva

e. Press Secretary:

Samuel Godoy

f. Sponsor:

Jorge Jimenez

g. Coordinator of the Department of Social Studies:

Juan Carlos Morales

4. Language

The official languages of the model will be Spanish and English. No motions will be accepted to switch to



another language.

**Terms relevant to the committee that do not have an accurate translation into Spanish or English will be accepted as part of the parliamentary language after being approved by the Chair.*

Official publications of the model will be in both languages.

5. Code of Conduct

This code governs the appropriate behavior that delegates must have throughout the United Nations Model of Colegio Los Nogales. Failure to comply with any of the following points in the code shall be notified to the General Secretariat and the consequences deemed relevant shall be established, per the School's Handbook of Connivance.

a. General Behavior:

- i. All delegates must behave respectfully towards the General Secretaries, Academic Secretary, Secretary of Logistics, Press Secretary, Chairs, other delegates, and those present in the room. This includes addressing all of the above in a respectful manner and with appropriate language, avoiding offensive and discriminatory actions and/or vocabulary.
 1. During committees, the third person and parliamentary language must be used, the only exception is the committees where it is specified in the guide and other conduct is permitted.
- ii. Punctuality and assistance are very important for the operation of the model, so all delegates must be punctual at the time they are cited. For each late arrival or missing committee, delegates will receive a warning.
 1. Any absence to the committee or delay may be excused, only if a written excuse with the authorization of the delegate's respective sponsor is provided and such excuse is presented to the Chairs of the committee and/or General Secretariat.
- iii. The use of the technology (computers or cell phones) is necessary for the participation of the model, however, it should only be used for academic purposes and to participate in the commission. If this is breached, the delegate will be given an immediate warning.
- iv. All attendants must follow the dress code. In the event that one of the points in the code is breached by a delegate, the delegate will receive a warning.
- v. Consumption of any psychoactive substance (alcohol, drugs, cigarette, vaporizer, etc.) is



completely prohibited during the conference. Disobeying this point will lead to immediate expulsion of the model and the person involved will be reported to their sponsor and corresponding school.

- vi. Any type of plagiarism (in an opening speech, Press Release, Working Paper, etc.) that can be proven by the Chairs or other delegates, will be taken to the Academic Secretary and General Secretariat to be evaluated. In each deliberate case, the delegate will be reported to their sponsor, to their school and disciplinary action will be taken in this regard.
- vii. The use of Wikipedia as a source of information is not permitted. Any type of content that cannot be supported by a source other than the one mentioned above will not be valid.

b. Virtual Behavior / Zoom:

- i. Delegates must enter and remain in their respective Zoom meetings. They will not be able to enter other committees and will not be able to leave meetings before the Chair approves it.
- ii. In order to enter and work on the commissions, delegates must remain identified in the following format: (Delegation – First and Last Name)
- iii. To enter the commissions, sponsors must enter with the following format: (Sponsor – School Name)
- iv. During the committee, when a delegate is not speaking, everyone else present at the meeting must have their microphone turned off.
- v. Delegates must have the camera on all the time. In the case that a delegate does not have the camera on (unless they present a valid excuse) it will count as if they are absent from the committee, thus, will be given an absence and will have no vote for the rest of the session.
- vi. To enter the commissions, observers must enter in the following format: (Observer– First and Last Name). Besides, they won't be able to turn on the microphone, any communication must be directly with the Chair and via chat.

c. In person behavior

- i. All delegates, presidentes, sponsors and observers must follow all the points mentioned in the handbook.
- ii. All participants must respect Colegio Los Nogales' all buildings and other infrastructure, using them exclusively for their designated purpose. International violation to this rule



will be taken to the Secretary-General and sponsors.

d. In regards to COVID-19 Sanitary Measures:

- i. All delegates must have full shots recorded in their vaccination cards and must have their official government ID when entering CLN (drivers licenses are valid.)
- ii. Make use of the face mask in closed spaces, unless the sanitary provisions of Los Nogales School indicate otherwise.
- iii. Do not drink or eat food in closed spaces.
- iv. Follow the [política de bioseguridad del Colegio Los Nogales](#).

6. Dress Code

Formal or semi-formal attire.

Men: Formal or semi-formal clothing. Formal suit composed of discrete colors or blazer. Tie or bowtie and long neck sleeve shirt that should be worn during the entire commission.

Women: Formal or semi-formal clothing. Dress, skirt (that should not be any shorter than four fingers- two inches- to the knee) , or trousers accompanied by a neutral-colored blouse that covers the shoulders and does not have a deep neckline or that is translucent. Sisa sleeve and strap blouses are not allowed.

Any breach to the dress code will result in a call of attention from the Chair, if the delegate does not correct their outfit, they will automatically receive a warning.

7. Agenda

- a. Roll Call (First with name and then with delegation)
 - i. Done every time the session is resumed.
- b. Open Session
- c. Open Agenda (with topic A or B)
- d. Motion to Proceed with the reading of Opening Speeches



- e. Set/Divide Agenda
- f. Caucus (moderated, unmoderated, speaker list, etc.)
- g. Lobby Time
- h. Press Releases
- i. Working Papers/Resolutions
- j. Adjourn/Close Agenda
- k. Suspended Session
- l. Resume Session
 - i. Roll Call (Every time session resumes)
- m. Adjourn/Close Session

8. Parliamentary Procedure

a. Roll Call

The roll call is an essential part of a committee's procedure, in which it is determined what nations/delegates are present in the room during the various times of the committee. This should be done at the beginning of the committee, when a session resumes and after lunch or other breaks. This should be done in alphabetical order and delegates will be able to answer in three ways.

i. Present

This is the standard answer that can be said by delegates, it means that they are present in the room and the committee.

ii. Present and voting

This response not only says that the delegate is present in the chamber, but that the delegate waives the right to abstain at voting times. This is in place until the session is suspended or until the debate is over for the rest of the day.

iii. Unresponsive/absent/not present in the room



If no response is received from the delegate when they are called or the delegate is not in the room, this will be taken as an unjustified absence and the delegate may lose the right to vote.

b. Motions

i. *Motion to open session*

This motion is made to start the committee, thus, it must be the committee's first motion.

ii. *Motion to open agenda*

This motion is used to open agendas with one of the topics within the committee.

a. Example. Motion to open agenda with Topic A

iii. *Motion to divide agenda*

This motion serves to talk about a specific topic within the agenda being used in the committee.

a. Example. Motion to divide agenda, focusing on the causes of Topic A.

iv. *Motion to proceed with reading opening speeches*

This motion is used to start with reading the opening speeches of the specified topic, or depending on the committee, the speech for both topics will be read. Sometimes the Chair passes this motion. Reading begins in the same order as the roll call.

v. *Motion to suspend the session*

This motion is used to pause the session (only for pauses such as a break, lunch, or some other type of interruption). It is used when the committee has not yet closed an agenda with a topic and is not the last session of the committee for the day.

vi. *Motion to resume the session*

This motion is used to resume the session after the session was suspended (only for pauses such as recess, lunch, or some other type of interruption).



vii. Motion to adjourn (close) agenda

This motion is used once the delegates have already voted on the Working Papers of the first topic and the proposed topic on the agenda will no longer be discussed. Once this is done, it is encouraged that the agenda be reopened with the other topic.

viii. Motion to adjourn (close) the session

At the end of CLNMUN III, delegates must pass this motion to adjourn the session. This motion is made only at the end of each day and during the last session of the committee, when the two agendas have already been closed.

ix. Motion for an extraordinary question session

This motion is made when there are several points of information to the speaker. During this, the Chair decides the number of points of information that will be taken into account. Delegates raise platelets or hands to participate in the extraordinary question session. If the motion is relevant, the Chair may pass it without voting.

x. Motion to add to register

This motion is made when a delegate wants to add to the register some statement from another delegate (this motion is made at the end of the intervention, that is, when the delegate who is speaking finishes doing so). When making the motion, the delegate making the motion must specify which part of the intervention they would like to add to the register. The Chair will proceed to write the quote and confirm with the speaker that it was precise.

1. Motion to add context

This motion is used to add a context to an intervention that has been added to the register. This context must be approved by the delegate who made the motion to add to the register and the delegation from which they are adding to the register.

2. Motion to quote from the register:

This motion can be made by any delegate, it must be specified which quote is to be read from the register and the Chair will proceed to read it aloud.



xi. Unmoderated Caucus / Informal debate (motion for an unmoderated caucus/informal debate)

During an unmoderated caucus or informal debate, delegates should raise their platelets or hands to participate and wait until the Chair recognizes them to make their intervention. The delegate making this motion will be automatically recognized for the first intervention of the caucus.

When making this motion, the delegate must specify the duration of the debate, which must be approved by the Chair. Otherwise, the Chair will ask the delegate for a specific duration. The delegate may also formulate the motion in this way: "Motion for informal debate for the time the Chair considers". Allowing the Chair to choose the duration of the caucus.

xii. Moderated Caucus or Speaker List (motion for a moderated caucus/speaker list)

When making this motion, the delegate should specify the number of delegations participating and the time per speaker, otherwise, the Chair will decide the number of delegates and the duration. The Chair will organize a list of speakers with delegations wishing to make use of the floor. They may intervene for the time previously set out in the motion. Usually, the order of the list is in alphabetical order, but by the use of *points of personal privilege*, the order might be altered or delegates may make joint interventions. If a speaker finishes the speech before the time runs out, several actions can be performed with that leftover time:

a. Yield it to the table.

The remaining time goes to the Chair and the list proceeds with the next speaker.

b. Open up to points of information.

The Chair asks if there are any points of information in the room, if there are, the Chair decides how many will be taken into account and proceeds with the points. Otherwise, the remaining time is automatically transferred to the Chair.

c. Yield it to the next delegate.



The remaining time of the speaker will be added to the time of the next delegate on the speaker list. (Not allowed if the previous delegate yielded time to the current speaking delegation).

xiii. Lobby Time (Lobby Time Motion)

When making this motion, the delegate must specify the duration of the motion, otherwise, the Chair chooses the duration. During this time, delegates can discuss informally, negotiate with each other delegations, generate Press Releases, draft Working Papers, and any other type of academic activity related to the committee. Tools within Zoom will be used to generate workgroups, such as breakout rooms.

xiv. Round Robin (motion for a Round Robin)

When making this motion, the delegate must specify the time each speaker receives, otherwise, the Chair will decide the time. All delegates must intervene within the allotted time. The order followed will be alphabetical.

xv. Motion for a consultation of the set led by the delegate

When making the motion, the delegate must specify the duration of the motion. After proposing the motion, the delegate is instantly recognized and by the end of the intervention, the delegate decides who to pass the word on to.

xvi. Motion to add to the parliamentary language

This motion can be made by any delegate to add words or expressions to the parliamentary language. Normally these motions are not accepted, but the Chair may consider adding words that are relevant to the committee. To pass on this motion, the Chair should consult with the General Secretariat and the Academic Secretary.

xvii. Motion to relax the dress code



This motion is used to relax the dress code so that delegates are more comfortable during the committee, either because of the weather or another factor. If the motion is not specified as optional, all delegates must relax the dress code, remove blazers, jackets, and coats. Otherwise, it must be formulated as follows:

1. Motion to relax the dress code optionally

In this way, each delegate can choose whether to relax the dress code or not.

c. Points:

Interruptible

i. Point of Order

These points are used if a delegate or the Chair is not following parliamentary procedure appropriately. This will be accepted or denied by the Chair depending on the relevance, and may not be taken into account. General corrections and feedback should be made by the Chair, so this point should be used only when necessary. The repetitive use of this motion, if not meritorious, will cause a warning to be imposed to the formulating delegate.

ii. Point of Relevance

These points are used if another delegate is referring to a topic that is not relevant to the committee. Improper use of this point will result in a warning.

iii. Right to Reply

The right to reply is not exactly a point, but it is equally an action that can be taken in the committee with an interruptible nature. This right is used when a delegate is offended or directly attacked by another delegate, usually during the debate. The delegate making use of the right to reply will have the opportunity to explain why they were offended and the "aggressive" delegation is allowed to defend itself or apologize. If a delegate over-uses this right, the Chair will not take them into account and/or ask the delegate to use his/her right to reply only through direct chat with the Chair.

Non-interruptible



i. *Information point to the Chair*

These points are used when a delegate has a question for the Chair. The question can be asked out loud to the entire committee or the delegate may ask to "approach the table" (this will not work in virtual modality) to speak privately with the Chair members.

1. In virtual reality, if a delegate wants to make an information point "privately" to the Chair (i.e. he would like to "approach the table"), the chat will be used to facilitate communication. If the delegate needs to speak to the presidents, the Chair will provide a breakout room with the delegate to speak privately.

ii. *Point of information to the speaker*

These points are used when a delegate has a question for the speaker. For this point to pass and be taken into account, the Chair must approve the points of information to the speaker, depending on the relevance to the debate. When approved, the Chair will ask how many questions or points of information are in the room and define how many points of information will be taken into account. The speaker is then asked if they want to open to points of information and can either accept or reject. When the points of information are made, the Chair must recognize the delegate for them to be able to ask the question then, the speaker is asked if they understand the question and if the speaker wishes to answer³.

1. The delegate who was recognized to ask the question may make a motion to make a preamble, in which the context of the question can be briefly explained. The Chair decides whether to accept this motion, so the delegate must ask the question.
2. If the speaker did not understand the question, the Chair asks the delegate to reformulate it. After this, the Chair will once again ask if the question is clear.
3. If the delegate does not wish to respond, the next information point (if any) will continue, otherwise, the discussion will resume.



When the question is clear and the speaker answered, the delegate who asked the question is asked if the question was answered completely. If it was not, the speaker is asked to reformulate the response. If it was answered satisfactorily, the next question is made, the debate resumes, or a motion for subsequent question might occur.

4. When the speaker answers, the delegate who asked the question could make a motion for a subsequent question. The Chair may decide whether or not to approve the motion, depending on the relevance to the debate. If approved, the delegate is recognized and may ask the subsequent question.

iii. Point of parliamentary inquiry

These points are used when the delegate intervening has a question about the protocol, procedure, or language. Some examples of questions: A delegate may wonder if a word or expression is within the parliamentary language or the translation of a word.

iv. Point of personal privilege

These points are used when the delegate has an obstacle or something that is preventing them from participating correctly in the debate for some reason. A motion to "approach to the table" can be made if the consultation is private, in a virtual committee, delegates ask such questions to the Chair directly by chat. In most cases, this motion is not interruptible, but depending on the occasion it can be interruptible. Some examples of when the motion can be considered interruptible and when not.

- a. Interruptible: In general, when the point is concerning something involving or that can benefit the whole committee or simply that has to do with what is happening directly in the committee or the current intervention.
 - If the delegate does not listen well to the other delegation, this motion can be used for the speaker to speak louder or quieter,
 - If the Chair or a delegate is sharing a screen and a delegate does not see it, this motion can be used to verify the internet connection of who is sharing or to share the file to the delegate by other means,



- If a delegate does not hear the motion that will be voted or something that the Chair said, this motion can be used to ask the speaker to repeat.

b. Non-interruptible: Things that are only relevant to the delegate making the point.

- Permission to leave the meeting to go look for something (such as the computer charger),
- Permission to turn off the camera momentarily,
- Ask the time/ how much time is left of debate,

v. *Point of Veracity*

This point can be used by any delegate at the end of an intervention to ask for the sources of something said during the debate, particularly when referring to a fact or statement that can be considered controversial. The delegate who made the intervention shall share with the committee the source(s) of the information or data.

vi. *Permission to quote*

Despite this not being exactly a point, it is an equally important tool used in committees by delegates. Refers to *General Behavior, section vii*. Delegates should request and use "*Permission to quote*" when quoting directly from a source, which should be reliable (i.e. not Wikipedia) and unbiased. If the Chair considers the source to be reliable, permission will be granted to the delegate to cite.

d. Directives:

Directives are a specific action executed by one or more delegations, it is specified in the guidelines in which committees the directives will be taken into account. These actions are effective immediately. It has to be presented in the form of a letter to a government body that could execute the action and should be signed by all participating delegations. When writing the directives, delegates must specify as much as possible by responding when, where, why, who, and what are involved. Directives must be first accepted by the Chair. There are three types of directives:



i. *Humanitarian Directives*

1. These are intended to deploy humanitarian aid. For example, directives to send supplies to regions in need or to send doctors to a contagion zone.

a. [Example.](#)

ii. *Economic Directives*

1. These are intended to move and/or borrow monetary funds, establish sanctions and create economic blocs.

a. [Example.](#)

iii. *Military Directives*

1. These are intended to manipulate weapon exports, deployment and movement of troops, conduct military operations, and draft war documents.

a. [Example.](#)

iv. *Format*

Font letter: Times New Roman 12, line spacing: 1,5.

e. Press Releases:

i. *What is a Press Release?*

Press Releases are written statements made by one or more delegations to express a specific position or resolution to be held. Delegates can use them to provide information in a more formal and impactful way. They can be used as a final resolution of a committee (if the delegation does not conform to what was proposed in the other Working Papers that were submitted) or can be used to communicate relevant information during a debate.

ii. *How do you make a Press Release?*

The Press Release must include the date and place of drafting, participating delegations, the context of the issue, and the countries participating in the Press Release. While these can be replaced by a simple intervention, Press Releases have



the benefit of interrupting the debate, they are useful for redirecting the committee due to how they interrupt the normal flow. In addition to this, Press Releases are used to raise initiatives or actions that a delegation intends to take, therefore a statement may be filed if any country (or countries) does not settle for the committee's blocs.

iii. Format

Font: Times New Roman 12, line spacing: 1,5.

Full (non-abbreviated) name of the Commission and the item to be discussed in bold.

a. Example:

iv. Motion to proceed with reading the Press Release

- a. When making this motion, the delegate must specify which Press Release to read for the Chair to share screen, displaying the specific document. Subsequently, participating countries read the document.
- b. When finished reading it in front of the committee, the Chair will automatically open information points about the Release.

Example. Motion to proceed with reading Press Release 1.1.1

f. Working Papers:

i. What is a Working Paper?

A Working Paper is a drafted resolution that will be written after the debate in each of the committees. It must always follow a certain structure. It is paramount that when drafted, the structure is respected without exception. The process of the Working Papers within the committee is the drafting, voting, and subsequent approval. Working Papers are official documents that legitimize and validate the solutions proposed by member states.

The Working Papers must aim to materialize the ideas achieved through negotiation processes between delegations during plenary and the possible resolutions of the



committee's conflicts or issues.

Once the discussion of the agenda item has been carried out in-depth and solutions have been proposed, any delegate can request Lobby Time for Working Papers to be drafted. These must be submitted through the *motion to proceed with the reading of the Working Papers*.

The number of such documents that can be submitted to the Chair is unlimited. Anyway, only one Working Paper can be adopted per subject, making the conciliatory spirit of the debate imperative. Passing Papers automatically will become Draft Resolutions, and will be presented to the General Assembly for final approval.

ii. How to write a Working Paper?

The Working Paper should include date and place of drafting, committee, discussed topic, heads of bloc, sponsoring countries, signing countries, preambulatory clauses, and finally, operative clauses. It must be led by 2 heads of bloc and 5 drafting countries at most; it must have the signature of all participating members of the committee.

iii. Format:

Font: Times New Roman 12, line spacing: 1,5.

Full (non-abbreviated) name of the Commission and the item to be discussed in bold.

iv. Preambulatory clauses:

1. The preambulatory clauses are not numbered, they go in *italics*, and at the end of each sentence goes a comma (,).
2. After the last sentence goes a semicolon (;).
3. For CLNMUN V, at least 6 preambulatory clauses are required, without repetition.
4. (Preambulatory clauses can be found attached at the end of the handbook).

v. Operative clauses:



1. Operative clauses must have a semicolon (;) at the end of the sentence. 2. After the last one goes to a point (.).
3. For CLNMUN V, at least 8 operative clauses are required, without repetition.
4. (Operative clauses can be found attached at the end of the handbook).

vi. Amendments:

1. General Information

- a. They are the means to modify a Working Paper.
- b. Modifications can be in terms of:
 - i. Format (correction of structure, grammatical or spelling errors)
 - ii. Content (modifications to the contents of a point or amendment).
- c. Amendments should be submitted orally to the entire committee or by a note (in virtual use chat) to the Chair.
- d. Only after being approved by the Chair, the amendments that are sent by chat will be read in front of the committee.
- e. Any delegate may propose an amendment to any Working Paper after it has been approved by the Chair and before voting the Working Paper. It will be at the discretion of the Chair to read the amendments. They should consider the context and the time available for reading them.

2. Types of amendments:

- i. **Friendly**: An amendment is friendly when it is correcting errors in the amendment, such as spelling or when helping to correct or compliment the integrality of the Working Paper.
- ii. **Unfriendly**: An amendment is considered unfriendly when it substantially modifies or removes essential components of the Working Paper.

3. Voting amendments:

- a. **Friendly**: Friendly amendments are read by the Chair. Afterwards, the heads



of bloc vote.

- b. **Unfriendly:** If the heads of bloc of the Working Paper vote against the amendment, it is considered a non-friendly amendment. This proceeds to a vote of the committee. If the majority votes against it, the amendment does not pass, but if the majority votes in favor, the amendment is implemented into the Working Paper.

4. Entable a Working Paper (Motion to Place the Paper of Trabajo):

When a Working Paper does not meet the requirements of form or its content is expressly against the positions of the reacting countries, the Working Paper may be entablated by a delegate.

vii. Working Paper Example

- a. [Example](#)

viii. Motions related to Working Papers

1. Motion to proceed with the reading of Working Papers (Motion to proceed with the reading of the Working Paper 1.1.1)

- a. When making this motion, the delegate must specify which Working Paper to submit (must first be approved by the Chair), for the Chair or delegates to share the screen showing the document. Subsequently, the heads of the bloc of said paper read the document. After reading the document, the Chair will automatically open information points regarding the Working Paper. Once the points have been passed, the amendments are immediately read and voted on. These will be considered friendly or unfriendly, in which case they will be voted on within the committee to decide whether or not the amendment is applied.

Example Motion to Proceed with Reading the Working Paper 1.1.1

2. Motion to proceed with the vote on the Working Paper ...

- a. When making this motion, the delegate must specify which Working Paper is undergoing the voting process. At this point, the committee will enter the voting procedure, which means that no one can enter or leave the room.



Delegates will be asked in roll call order if they are in favor, against, or abstain from the resolution (if the delegate says "present and voting" in the list call, they lose their right to abstain). Invited delegations, countries that do not sign the UN Charter, unrecognized states, and delegations that lost their vote under United Nations Article 27 do **not** have the right to vote. The Working Paper is approved if 2/3 of the quorum votes in favor.

Example Motion to proceed with the vote on the Working Paper 1.1.1

3. Division of the houses

- a. This motion will only be taken into account if the Chair considers it, if there is enough time to evaluate the sentences and if the paper has enough phrases (more than the minimum). This motion is to divide the resolution phrases of the Working Paper into separate clauses, allowing them to be voted on independently. After this, all the clauses that pass are used to re-shape the Working Paper.

9. Voting:

- a. In favor: By voting in favor, a delegation is giving its approval for a decision to be passed on the committee, e.g. motions or Working Papers.
 - i. In favor with reasons: The delegate who votes in favor with reasons, not only expresses approval to the committee of what is being voted on but shows a willingness to explain the reasons behind the vote. At the end of the vote, the delegate will be recognized to expose the reasons, with one exception: If the Chair considers that it is obvious or understood because the delegate votes in favor (example, it is the vote of a Working Paper and the delegate who votes with reasons is a head of bloc), the explanation of the delegate can be skipped, meaning the delegate will not have to state the reasons.
- b. Against: By voting against, the delegation shows its disapproval of a decision in the committee. Also, they can present the reasons why the delegation did not agree with the motion or Working Paper.
 - i. Against it for reasons: The delegate who votes against with reasons not only expresses to the committee its disapproval of what is being voted on but shows a willingness to explain the



reasons behind the vote. At the end of the vote the delegate will be recognized to expose the reasons, with one exception: If the Chair considers that it is obvious or understood because the delegate votes against it (e.g. it is the vote of a Working Paper and the delegate who votes against with reasons is from the opposite bloc), the explanation of the delegate can be skipped, that is, the delegate will not have to state his reasons.

- c. Abstention: By abstaining from voting, the delegation is neither for nor against the motion/Working Paper/decision that is being voted on. Therefore, the vote will not count as it is not in favor or against.

*By saying present and voting on a committee on the list call, the delegation cannot refrain from voting at any time in the committee.

At the end of the voting process (only in Working Papers), delegates will be asked if they wish to change their vote, one vote cannot be changed against in favor or vice versa, only votes can be changed in the following order:

Against → abstention abstention → against

In favor → abstention abstention → in favor

10. Sanctions

- a. *Calls from the table:*

The Chair may call the attention of a delegate or point out that they are out of order if the delegate does not comply with parliamentary language, parliamentary procedure or carries out disciplinary action that violates the code of conduct within the committee.

- b. *Warnings (Amonestations):*

- i. A warning will be given to a delegate if the delegate has gained three calls of attention from the table
- ii. A warning will be given to a delegate if the delegate is late or does not show up to the committee with a valid excuse



- iii. A warning will be given to a delegate if the delegate behaves disrespectfully towards the Secretary Generals, Academic Secretary, the Chairs, the other delegates, and/or those present in the Committee.
- iv. A warning will be given if a delegate makes use of electronic devices for activities that are not related to or contribute to the committee.
- v. A warning will be given to delegates who fail to comply with the code of conduct (including the virtual code of conduct).

c. Other sanctions

- i. If a delegate receives three warnings, the delegate will be removed 15 minutes from the committee.
- ii. If a delegate receives five warnings, the sponsor in charge will be contacted. iii. If a delegate has six warnings, he or she will be expelled from the committee for the rest of the day.
- iv. If a delegate has more than six warnings, the delegate will be permanently expelled from the committee and cannot return to the conference.
- v. Any type of plagiarism will be reported and the consequences will be assessed with the General Secretariat, Academic Secretariat, and sponsors. Depending on the severity, consequences will be defined.
- vi. If a delegate has serious disciplinary misconduct, the consequences will be assessed with the General Secretariat and the Sponsor. Depending on the severity, consequences will be defined.
- vii. If any participant of the model consumes any psychoactive substance (alcohol, drugs, cigarette, vaporizer, etc.) they will be expelled immediately and reported to their institution.
- viii. If any member of the model's staff fails to fulfill their responsibilities, they can be reported to the Board of Directors through a "Board Complaint Letter". There the participant must explain the situation in depth and demonstrate that in reality there has been negligence on the part of a member.
 - i. The Letter must be sent to the General Secretary, the Academic Secretary and to the person who allegedly committed the offense.



- ii. The person who is accused of negligence may defend himself against this letter through a meeting or letter response to exercise his right to defense.
- ii. The parties involved and corresponding will meet in the oversight of the General Secretariat and the corresponding decisions will be made.



11. Preambulatory Clauses:

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expresses its appreciation	Recommends
Asks	Expresses its hope	Regrets
Authorizes	Further invites	Reminds
Calls for	Further proclaims	Requests
Calls upon	Further recommends	Resolves
Condemns	Further reminds	Seeks
Confirms	Further requests	Solemnly affirms
Congratulates	Further resolves	Strongly condemns
Declares accordingly	Has resolved	Suggests
Deplores	Hopes	Supports
Designates	Invites	Transmits
Draws attention to	Notes	Urges
Emphasizes	Proclaims	Welcomes

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12. Operative Clauses:

Accepts	Encourages	Proposes
Affirms	Endorses	Reaffirms
Approves	Expresses its appreciation	Recommends
Asks	Expresses its hope	Regrets
Authorizes	Further invites	Reminds
Calls for	Further proclaims	Requests
Calls upon	Further recommends	Resolves
Condemns	Further reminds	Seeks
Confirms	Further requests	Solemnly affirms
Congratulates	Further resolves	Strongly condemns
Declares accordingly	Has resolved	Suggests
Deplores	Hopes	Supports
Designates	Invites	Transmits
Draws attention to	Notes	Urges
Emphasizes	Proclaims	Welcomes



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