Modelo de las Naciones Unidas para el
Estado de Guanajuato

EDICIÓN 2019

Procedure Line

Contents

A. Opening the Session.

President: Delegates, all rise.

President: On behalf of the State of Guanajuato, the Secretariat and the Joint Coordinations, we welcome you to the _____session of the_____ (committee) of the Model of United Nations "GMUN 2019". Delegates, you may be seated.

President: I will now introduce the members of the Chair. To my right is the Conference Officer, Mr./Ms. _____ To my left is the Moderator, Mr. /Ms._____. My name is _____ and I will be your President. I now yield the word to the Conference Officer to take the roll call.

C. Officer: Thank you, Mr./Ms. President. I will now proceed to take the roll call. When mentioned, please raise your placards and say "Present" or "Present and voting" according to the position of your delegation in this committee.

C. Officer: Delegation of _____ (Every delegation listed is called).

President: Thank you Mr./Ms. Conference Officer.

President: Counting with the enough number of delegates, I declare the session open. (This can be skipped if the chair wants the committee to open the session).

B. Establish the Agenda.

President: Delegates, we have three topics to discuss in the agenda. Topic A _____, topic B_____, Topic C_____. The Chair recommends a Motion to Establish the Agenda. I yield the word to your moderator.

Moderator: The floor is open, are there any points or motions on the floor?

Moderator: Yes, delegate of _____.

Delegate: Motion of Procedure.

Moderator: Establish.

Delegate: To Establish the Agenda.

Moderator: Yes delegate, you are in order. Who seconds the Motion?

Moderator: The delegation of _____ seconds the motion.

Moderator: Delegation who wants to pass to the front to discuss the order of the agenda.

Moderator: Votes in favour.

Moderator: Against.

Moderator: Abstentions.

If the motion passes

Moderator: Delegation who opened the motion, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegation who seconded the motion, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegation of _____, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegates, we will now to proceed to the voting process to define the order of the agenda.

Moderator: We are now to vote for establish the topic_____, in first place of the agenda.

Moderator: Votes in favour?

Moderator: Against?

Moderator: Abstentions?

This process will be repeated, until the order of the agenda is defined.

C. Open the Speaker's List.

President: Delegates, the Chair recommends a Motion to Open the Speaker's List.

Moderator: The floor is open, are there any points or motions on the floor?

Moderator: Yes, delegate of_____.

Delegate: Motion of Procedure.

Moderator: Establish.

Delegate: To Open the Speaker's List for the time the Chair considers.

President: __ (Time) will be in order.

Moderator: Would you like to re-establish?

The process repeats.

Moderator: Yes delegate, you are in order. Who seconds the motion?

Moderator: Thanks delegate of _____. Votes in favour?

Moderator: Against?

Moderator: Abstentions?

If the motion passes

Moderator: The motion clearly passes.

If the motion does not pass

Moderator: The motion didn't pass.

D. Speaker's List.

Moderator: Any delegation who wants to be added to the Speaker's List, please raise your placard.

Moderator: Thank you delegation of … (every delegation that raises the placard)

Moderator: Any delegation who wants to be added to the Speaker's List, please send a message to the chair.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

If there are points or motions

Moderator: Delegation of _____.

Delegate: Motion of procedure/Point of personal privilege/Point of order.

Moderator: Establish.

Delegate: To_____.

Moderator: Yes delegate, you are in order/no delegate you are not in order.

If there are no points or motions.

Moderator: Since not, the delegation of _____ has the right to come to the front and speak for __minutes about topic __.

When the delegate finishes

President: You have __ seconds left, what would you like to do with the time? You have three options: Yield the time to the chair, yield the time to questions, or yield the time to another delegation.

1. Yielding the time to the chair.

Moderator: Thank you delegate you may be seated.

2. Yielding the time to questions.

Moderator: Delegates, the delegation of _____ yields its time to questions. Any delegation who has a question please raise your placard.

Moderator: Delegation of _____ establish.

Delegate: (establish the question).

3. Yielding the time to another delegation.

Moderator: Which delegation?

Delegate: Delegation of _____.

Moderator: Delegate of _____ Do you accept the time? The delegation can accept or deny the time.

E. To open a moderated caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open a moderated caucus.

Moderator: For how long? (The standard time for a moderated caucus is 15 minutes. However, the president decides the appropriate time.)

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes

Moderator: The motion clearly passes.

If the motion does not pass

Moderator: Sorry delegate the motion didn't pass.

F. Moderated Caucus.

Moderator: Delegates we are now in a moderated caucus.

Always the first person to speak is the delegate who requested the caucus. Then the second speaker is the delegate who seconded the motion. The moderator gives the word to another delegate only when the last speaker has finished.

When the time is over.

Moderator: Delegates the time for the moderated caucus has expired. The floor is open. Are there any points or motions on the floor?

G. Opening a Simple Caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open a simple caucus.

Moderator: For how long? (The standard time for a simple caucus is 10 minutes. However, the president decides the appropriate time.)

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes.

Moderator: The motion clearly passes. We are now in a simple caucus.

President: Delegates the chair reminds you the official language is English. Observers please leave the room until the Simple Caucus ends.

If the motion does not pass.

Moderator: The motion didn't pass. Sorry delegate.

H. Simple Caucus.

During the simple caucus, delegates are free to stand up (but not to leave the room) to speak and negotiate with other delegations. They must speak in English.

When the time is over.

Moderator: Delegates the time for the simple caucus has expired, please return to your seats.

Moderator: Delegates come to order. The floor is open. Are there any points or motions on the floor?

I. Extending the time of the Moderated/Simple Caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To extend the time of the moderated/simple caucus.

Moderator: For how long?

Even though the delegate can choose freely the length of the extension, it always must be less than the original time for the moderated/simple caucus.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes.

Moderator: The motion clearly passes.

If the motion does not pass.

Moderator: The motion didn't pass. Sorry delegate.

J. Extraordinary Sessions of Questions.

After a delegate has spoken in the Speaker's List.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To open an extraordinary session of __ questions to the delegation of _____.

Moderator: Yes, delegate, you are in order. Who seconds the motion?

Moderator: Delegation of_____ seconds the motion. Delegation who wants to make the third question? (If it exists)

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Delegate establish.

Moderator: Delegate do you accept the questions?

If the delegate accepts.

Delegate: Yes.

Here, delegates can make a point of personal privilege to make a brief preamble. Also, the first delegate to make a question can establish a follow-up.

The delegate passes to the front.

Moderator: Delegate, please establish your question.

If the delegate does not accept (This can only happen twice, a delegate cannot refuse a third session of questions)

Moderator: Sorry delegate, the delegate of _____ didn't accept.

K. Motion to introduce the Working Papers.

After several caucuses, delegates will get to (at least) one Possible Working Paper. These documents must have 5 ideas at least and they must be signed by a third part of the committee. If the Possible Working Paper is valid, the president will sign it and recognize it.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To introduce the working papers.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

President: Delegates, the Chair has received a Possible Working Paper and has approved it. From now on, it should be referred to as Working Paper A1.

Working papers will be numbered in the order they are received. The letter depends on the topic the committee is discussing: Topic A: Working Paper A1, A2, etc.

L. Motion to Read the Working Papers.

President: Delegates, the Chair recommends a motion to read the working papers.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To read the working papers.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

M. Reading the Working Papers.

President: Delegates who want to read Working Paper A1, please raise your placards, Thanks delegate of ____.

President: Delegates who want to read Working Paper A2, please raise your placards, Thanks delegate of ____.

President: Delegations who will read Working Paper A1, please come to the front.

President: Delegates, remember you must read exactly what is written on the Working Paper without adding anything else. If the Chair notices you changed a word from the Working Paper, you will receive a warning.

When the Working Paper has been read.

President: Delegates in this moment will be an undefined session of questions so you can solve any questions regarding Working Paper A1/A2.

Once the session is over.

President: Delegates you may be sited.

President: Delegations who will read the Working Paper A2, please come to the front.

President: Delegates, remember you must read exactly what is written on the Working Paper without adding anything else. If the Chair notices that you changed a word from the Working Paper, you will receive a warning.

When the Working Paper has been read.

President: Delegates in this moment there will be an undefined session of questions in order to resolve any aspect of the Working Paper.

President: Delegates you may be sited.

N. Draft Resolutions.

When the President notices that the committee is ready to begin a Draft Resolution, he/she will end the current motion. Normally, this would be followed by a Simple Caucus to create a Draft Resolution. These should include perambulatory phrases, operative phrases and should be written in computer if possible. If the Chair receives a Draft Resolution, it should call the Academic team so that they read it. If corrections are needed, delegates will make them. If the Draft Resolution is approved, the Chair recognizes it as Draft Resolution A1, A2, etc. A motion to introduce it is suggested (see L. Introducing Working Papers, it is the same process).

O. Voting process.

For the Voting process, the President will call a member of the Secretariat.

Secretariat: Delegates the only motion that will be in order is to open the Voting process.

Secretariat: Delegates, the floor is open. Are there any points or motions on the floor?

Secretariat: Delegation of _____.

Delegate: Motion of procedure.

Secretariat: Establish.

Delegate: To open the voting process.

Secretariat: Yes delegate, you are in order, who seconds the motion?

Secretariat: Delegation of_____ seconds the motion.

Secretariat: Votes in favour?

Secretariat: Votes against?

Secretariat: Abstentions?

Secretariat: Delegates in this moment I will start the voting process for draft resolution A1, observers and non-voting members, please leave the room.

Moderator: Delegates who do not vote, please come with me.

The moderator leaves the room with the non-voting countries.

Secretariat: There will be three rounds. In the first two rounds you can vote in favour, against, in favour with right of explanation, against with right of explanation and, abstention. You can only establish a right of explanation in one of these first two rounds. In the last round you can only vote in favour or against. The delegates who vote with right of explanation, will come to the front and explain why they voted in favour or against. For the Draft Resolution to become a Resolution Paper, it must be approved by 50%+1 of the committee.

Secretariat: Delegates, we will now proceed to the first round of voting for Draft Resolution A1.

Secretariat: Delegate of_____. How do you establish your vote?

Delegates that choose right of explanation will explain why they voted in favour or against in front of the committee once all delegations have voted.

Secretariat: Delegate of _____ (first delegate in alphabetical order), please come in front and establish your right of explanation. The process is repeated in the second round.

Secretariat: Delegates, I will now commence the third and final round of voting. I remind you that you can only vote in favour or against. Delegate of_____, how do you establish your vote? In favour or against?

If the resolution passes.

Secretariat: Delegates, with __ votes in favour and __ against, Resolution Paper____ passes. Congratulations, delegates. We have a Resolution Paper.

If the resolution does not pass.

Secretariat: Sorry, delegates the resolution did not pass. You must get in agreement to have a Resolution Paper.

P. Closing the Session.

President: Delegates the Chair recommends a motion to close the session.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To close the session.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of_____ seconds the motion.

Moderator: Votes in favour?

Moderator: Votes against?

Moderator: Abstentions?

Q. Right of Reply.

The Right of Reply must be solicited by a message to the chair.

President: Delegates, the chair has taken a right of reply from the delegation of _____ to the delegation of _____. (Establish the arguments) Delegate of _ (Offender Delegation) _ please come

to the front and apologise to the delegation of _ (Complainer Delegation) _. If the chair recognises sarcasm tone in the apology or says something else, you will receive a warning.

When the delegate finishes.

President: Delegate of_ (Complainer Delegation) _. Do you accept the apology?

If yes.

President: Thanks delegate.

If not.

President: Sorry delegate of _ (Offender Delegation) _, the delegate of _ (Complainer Delegation) _ did not accept your apology. _ (Offender Delegation) _ you have received a warning.

R. MOTIONS:

To open a session

To close a session

To choose a topic

To open the speaker's list

To open a moderated caucus

To open a simple caucus

To extend the time of _____

To make an extraordinary session of questions

To introduce working paper

To read working papers

To Introduce draft resolution

S. POINTS:

Point of order: If there is a failure when following the protocol. Can be done at any time. Can interrupt another speaker.

Point of personal privilege: If there is an issue affecting the delegate.

Point of parliamentary Inquiry: Can be used whenever the delegate has a doubt regarding protocol.

T. RIGHTS

Right of reply