



alexmun

**RULES OF
PROCEDURE
AND PROTOCOL**

General information

Article 1: Participants.

The delegates that will be able to participate in the United Nations model of the Alexander Bain Irapuato School (ALEXMUN):

- a) Students belonging to Alexander Bain Irapuato School.
- b) All students from schools, colleges, foundations, and universities invited to participate in the model by the host school.
- c) Advisors of the students.

Article 2: Observers.

Parents, friends or relatives of delegates who wish to participate in the event may do so in the capacity of "observers", these will be subject to the provisions contained within the general information and according to the available quota.

Article 3: Registration.

Students ("delegates") must register within the established time. Outside of such schedule, no registration of any participant will be proceeded.

Article 4: Identification.

Delegates, advisors, and observers must always carry a placard that will be provided to them at the time of registration, due to security issues. Participation, or entry, will not be authorized for those who fail to comply with this provision. In case of loss or destruction of the badge, a member of the Organizing Committee must be notified for its replacement.

Article 5: Punctuality.

All delegates must attend all sessions in a timely manner and maintain a diplomatic posture. Otherwise, the Organizing Committee may prevent access and depending on the situation will be a creditor of a warning.

In special cases, the advisors are asked to notify the Organizing Committee.

Article 6: Conduct.

All the participants (delegates, advisors and observers) commit themselves to maintain exemplary conduct by practicing diplomacy and negotiation. They should abstain from the use of high-sounding language as well as disrespectful or offensive comments.

Article 7: Treatment towards the Chair.

The delegates, advisors and observers will address all the members of the Chair in a respectful and cordial manner, understanding that they are the authority within their respective committees.

Otherwise, the chairs must take the necessary measures, which includes warnings, in case of a serious situation the Organizing Committee or the General Coordination of ALEXMUN will solve the case.

Article 8: Tobacco, food, and drinks.

It is strictly forbidden to smoke or drink alcoholic beverages within the areas reserved for the model. Anyone who is noticed making incorrect use will be expelled from ALEXMUN.

Article 9: Clothing.

Male delegates, advisors, and observers should wear a suit or jacket with formal trousers, a shirt, tie, socks, and formal shoes. The hair must be well combed and presentable according to the occasion. Those who wear long hair should hold it and comb it with gel, wax or other.

Female delegates, advisors, and observers must wear a suit or dress, skirt (maximum length permitted is above the knees) or formal pants with a blouse, socks, and formal shoes. Flats, tennis or Skechers shoes are not allowed, as well as the use of miniskirts, blouses with a very pronounced neckline, tube pants, tops or halters. They should take care that their hair is combed according to the occasion.

The use of denim, caps, hats or garments that are dirty and/or broken is not allowed. Notwithstanding the foregoing, delegates may wear costumes or clothing typical of the country they represent, for which they must request prior authorization from the Coordination of the event.

Those who decide not to respect the specifications of this article may be entitled to a reprimand or be excluded from the event

Emphasizing that a Model United Nations is a formal event in which the image and dignity of each State must be respected.

Article 10: Cellular telephones.

The use of cell phones is not authorized. In case of carrying the phones within the sessions, they must be in vibrating mode or airplane mode and out of range. Failure of respect to this article may result in a reprimand and, if necessary, expulsion from the session or event

Article 11: Language.

The development of ALEXMUN will be carried out in Spanish and English depending on the committee and the instructions that the School has given to the advisors and delegates in advance.

Article 12: Awards.

ALEXMUN will award three prizes per committee to the delegates that have stood out the most during the days that the model was carried out: best negotiator, best diplomat and best delegate. Being the prize for the best delegate as recognition of greater hierarchy. The prizes will be announced during the closing ceremony and will be subject to the election of the committee Chair.

Article 13: Award criteria.

To be eligible for the prizes, delegates must take into account the following items:

1. Diplomacy
2. Respect
3. Negotiation
4. Development.
5. Assistance
6. Respect for international politics.
7. Punctuality.
8. Attachment to the official position
9. Respectable use of the profile of the IB community.

For the awards ceremony, the Chairs will consider in addition to the previous:

- a) The delivery of the Official Position, which must be free of plagiarism;
- b) The number of warnings.
- c) Payment of the participation fee amount.

Article 14: Unforeseen situations.

For everything that is not stipulated or contemplated in this document, must adhere to the decisions of the Organizing Committee.

Parliamentary protocol.

Article 1: Object and outlook.

The purpose of this protocol is to regulate the participation of ALEXMUN given by delegates and advisors, so the use of another protocol is not admissible.

Article 2: Official languages.

The official languages are Spanish and English. The use of one or the other will depend on the committee. In case of infringement, they will be subject to a warning.

Article 3: The Chairs.

The chairs will be composed by a President, a Moderator, and a Conference Office, being the President the highest authority of the Chair, the Moderator is the responsible for directing the debate, while the Conference Officer is responsible for the organization and logistics of the committee.

Article 4: Secretariat.

The Secretariat is composed of the following secretaries: Secretary General, Academic Secretary, Logistics Secretary, and Hospitality Secretary. Each of them will be chosen by the Coordination of the United Nations Model of the Alexander Bain Irapuato School.

Article 5: Quorum.

For the sessions of the different committees and their resolutions to be valid, the attendance of at least a quarter of the member countries or organizations will be required. At the beginning of the session, the conference officer will make a roll call on the delegates who are present.

Article 6: Motions.

Defining a "motion" as the most formal way to request the floor in the forum, each motion must have been previously authorized by the Chair.

Each time a delegate wants to speak, he/she must present a motion, for this the delegate must raise his / her placard for the moderator to grant him/her the use of the floor.

Article 7: Motion of Procedure.

In case any delegate intends to modify the normal process of the debate, he should do it by using the figure of the "motion of procedure". The use of this type of motion can only be made when the moderator has indicated that the

Forum is open. A motion of procedure to interrupt a delegate while making use of the floor is not possible. These motions will be admissible to: open the topic, open the list of speakers, open a caucus (moderate or immoderate), extend the time of the list of speakers, open an extraordinary session of questions, introduce a possible worksheet or possible resolution paper, introduce a worksheet, a resolution paper or amendments, close the session or debate.

Article 8: Voting of motion of procedure.

Unless the Chair considers necessary, the motions of procedure must be voted by the delegates present at the time they are formulated. In order for the motion to be accepted, it is required that the majority of the delegates vote in favor, in case there is a tie between votes for and against, abstentions will count as votes in favor. The only exception is in the opening of the topic where the only votes are for and against.

Article 9: Voting processes

In voting processes of a committee there are three possibilities of voting:

- a) In favor, when a delegate agrees with what is formulated.
- b) Against, when a delegate does not agree with what is formulated.
- c) Abstention, when a delegate prefers to remain neutral towards what is formulated.

Article 10: Point of order.

A point of order may be called upon by a delegate who considers that the protocol is being misused. This point is admissible at any time during the debate, even if the forum is not open and they can interrupt the speaker at any time. However, two consecutive points of order are not allowed. Every point of order is under consideration of the table whether it is in order or not.

Article 11: Point of personal privilege.

This point is used in occasions in which the delegate requires to make use of some prerogative or request that facilitates the attainment of the debate. The points of personal privilege can interrupt the speaker in the same way and do not depend on whether the forum is open or not.

Some cases in which the point of personal privilege can be used are:

1. Request that the speaker expresses more clearly, slowly, or quickly.
2. To leave the committee for personal reasons.
3. To open a brief preamble.

The chair will reserve the right to accept or reject this type of motions.

although it is true that it can interrupt the speaker unless it is indispensable, it is recommended to send points of personal privilege via diplomatic note.

Article 12: Point of parliamentary inquiry.

There will be a point of parliamentary inquiry when a delegate requires information or questions of the procedure of debate within the committee. This can be used alone and only if the forum is open and the Chair will be the only one that can respond. This point can be used in case there is doubt in:

1. When to open a caucus.
2. Enter a sheet or possible sheet.
3. When there is a doubt in the protocol.

Article 13: Opening of a topic.

This is in order to propose to the forum the opening of a topic in case there are two possible. To follow with this motion, any of the delegates present will go ahead to establish a motion of procedure to open one of the two topics. The chair will propose a delegate who seconds the motion whom must proceed, otherwise, the motion will not be in order and the other topic will be opened. If the motion is seconded, the vote will proceed, where in case of not being votes against the topic will be opened however, if one or more delegates vote against, there will be opened a list of speakers, which should not be longer than four speakers and must have the same number of speakers both for and against the opening of the topic, their participation should not be longer than thirty seconds. Once the list of speakers is completed, a vote will be taken in which the motion will pass and the topic will be opened as long as there is a simple majority, which is, half plus one, otherwise, the other topic will be opened. Emphasizing that there is no abstention in this vote, only in favor and against.

Article 14: List of speakers.

To be able to open the first speakers list will be done as following:

1. The chair will recommend opening a list of speakers with an specific time that will be established prior to opening the forum, after, the floor will be opened.
2. A delegate will establish a motion of procedure, the moderator will announce "establish" and the delegate will respond with what she/he wants to do with the

motion, in this case, it will be to open the speakers list, later, the Chair will ask for the motion to be seconded.

3. A voting process will be submitted, once this happens, the first delegations will be added to the list. The moderator will request that the delegations who intend to be added must raise their placard. The moderator will choose them and the conference officer will add them to the list, in case no delegation wishes to be added to the speakers list, they will be included by alphabetical order.

4. Once the delegations have been added, if any other delegate wishes to be included in the list, he or she must make the request through a diplomatic note or through a motion of personal privilege.

Once the delegate is speaking to the forum and has finished his / her message, in case the delegate is considered to have time, the delegate may assign his / her time to three options, to the chair, to questions and/or comments or to another delegation. In case the delegate wants to give it to another delegate, the moderator will ask the delegate if he accepts, in that case the delegate must speak for the time that the other delegate left, in case the answer is negative the delegate who gave the time will be creditor of a warning.

Article 15: Caucus.

A caucus is defined as a parenthesis in the speakers list in order to facilitate the flow of the debate and promote the exchange of points among the delegates, this is divided into two types:

a) Moderated Caucus: This should be proposed by one of the delegates as long as the forum is open and through a motion of procedure. The Delegate who proposed it should indicate the class of caucus and the time that it considers appropriate for its development. For authorization, the motion must be seconded by another delegate of the Committee and the typical voting process.

The function of a moderate caucus is that delegates have the opportunity to debate and make known their points of view, the first intervention corresponds to who opened the motion and the second intervention belongs to whom it seconded the motion from there, the following interventions depend on the delegates who request the word by raising their placards and that are designated by the moderator.

The chair should indicate the delegates when the time of the caucus is about to end. however, a moderate caucus may be extended for a period no longer than the original, through a motion of procedure and as long as the forum is open.

It is important to emphasize that within the moderate caucus the delegates will not be able to raise from their seats or leave the committee without prior authorization from the chair.

b) Unmoderated Caucus: The procedure for opening an unmoderated caucus will be the same as that of the moderated caucus.

An unmoderated caucus is defined as an informal debate where delegates can leave their seats and have direct contact with the other delegates and the chair as long as they remain on a diplomatic posture, respect the protocol and especially the language of the committee.

In the same way, they will not be able to leave the committee without previous authorization, these times are destined to establish blocks, and/or to begin with the elaboration of the worksheet

Article 32: Resolutions.

Once the worksheets are finished and resolutions papers, they must be approved by the chair. Subsequently, for a resolution to be approved by the Commission, votes must be counted in favor of at least two-thirds of the delegates present and with the right to vote. The process to vote a resolution will consist of three rounds: in the first round, the chair will count the votes in favor, against and abstentions according to the list of members.

After the first round of voting, the chair will once ask the delegates the meaning of their votes. Once again, the delegates must express their vote directly and clearly, with the right to an explanation, at the same time requesting the exercise of that right. At the end of the round, the chair will call the delegates who have exercised their right of explanation, so that they offer the reasons that would have driven them to give this meaning to their vote, in front of the committee.

During the third round, the delegates must cast their vote, without the right to an explanation and which may coincide or differ from the one given in the first and/or second rounds. During the third round of voting, only one vote can be voted for or against the resolution discussed. Once a resolution has been obtained, the debate

may be closed to continue later or to open the next topic. If there is no other topic to discuss in the agenda of the Committee, the chair may either propose another topic or close the Committee's activities.

Operational phrases

Accepts	Congratulates	Expresses its hope	Has resolved	Solemnly affirms
Affirms	Considers	Exhort	Notes	Strongly Condens
Approves	Deplores	Further invites	Proclaim	Supports
Authorizes	Designates	Further proclaims	Reaffirms	takes note of
Calls	Draws the attention	Further reminds	Recomends	Transmits
Calls Upon	Emphasizes	Further recommend	Regrets	Trust
Condemns	Encourages	Further requested	Reminds	Urges
Confirms	Endorses	Further resolved	Requests	Welcome

Preambulatory phrases

Affirming	Declaring	Expecting	Having adopted	Nothing further
Alarmed by	Deeply concerned	Fullfilling	Having consider	Observing
Approving	Deeply conscious	Fully alarmed	Having examined	Reaffirming
Aware of	Deeply convinced	fully aware	Having heard	Realizing
Bearing in mind	Deeply disturbed	Fully believing	Having received	Recalling
Confident	Deeply regretting	Further developing	Having studied	Recognizing
Contemplating	Desiring	Further recalling	Keeping in mind	Refering
Convinced	Emphasizing	Guided by	Noting with regret	Taking note

Resolution sheet format

Name (Resolution A 1 or 2)

Committee:
 Topic:
 Sponsors: 1____, 2____, 3____
 Signatories: 4____, 5____, etc.

Short background of the committee and what it is doing about the topic, (Use perambulatory phrases in the beginning of each paragraph)

It proposes to,

1. Use operative phrases at the beginning of each proposal;
2. List the proposals, each one ends with a semicolon;
3. The last paragraph needs to solve the following questions: How is it going to be done ? Who is going to participate? Why is it going to be done?. The last proposal ends with a period.