



## **PROTOCOL OF SIMUN 2025**

### ***First part: general dispositions***

**Art. 1: Scope of application.** The present rules of procedure shall apply to the following committees within the framework of the Model of United Nations that emerges from the Sistema Incorporado de la Universidad Autónoma de México (SIMUN 2025):

- a) Office of the United Nations High Commissioner for Human Rights (OHCHR);
- b) United Nations Children's Fund (UNICEF);
- c) United Nations Office on Drugs and Crime (UNODC);
- d) United Nations Security Council (UNSC);
- e) World Health Organization (WHO).

In the event of any concern regarding the application of these rules of procedure, the Secretary General has the power to decide on how to assess any matter. Their decision shall be final.

### **Art. 2: Language.**

- I. The official language for all working sessions of the committees referred to in this protocol shall be English. No other language shall be allowed during the working sessions.
- II. A motion to change the committee's official language shall be out of order.

### **Art. 3: Warnings.**

- I. If a delegate violates any disposition contained in these rules of procedure, they shall be subject to a direct warning.
- II. If a delegate receives two consecutive warnings in the same session, they will be suspended from it and will not be allowed to join the committee until the beginning of the next session.
- III. If a delegate receives three warnings during the event, the Secretariat will discuss the possibility of expelling them from the Model. The decision will be made at discretion.

### **Art. 4: Electronic devices.**

- I. To discourage the waste of printed sheets, electronic devices to consult previously downloaded information will be allowed during the working sessions.
- II. Internet access will not be permitted during the working sessions.
- III. The use of social networking sites is expressly prohibited during working sessions.





#### **Art. 5: Rules of conduct.**

- I. Respect: SIMUN is proud of its diversity and celebrates all personalities, religions, genders, sexual orientations, physical conditions, and other characteristics that individuals have. All participants are expected to uphold this ideal and to be respectful of the many manifestations of such diversity.
- II. Harassment: SIMUN seeks to foster a learning and recreational environment free of any conduct that involves harassment, whether physical, verbal or otherwise. In this sense, the Organizing Committee will not tolerate any interaction that amounts to harassment. Such behaviors are expressly prohibited.
- III. Academic dishonesty: SIMUN strictly sanctions academic dishonesty, so delegates must avoid plagiarism or submitting to the committee a document that refers to the resolution process and is not a product of the working sessions.
- IV. Diplomatic posture: during the working sessions, delegates should always maintain a diplomatic posture, regardless of the delegation they represent, whether it is a State, an institution, a personality, etc.
- V. Cultural sensitivity: SIMUN seeks to develop some awareness regarding different cultural identities, so behaviors that perpetuate stereotypes, manifestations of cultural appropriation and forms of discrimination or exclusion should be avoided. In this regard, delegates must refrain, for example, from wearing inappropriate clothing or speaking in an accent that is intended to imitate or allude to the population of the delegation represented.
- VI. Order and cleanliness: during their stay at the Model, delegates will have an obligation to keep the facilities clean and in good condition, both their work spaces within the committee and the common areas. Otherwise, they will be subject to a severe call of attention from the Organizing Committee.

#### **Art. 6. Dress code.**

- I. During the Model, delegates will be required to dress appropriately, in formal and business attire.
- II. Only if it is their wish to do so, delegates may wear the typical or traditional clothing of the delegation they represent, as long as they do so with respect and cultural sensitivity.





#### **Art. 7: Awards.**

- I. The Organizing Committee of SIMUN 2025 will recognize those participants who have performed outstandingly well based on the consideration of the delegates, the Academic Chairs, the Secretariat, and the Coordination.
- II. The decision of the Organizing Committee will be final and incontestable.

#### ***Second part: participants***

**Art. 8: Secretariat.** The Secretariat of SIMUN 2025 is made up of a team of people who help organize and execute the Model. Its members are the following:

- a) Secretary General;
- b) Deputy Secretary General;
- c) Secretary of Academic Matters;
- d) Secretary of Protocol;
- e) Secretary of Political Affairs;
- f) Secretary of Logistics and Internal Affairs.

**Art. 9: Academic Chairs.** The Academic Chairs are teams of three people who will oversee each committee and have the obligation to ensure that the debate has the highest academic quality during the working sessions. In this regard, each committee will be made up of the following members:

- I. President. They are the highest authority within the committee and may address the forum at any time. They have the power to make decisions as they deem appropriate to ensure the academic quality of the debate and guide the delegates during the working sessions. They also have an obligation to ensure that this protocol is fully complied with. Likewise, they have the power to declare sessions officially open, suspended or closed. In addition, they must approve the proposals for Working Papers and Draft Resolutions.
- II. Moderator. They have the duty of leading the debate during the committee's working sessions. They have the power to accept or reject motions, inquiries or processes related to the debate. Also, if the President is absent, the Moderator shall temporarily assume their powers until the Secretary General comes up with another arrangement.
- III. Conference Officer. They oversee all administrative matters to ensure that the debate runs smoothly. In this sense, they are in charge of following up on the Speakers' List, timing the interventions, counting the votes, and carrying out any other function that promotes the proper flow of the debate.





**Art. 10: Ushers.** The ushers are responsible for facilitating communication between the delegates. Their presence is crucial for the development of the Model, and they are therefore considered a fundamental part of the Organizing Committee.

- I. The ushers may read the diplomatic notes at their discretion, as well as submit them to the Chair if they consider that their content constitutes a violation of the protocol.
- II. Any disrespectful behavior directed at an usher will be considered an extraordinary breach of protocol, so the person who incurs this action will be severely sanctioned.

**Art. 11: Delegates.** Within the committee, participants will represent the specific delegation that was previously assigned to them. During the working sessions, they should always refer to themselves in the third person, unless the nature of their committee or delegation indicates otherwise. They should also refer to their fellow delegates in a diplomatic manner and avoid direct contact when the debate does not warrant it. In addition, they have the following obligations:

- I. They must always adhere to the protocol and refrain from hindering the flow of the debate during the working sessions.
- II. Direct contact between delegates will be restricted only to the exchange of diplomatic notes and simple caucus periods.
- III. Delegates must submit in a timely manner to the Chair their Position Paper, which should frame the arguments that they will develop during the debate. Otherwise, they will be subject to a direct warning. This document should be clear and concise, according to the handbook that SIMUN offers.
- IV. They will have member or observer status, depending on the nature of the committee and the relationship that the delegation maintains with it. Specifically, observers may vote on every procedure except for the final voting process.

**Art. 12: Faculties.** They are responsible for representing their respective delegations and linking them to the Secretariat and Coordination. In general, they should not intervene in the proceedings of the working sessions, but only observe them.

- I. At all times, they must be duly accredited and comply with the same rules of behavior and dress code that apply to the rest of the participants.
- II. They are not allowed to maintain direct contact with their delegates during the sessions.
- III. They must leave the committee during periods of simple caucus.
- IV. If strictly necessary, they may send diplomatic notes via usher to their delegates, but the messages must be reviewed and approved by the Academic Chair.





**Art. 13: Visitors.** They are authorized by the Secretariat to attend the working sessions of the committees.

- I. At all times, they must be duly accredited and comply with the same rules of behavior and dress code that apply to the rest of the participants.
- II. They are allowed to observe the debate as long as they do not interfere in it.
- III. If deemed appropriate, the Chair may reserve the right of admission to the session regarding any visitor.

### ***Third part: flow of the debate***

**Art. 14: Quorum.** Generally, there needs to be quorum for a committee to initiate any of its working sessions. The fact that there is quorum means that there are enough delegates on the committee to proceed with the debate.

- I. There is quorum if the committee meets a simple majority, that is, if 50% plus one of the registered delegates are present.
- II. The Conference Officer will conduct a roll call at the beginning of each session to verify if there is quorum.
- III. Regardless of whether there is quorum or not, the President may declare the session officially open if they deem it appropriate.

**Art. 15: Motions or points.** Motions or points are the means at the delegates' disposal to intervene in the debate, whether they wish to make a request, inform the Academic Chair about a particular situation, or guide the flow of the discussion towards a resolution, among others. In this sense, the Chair will have the power to determine whether they will be in order or not and its decision will not be a matter of discussion.

- I. Motion or point of procedure: used to modify the flow of the debate and introduce any change of form, such as setting the agenda, opening a speakers' list, establishing a caucus, or opening an extraordinary session of questions, among others.
  - a. It can only be admitted if the floor is open.
  - b. It must be seconded and voted on accordingly.
    - i. Motions of procedure to set the agenda and open a speakers' list do not allow abstentions, so delegates may only vote for or against.
    - ii. In every other motion of procedure, delegates may vote for, against or abstain.
  - c. It requires the approval of a simple majority (50% plus one of the delegates present) to be accepted.







- II. Motion or point of parliamentary inquiry: used to ask a question to the Chair about the protocol or regarding the flow of the debate. It is only admissible if the floor is open.
- III. Motion or point of order: used to indicate that there has been some breach of protocol or inconsistency in the flow of the debate, caused by the Chair or another delegate.
  - a. The Chair must hear what the motion is about before determining whether to declare it admissible or dismiss it.
  - b. It does not require the floor to be open to be admitted.
  - c. It is not allowed to establish a point of order on a point of order.
- IV. Motion or point of personal privilege: used to request a concession from the Chair to enable a delegate to perform better or more comfortably.
  - a. The Chair must hear what the motion is about before determining whether to declare it admissible or dismiss it.
  - b. It does not require the floor to be open to be admitted.
  - c. It should be used with caution, that is, if the motion is not related to the flow of the debate or is not urgent, it is recommended to make the request via diplomatic note.

**Art. 16: Establishment of the agenda.** It is a motion of procedure that is used to define the topic that will then be discussed within the committee. The process required to set the agenda is as follows:

- I. At the beginning of the first working session, the only motion that will be in order will be a motion of procedure to set the agenda with the purpose of determining which topic will be debated at that time, for which the delegation that proposes the motion must establish their preference regarding one of the two topics available on the agenda.
- II. The proposed motion must be seconded.
- III. Before proceeding to the voting, the Moderator will ask if there is any delegation present that wants to speak against and only against the opening of the proposed topic.
  - a. The maximum number of delegations that the Moderator may select to speak against and only against the opening of the proposed topic is two. If so, the delegation that proposed the motion, the delegation that seconded the motion, and the two delegations that wish to speak against the opening of the proposed topic may use the floor in the following order:
    - i. The delegation that proposed the motion will have one minute to speak in favor and only in favor of the opening of the proposed topic.





- ii. The first delegation to have been selected to speak against and only against the opening of the proposed topic will have one minute to do so.
- iii. The delegation that seconded the motion will have one minute to speak in favor and only in favor of the opening of the proposed topic.
- iv. The second delegation to have been selected to speak against and only against the opening of the proposed topic will have one minute to do so.
- v. Afterwards, the voting will proceed.
- b. If only one delegation wants to speak against and only against the opening of the proposed topic, the floor will be used in the following order:
  - i. The delegation that proposed the motion will have one minute to speak in favor and only in favor of the opening of the proposed topic.
  - ii. The only delegation that expressed interest in speaking against and only against the opening of the proposed topic will have one minute to do so.
  - iii. Afterwards, the voting will proceed.
- c. If no delegation wants to speak against and only against the opening of the proposed topic, the voting will proceed directly.
- IV. No abstentions shall be allowed, and the motion must have the support of a simple majority to be accepted. In the event of a majority of votes against, the topic other than the one proposed in the motion must automatically be opened.

**Art. 17: Speakers' list.** It is a motion of procedure that allows delegations to use the floor to express their official position regarding the topic being debated within the committee. The process required to open a speakers' list is as follows:

- I. Once the agenda has been established, the only motion that will be in order will be a motion of procedure to open a speakers' list.
  - a. The delegation proposing the motion must specify the length that each intervention will comply with.
  - b. The Chair will only allow the speakers' list to last from 30 to 90 seconds.
- II. The proposed motion must be seconded and voted on.
  - a. No abstentions shall be allowed, and the motion must have the support of a simple majority to be accepted.
  - b. Once the motion is approved, both the delegation that proposed the motion and the delegation that seconded it will head the speakers' list, followed by any other delegations that wish to participate.
- III. The following must be considered:





- a. If any delegate wishes to be added to the speakers' list later, they may submit their request to the Chair at any time through a motion of personal privilege or diplomatic note.
- b. A delegation should not be on the speakers' list more than once at a time.
- c. If the speakers' list becomes empty and no delegation expresses its desire to participate, the Chair will have the power to include at its discretion the delegations whose participation it considers relevant to carry on with the debate.
- d. Through a motion of procedure, any delegation may submit to the committee's consideration a proposal to alter the time allocated to the interventions regarding the speakers' list.
- e. If a delegation has finished its participation, but the duration available to deliver its speech has not concluded, it may yield the remaining time to:
  - i. The Academic Chair, which will consider it a gesture of protocol and will discard the remaining time.
  - ii. Questions.
    1. The Chair will determine the number of questions that would be in order, depending on the time available.
    2. The Moderator will ask if any delegation wishes to use the floor to ask a question solely in relation to the speech that has been previously presented.
    3. Time will begin to run from the moment the delegation that made the speech begins its response.
    4. If no delegation wishes to ask a question, the remaining time will be absorbed by the Chair.
  - iii. Comments.
    1. The Chair will determine the number of comments that would be in order, depending on the time available.
    2. The Moderator will ask if any delegation wishes to use the floor to share their opinion solely in relation to the speech that has been previously presented.
    3. Time will begin to run from the moment any delegation starts commenting.
    4. If no delegation wishes to make a comment, the remaining time will be absorbed by the Chair.
  - iv. Another delegation.
    1. The Moderator must ask the delegate that would receive the available time if they accept it or not.







2. If the delegate accepts, they must use the time that was given to them, and if they do not accept, the delegate that gave up their remaining time will receive a warning.
- v. If the delegation does not yield its time, the Chair will absorb it.

**Art. 18: Extraordinary session of questions.** It is a motion of procedure that is generally used when one delegation wishes to ask another a question.

- I. Any delegation may propose the opening of an extraordinary session of questions for which it must specify the number of questions it wants to ask. The Chair will not allow less than two questions.
- II. The Moderator will then ask the delegate to whom the questions are addressed if they accept them or not.
  - a. If the delegation accepts the questions, the motion must be seconded and put to a vote. It requires a simple majority to proceed.
  - b. If the delegation does not accept the questions, the motion will not be in order.
- III. The inquiring delegations may request a motion of personal privilege to make a brief preamble before formulating their question. This way, they will have a moment to explain their posture, provide context, or refer to an argument previously discussed in the debate that serves as an introduction to the question.
- IV. The inquiring delegations may also request permission to ask a single subsequent question, if the answer to the previous question has not been monosyllabic. The subsequent question may not contain a preamble and must be directly related to the answer given to the previous question.
- V. The delegate that will answer the questions may do so in the way they consider most appropriate as long as their response is respectful. They will not have the obligation to answer in the way in which the inquiring delegations expect them to.

**Art. 19: Moderated caucus.** It is a break from the speakers' list that has the objective of fostering that the communication between delegates becomes more fluid and generating an agile exchange of ideas.

- I. It is proposed through a motion of procedure, specifying how long it will last.
- II. The motion must be seconded and put to a vote. It requires a simple majority to proceed.
- III. As courtesy, the delegations that propose and second the motion will be the first ones to intervene, while the rest of the interventions will be granted by the Moderator after the ones interested in participating raise their placards.





- IV. The caucus may be extended only once by a motion of procedure, but the extension must be shorter than the time allocated to the original caucus.

**Art. 20: Simple or unmoderated caucus.** It is a break from the speakers' list that has the purpose of allowing delegations to establish direct contact for them to negotiate the most concise proposals of the debate and speed up the resolution process.

- I. It is proposed through a motion of procedure, specifying how long it will last.
- II. The motion should be seconded and put to a vote. It requires a simple majority to proceed.
- III. The caucus may be extended only once by a motion of procedure, but the extension must be shorter than the time allocated to the original caucus.
- IV. In periods of simple or unmoderated caucus, no advisor or visitor apart from the Organizing Committee should stay on the respective committee.

**Art. 21: Adjournment of the session.** It is a motion of procedure that is used when it is necessary to suspend the debate according to the schedule considered for the execution of SIMUN 2025, if it is time for a recess or if the working sessions are done for the day. The motion must be seconded and put to a vote. It requires a simple majority to proceed.

**Art. 22: Closure of the debate.** It is a motion of procedure that is used to end the debate on the topic being discussed.

- I. It may only be in order if a Draft Resolution has previously been read.
- II. The motion must be seconded and put to a vote. It requires a simple majority to proceed.
- III. Once the debate is closed, the final voting will take place.

#### ***Fourth part: resolutions***

**Art. 23: Working Papers.** They are documents which main objective is to bring together in a concrete way the proposals shared within the floor regarding the resolution of the topic, as well as the most important arguments that were addressed during the discussion.

- I. They do not require a specific format but must be signed by at least one third of the delegations present so that the Chair can consider them.
- II. They must be submitted to the Chair via diplomatic note for review.
  - a. The Chair may request corrections to the Possible Working Papers as many times as it deems necessary to ensure that the most relevant arguments of the debate are addressed and that the documents are written correctly.





- b. The Chair will not accept Possible Working Papers if they are not a product of the discussion or if they do not denote the efforts that the committee has made during the working sessions.
- III. Whenever the President recognizes a Possible Working Paper as a Working Paper, a motion of procedure to read the document aloud may subsequently be introduced.
  - a. The motion must be seconded and put to a vote. The motion requires a simple majority to proceed.
  - b. As courtesy, the delegations that propose and second the motion will be the ones to read the document aloud.
- IV. Afterwards, it is advisable to introduce a motion of procedure to open a moderated caucus and discuss the ideas contained in the document.

**Art. 24: Draft Resolutions.** They are documents which main objective is to reflect the work of the committee regarding what was discussed during the debate and propose viable solutions to address the corresponding topic.

- I. They should consider the ideas that were previously expressed in the corresponding Working Papers.
- II. They must follow a specific format, which primarily consists of a preambulatory section and an operative section and have the signatures of at least two-thirds of the delegations present so that the Chair can consider them.
- III. They must be submitted to the Chair for review through a motion of procedure, which must be seconded and voted on. The motion requires a simple majority to proceed.
  - a. The Chair may request corrections to the Possible Draft Resolutions as many times as it deems necessary to ensure that the most relevant arguments of the debate are addressed and that the documents are written correctly.
  - b. The Chair will not accept Possible Draft Resolutions if they are not a product of the discussion or if they do not denote the efforts that the committee has made during the working sessions.
- IV. Whenever the President recognizes a Possible Draft Resolution as a Draft Resolution, a motion of procedure to read the document aloud may subsequently be introduced.
  - a. The motion must be seconded and put to a vote. The motion requires a simple majority to proceed.
  - b. As courtesy, the delegations that propose and second the motion will be the ones to read the document aloud.





- c. After the document is recognized by the Chair, it can only be modified before the closure of the debate through an amendment.

**Art. 25: Amendments.** They are format or content corrections that are used to modify Draft Resolutions before the debate closes.

- I. They are introduced by a motion of procedure, which must be seconded and put to a vote. The motion requires a simple majority to proceed.
- II. There are two types of amendment:
  - a. Friendly amendments are modifications exclusively of format that only those delegations that are sponsors of the Draft Resolution may submit to the Chair and, if appropriate, they will be automatically adopted.
  - b. Hostile amendments are substantive modifications of content that any delegation may submit to the Chair, only if they have the support of one-fifth of those present on the committee. They must be put to a vote and approved by a simple majority to come into force.
- III. Amendments upon an amendment are out of order.

**Art. 26: Final voting.** The final voting process takes place immediately after the debate has been closed to determine whether delegations will formally adopt a given Draft Resolution to recognize it officially as their Final Resolution, that is, as the finished product of the committee's work.

- I. Observer delegations may not participate in the final voting process.
- II. Three rounds of voting will take place:
  - a. First round: delegates may vote for, against, for with the right to an explanation, against with the right to an explanation, abstention, or pass.
  - b. Second round: delegates may vote for, against, abstention, or pass.
    - i. Delegates who voted with the right to an explanation in the first round will have one minute to express the motive of their vote.
    - ii. The floor will not be open, so certain motions will be out of order and time may not be yielded.
  - c. Third round: delegates may vote for, against, or abstention, so those who voted otherwise during the previous rounds must redefine their vote.
- III. For the Draft Resolution being voted on to be approved as the Final Resolution of the committee, the affirmative vote of a qualified majority will be required during the third and final round, that is, two-thirds of the delegations present.

