



## RULES OF PROCEDURE

### PART ONE. GENERALITIES

**1. *Scope of application.*** The present rules of procedure apply in the following committees of the Sistema Incorporado de la Universidad Nacional Autónoma de México Model of United Nations SIMUN 2023:

- a. Security Council (SC)
- b. United Nations International Children's Emergency Fund (UNICEF)
- c. World Health Organization (WHO)
- d. World Trade Organization (WTO)

In case any dispute concerning the interpretation or application of the present rules may arise, the Secretary General shall have the right to decide over such matter. The decision is not subject to appeal.

**2. *Language.*** The official working language for the above-mentioned committees will be English. Any motion for the modification of the working language is out of order.

**3. *Warnings.*** Any delegate who fails to comply with these rules of procedure will receive a warning. If a delegate receives two warnings during the same working session, they will be suspended from it and will not be able to participate until the next session. If a delegate receives three warnings during the event, the Secretariat will consider the possibility of suspending them for the rest of the conference.

**4. *Electronic devices.*** To encourage the minimum usage of printed sheets, the use of any electronic device is allowed during the working sessions; nevertheless, access to internet is not allowed. Additionally, social networking during the working sessions is strictly forbidden.

**5. *Academic dishonesty.*** SIMUN severely sanctions academic dishonesty, as in the form of plagiarism (any act or conduct by which a delegate tries to present a third party's ideas as their own without the appropriate reference) or by presenting a document that has been previously prepared or that is not a product of the working sessions.





**6. Respect.** SIMUN grows proud on its diversity and celebrates different personalities, religions, genders, sexual orientations, and physical conditions that may exist. Participants are expected to join this ideal.

**7. Harassment.** SIMUN heartens a learning and amusement environment, free of any verbal or physical misconduct that constitutes harassment. The Organizing Committee will not tolerate any violation of this ideal by any of the participants.

**8. Dress code.** The delegates must dress properly with formal working clothes, during the Model. The delegates may dress with the typical clothes of their countries if they choose to as long as they meet the formality required for a Model UN.

**9. Awards.** Under an academic, protocol and person-centered methodology consistent in the opinion examination of the Academic Chair, delegates and the consultant academic team, SIMUN will recognize those delegates who stood out for their participation. The decision made is final.

## PART TWO. PARTICIPANTS

**10. Secretariat.** The Secretariat shall consist of the people tasked with the organization and execution of SIMUN. It consists of a:

- a. Secretary General;
- b. Secretary for Protocol;
- c. Secretary for Academic Purposes;
- d. Secretary of Internal Affairs.

**11. Chairs.** Each committee shall be directed by a Chair, whose duty is to ensure the highest academic quality throughout the working sessions of the committees. Each Chair shall consist of:

a. **President.** The President is the highest authority within the committee, having the power taking and announcing the decisions they deem appropriate. Moreover, they have the obligation to look after the academic quality of the debate, as well as guide the delegates during the debate. Additionally, they have the power to declare the session officially open and adjourned and must ensure compliance with the rules of procedure. Lastly, they are able to address the forum at all times and shall approve the development of the working papers and resolutions.

b. **Moderator.** The Moderator has the duty to directly conduct the working sessions within the committee. They have the power to decide over the admissibility of motions,





questions and any other process directly related to the debate. In the absence of the President, the Moderator shall assume their functions temporarily until the Secretary General decides differently.

*c. Conference Officer.* The Conference Officer is in charge of ensuring that all the administrative acts related to the proper working of the debate are fulfilled. In this sense, they shall administer the Speakers List, the time allotted for each delegate, and every other function whose ultimate aim is to enhance the flow of the debate.

**12. Ushers.** The ushers are in charge of facilitating communication between delegates during the working sessions. They are considered to be crucial members of the Organizing Committee.

- a. Ushers can read diplomatic notes to their consideration and can turn them in to the Chair in case they find any writing or conduct that is deemed inappropriate.
- b. Any disrespect to an usher from any delegate, faculty or school responsible shall be considered as an extraordinary violation to these rules of procedure and it will be sanctioned according to the dispositions here mentioned.

**13. Delegations.** Each student represents a delegation assigned inside a specific committee. During the working sessions, they shall refer to themselves in third person at all times, except if the nature of the committee or delegation indicates otherwise, and shall refer to other delegates as “Member State”, “Delegation” or “Representation” indistinctively. They have the following obligations:

- a. Delegates must make proper use of the present rules of procedure and abstain from thwarting the flow of the debate in any manner.
- b. Communication between delegates is restricted to diplomatic notes. Direct contact is not permitted and may be sanctioned with a warning unless a simple caucus happening.





- c. Delegates must turn in a Position Paper to the Chair, reflecting the general criteria under which the representation of the delegation will develop throughout the working sessions. This document will be clear and concise. Preferably, it should not exceed three pages. The failure to deliver the Position Paper within the first two working sessions will cause a warning.
- d. Delegations may be Member States or Observers, depending on their membership to that specific committee. The Observers may vote on every procedure except for the final voting procedure and may take the floor in accordance with the present rules of procedure.

**14. Faculties.** Faculties will act as a link between the Secretariat and the delegates and the coordination of their respective delegations. During working sessions, faculties are strictly forbidden from engaging in direct contact with any delegate, even during an unmoderated caucus. If faculties strictly need to communicate with them, they will be able to do it through a diplomatic note sent with an usher. Chairs will have the discretion to revise their content and accept or deny their delivery.

**15. Visitors.** A visitor is any person authorized by the Secretariat to attend the working sessions of any committee. Every visitor will be able to watch the debate without interfering in it. The Chair can deny access to any visitor if they consider it appropriate. Visitors must be properly accredited at all times.

### **PART THREE. PROCEDURE**

**16. Quorum.** For a committee to initiate any of its working sessions, quorum must be present, which requires a simple majority of attendance (50% +1 delegates). At the beginning of each session, the Conference Officer will conduct a roll call to ensure that quorum exists. Subsequently, the President will declare the session open.

**17. Motions.** Any delegate may use motions to introduce the consideration of an alteration to the normal course of the debate. Delegates must specify the motion they intend to use after the Moderator acknowledge them. They may use the terms point or motion interchangeably. SIMUN recognizes four types of motions:

- a. *Motion/Point of procedure.* A motion of procedure is used to introduce any formal matter to the debate, *inter alia* the setting of the agenda, the opening of a speakers list





and an extraordinary session of questions. It may be in order solely when the floor is open, and they must be seconded by another delegate in order to move to a vote. The voting will be carried out in the manner specified by these rules and must obtain a simple majority to pass (50% +1).

b. *Motion/point of parliamentary inquiry.* A motion for parliamentary inquiry is used to raise questions regarding the rules of procedure or the procedure itself. It is formulated only when the floor is open.

c. *Motion/point of order.* A motion of order is used when a delegate detects a misuse of the procedure, a mistake in the application of the rules of procedure or any other improper conduct. The Chair will estimate its appropriateness, and whether it is or not in order. A motion of order can be introduced at any time. There is no point of order following a point of order.

d. *Motion/point of personal privilege.* A motion of personal privilege is introduced when a delegate wants to denote a circumstance that prevents them to develop properly, but that is unrelated to the procedure. The Moderator must obligatorily hear the content of the motion before dismissing or accepting it. It can be raised at any time, although discretion in its use is highly recommended. If it is not an urgent issue, a diplomatic note should be used to submit the motion. The Moderator shall decide over the appropriateness of every motion when it is introduced to the forum, and the decision they render *is not subject to appeal*.

**18. Agenda.** At the beginning of the first session, the only motion that will be in order will be a motion of procedure to set the agenda. The delegate who introduces the motion shall establish the order in which they prefer the topics to be discussed. The motion must be seconded, and immediately thereafter the Moderator shall ask for two speakers in favor and two against the setting of the agenda.

a. The two speakers in favor will be the delegate who proposed the motion, and the delegate who seconded the motion. The two speakers against will volunteer and the Moderator will choose them at their discretion. If there is only one delegate who wants to speak against, only the delegate who proposed the motion will speak in favor. If no delegate wants to speak against, the motion will be directly put to a vote. No motions or yielding of time are allowed.

b. The speakers will pass alternating between those in favor and against. After that, the Moderator shall proceed to a vote. The motion needs a simple majority (50% +1) to be accepted; in the event that it is rejected, the order of the topics will be inverted.

**19. Speakers list.** The Speakers List shall begin the debate, by a motion of procedure requesting the opening of a Speakers List and establishing the time allotted for each speaker. This motion





shall be seconded and put to vote. Once it has been approved, the Chair will proceed to include the delegations wishing to participate in the Speakers List, beginning with the delegation that proposed the motion and the delegation who seconded the motion. Afterwards, the Moderator shall appoint at their discretion the order of the delegates in the Speakers List.

a. Delegates can request to be included in the Speakers List at any time through a diplomatic note sent to the Chair; however, a delegation cannot be twice in the Speakers List.

b. Should the Speakers List become empty, and no delegation expresses its wish to be included, the Moderator shall appoint at their discretion the delegates necessary to continue with the debate flow.

c. A delegate can yield its time whenever it has not elapsed completely. The time can be yielded to:

*i. The Chair.* The time will be considered as moot, being a protocolary gesture to yield the time to the Chair.

*ii. Questions.* The delegate may yield the time to questions, in which the Moderator shall decide the delegates that will have the opportunity to ask. The time will begin to be discounted when the delegate initiates its answer.

*iii. Commentaries.* When time is yielded to comments, the Moderator shall decide which delegates may take the floor to present their opinion about the speech that was presented to the forum.

*iv. Another delegate.* When the time is yielded to another delegate, the Moderator shall ask that delegation whether they accept or not the time. In case they refuse, the delegate who yields the time will receive a warning and will not be able to yield again.

v. If the delegate does not yield their time, the chair will absorb it.

d. Any delegate can submit to the committee a proposal to alter the speakers` time through a motion of procedure, which shall be seconded and voted upon.

**20. *Extraordinary session of questions.*** Any delegate can introduce a motion of procedure for an extraordinary session of questions if the floor is open. The inquiring delegate shall establish the number of questions, who are the questions for, and must be seconded to put the motion to a vote. The delegation who will potentially answer the questions can decide whether or not they accept them. In case they do not, the motion will be called out of order. In case they do, it will be seconded, and the Chair will proceed to the voting.







- a. The inquiring delegate may ask for a preamble to explain its position or make reference to a point previously addressed by the other delegate through a motion of personal privilege. In the same guise, a single follow-up may be in order whenever the answer to the previous question was not a monosyllabic word; however, it cannot have a preamble and it shall be directly related to the answer that was given to the previous question.
- b. The inquired delegate may answer as they deem appropriate, as long as the answer is respectful to the entire committee and the delegations therein.

**21. *Unmoderated caucus.*** An Unmoderated Caucus/Simple Caucus is a deviation of the Speakers List where direct contact is permitted. This Caucus should be used to negotiate directly the main points of the debate without the formalities involved in the Speakers List. The Caucus is introduced through a motion of procedure, indicating its duration. The Caucus can be extended once, and the duration must be shorter than the previous Caucus.

**22. *Moderated caucus.*** A Moderated Caucus is a deviation from the Speakers List where the Moderator directly chooses the intervening delegations in order to fasten the course of the debate. It is introduced via motion of procedure and must be seconded and voted. Out of courtesy, the delegate who proposed the motion will be given the first intervention and the one who seconded it shall be given the second intervention. After these two delegations conclude, the Moderator will yield the floor at their discretion to the delegates who request it by raising their placard. The Moderated Caucus can be extended once, the extension being obligatorily shorter than the original Moderated Caucus.

**23. *Adjournment of the session.*** Any delegate can propose the session to be adjourned only in accordance with the official schedule through a motion of procedure.

**24. *Closure of the debate.*** A motion of procedure will be presented to the committee for the final voting procedure to take place in connection with a draft resolution. The motion must be seconded and voted, recognizing two delegates to express their reasons in favor, and two against the closing of the debate for no more than 30 seconds. Should no delegate wish to speak against, the committee will automatically turn to vote the motion. Once the debate has been closed, no motion will be recognized as being in order, nor is any amendment to the draft resolution permitted.





## PART FOUR. RESOLUTIONS

**25. Working papers.** The Working Papers presented to the Chair are documents whose primary objective is to point out the most important issues that were discussed during the working sessions. They do not require a special format; however, they need the signature of a third of the delegates present to be considered. Once it has gathered the required approval, it will be turned to the President for consideration. There is no limit of Working Papers for committees; nor are delegates restricted to firm a maximum of Working Papers. However, the President has the discretion to reject Working Papers whenever it could disrupt the course of the debate.

- a. The President can return the Working Papers as many times as necessary in order to ensure the most important points are addressed, and that they are correctly written. A Working Paper that is not the product of discussions or reflects the debates throughout the working sessions will not be accepted.
- b. Once the President recognizes the Working Paper, a motion of procedure to read the document, and subsequently a motion to open a moderated caucus will be in order.

**26. Draft resolution.** A Draft Resolution is a document with a specific format that has one or more Working Papers as a basis. The Draft Resolution must reflect the work done throughout the sessions and shall encompass viable solutions. It must be divided into a preambulatory and an operative section. It must gather two-thirds of the delegates signatures to be considered.

- a. The President can return the Draft Resolution as many times as necessary in order to ensure the most important points are addressed, and that they are correctly written. A Draft Resolution that is not the product of discussions or reflects the debates throughout the working sessions will not be accepted.
- b. Once the President has acknowledged the Draft Resolution, a motion of procedure to present the document will be in order. The delegate who presents the motion and the one who seconds it shall present the Draft Resolution.

**27. Amendments.** The amendments are corrections that alter either the substance or format of the Draft Resolution. There are two types of amendments: friendly and hostile. They are submitted to the Chair through a motion of procedure.







a. *Friendly amendments.* Friendly Amendments can only be proposed by the sponsoring delegations, they will only modify the format of the Draft Resolution and they will be automatically added to the Draft Resolution.

b. *Hostile amendments.* Hostile Amendments can be submitted by any member of the committee as long as it has the approval from at least one-fifth of the delegations. Afterwards, the motion will be put to a vote. The amendment will be adopted into the Draft Resolution if it passes with a simple majority (50% +1).

## PART FIVE. VOTING PROCEDURES

28. **Standard voting.** Every motion of procedure should be seconded and put to a vote. They require, unless stated otherwise, a simple majority to be accepted (50% +1). In a standard voting procedure, delegates may vote in favor, against or abstain themselves from doing so. However, neither the establishment of the agenda nor the opening of the speakers list admit abstentions.

29. **Final vote.** After the process of amendments is closed, if there was any, a motion of procedure to close debate will be in order. If the motion passes, then the final voting procedure will take place. Only the Members of the respective committee shall have the right to vote in this procedure, and a qualified majority (66.6%) is necessary for the Draft Resolution to pass. SIMUN recognizes three rounds of voting:

- a. *First round.* Delegates will have the options of voting in favor, against, abstention, pass, in favor with right of explanation and against with right of explanation.
- b. *Second round.* The President shall recognize each of the delegates who asked for the right of explanation to give the reasons of their vote in less than one minute. The floor will not be open, motions will not be recognized, and time cannot be yielded.
- c. *Final round.* During the final round, delegates can only vote in favor, against, or abstention. The ones who voted otherwise in the first round must necessarily change their vote.

