



Universidad del
Rosario

Handbook



MUNUR 2016 HANDBOOK and Rules of Procedure

MUNUR 16 is based, before any intellectual support-which is not worthless, on the respect and honor among all participants of the Model

Art. 1. Scope: the rules in this handbook apply to all off the committees and agencies that compose this Conference, and that are mentioned in the greetings page. Modifications will only be made by the Secretary General and will be adopted prior to the first Committee Session. If necessary, the Secretary General may include additional procedures during the Conference that he/she considers necessary.

Art. 2. Parliamentary Language: The official languages of the Conference will be Spanish and English according to each case.

During Committee sessions, delegates will have to communicate using Parliamentary Language. Delegates will be required to refer to themselves in the singular third person and making a reference to the State they are representing. Delegates will refrain from speaking in first person when addressing the Committee, the Dias and other delegates.

Art. 3. Delegations: Each State present in Committee will be represented by one delegate with one vote. The number of delegates per State will depend on the representation of it in the different Committees of the Conference, and as a whole, they shall be referred to as the Delegation of said State. Some committees are composed of two delegates for each delegation, and a single vote by the delegation.

Art. 4. Credentials: Each delegation's credentials are considered official after the delegation's registration has taken place. Through said credentials, Delegates are given permission to represent their assigned State or Organization in Committee. Any modifications to the official Conference Credentials must be previously notified and approved by the Conference's Secretary General or Director General.

Art. 5. Denomination: These rules of procedure allow the indiscriminate use of the terms "Member State", "Representation" and/or "Delegation" when referring to a delegation during the conference. The members of the committees shall be indiscriminately referred to as "Delegates", "Representative" as considered appropriate.

Art. 6. Matters: The Conference's rules of procedure will consider two types of issues, as follows:

Art. 6.1. – Substantive matters: all those related to the Committee’s topic of discussion, therefore, all those matters related to the approval and/or modification of Working Papers and/or Draft Resolutions

Art. 6.2. – Procedural matters: all those related to the course of debate, and, in general, all form-related matters in Committee.

Art. 7. Assistance: All delegates are required to be present at every Committee session during the course of the Conference in compliance to the set Agenda. No delegation shall be allowed to be absent from Committee session without the Dias previous authorization. If otherwise, the Chair will have fully authorized to provide the absent delegate with a Warning if they fail to provide a valid excuse.

Art. 8. Quorum: The Dias will be able to declare the Committee Session open and proceed with the agenda when at least one fourth of the Member States are present in the Committee Room. Through a Point of Information [See Art. 23], Delegates will be able to ask the number set for de Quorum to the Dias at the beginning of each Committee Session.

Art. 9. Dress Code: For the duration of the Conference, Delegates will be required to comply with the following dress code:

9.1 Male Dress Code: Male Delegates shall wear Western Business Attires. I.E: Pants, matching jacket, button-down shirt, a tie and/or bow tie

9.2 Female Dress Code: Female Delegates shall wear Western Business Attires. I.E: Dresses, jacket or coat, pantyhose or dark, opaque tights.

Art. 10. Code of conduct: All Delegates, Faculty Advisors and/or Observers shall comply with the following rules:

10.1 All participants of the Conference shall always wear their official credentials in a visible place.

10.2 All interactions between delegates, Staff and Secretariat during the conference will be strictly formal and always respectful. Faculty Advisors and Observers will also comply with this rule while interacting with the Conference members.

10.3 All interactions between Delegates from the same Delegation during Committee Sessions will be left to the Dias discretion. In case of restriction, Delegates will be allowed to send messages to their fellow members of Delegation only through the Committee’s Pagers and upon the Chair’s approval.

10.4 Permission to use electronic devices during Committee Sessions shall be left to the Dias discretion.¹

10.5 Interactions between Delegates and their Faculty Advisors shall not be allowed during Unmoderated Caucuses². [See Art. 19]

10.6 Faculty Advisors and Delegates shall remain inside the Conference Venue in order to comply with the set Agenda. They will only be allowed to leave the Venue upon previous notification and approval by the Conference's Secretariat

10.7 Delegates shall not be allowed to eat, drink or smoke inside the Committee Room. As such, smoking is strictly forbidden in any Conference Venue during and after formal Committee Sessions. This rule excludes the Conference's Social Events Venues.

10.8 Littering outside of the spaces/devices set for this purpose is strictly forbidden during and after the Conference

10.9 It is strictly forbidden for any Conference participant to arrive to the Venue under the influences of any psychoactive, alcoholic or psychotropic substance.

Art. 11. Conference Secretariat

11.1 Secretary General and Director General: the Conference's biggest authorities of the Conference will be the Secretary General for Academic matters, and the Director General for logistic matters. These two figures will be at the top of the Conference Secretariat hierarchy, and as such, either or both of their signatures will validate the Conference's documents, and either or both of them will declare the opening and closing of the Conference. Additionally, the Secretary and Director General will be allowed to moderate Committee Sessions if needed, and they will equally be qualified to inform Delegates about other Committees matters, and about any international affair, in order to facilitate the debate. The Secretary and Director General will be able to partially or totally delegate their tasks to any other Conference authority if needed.

11.2 Under-Secretary Generals: The Under-Secretary Generals will be following the Secretary General at the top of the Academic hierarchy of the Conference. USGs will be in charge of the revision and analysis of the Delegates concerns and complaints in academic matters. USGs will be equally active during the Conference and will assist the Secretary General and Director General in their duties.

¹ If a Delegate has the inevitable need to use an electronic device during Committee Session, They shall inform the Dias for approval.

²This Article refers to the prevention of substantive consultations that can interfere with the Delegate's performance in Committee, since all Delegates shall remain equal at all times. In order to establish contact with their Faculty Advisors, Delegates shall ask the Dias for permission.

11.3 Committee Dias: Each Committee will be directed by the Committee Dias, which will be integrated by one or two Directors, a Moderator and a Rapporteur, according to the case.

11.3.1 Directors and Assistant Directors: The Directors, as maximum authority of the Committee, will declare the opening and closing of the Committee Sessions, assess and evaluate the Delegates performance in Committee and present Delegates with awards at the end of the Conference.

The Assistant Directors of the Committees will assist the Directors in their duties, they will replace them in case of absence, will approve Working Papers, Draft Resolutions and Amendments presented by Delegates with their signatures. Assistant Directors will also keep track of the Quorum, voting procedures, warnings and Delegate participation in debates.

11.3.2 Moderator: The Moderator will accept or reject procedural motions presented by the Delegates. The Moderator, as the procedural authority of the Committee will be in charge of managing motions, points and voting procedure, as well as of granting Delegates permission to speak in debate. The Moderator shall remain neutral and distribute the word equally amongst the present Delegates. The Moderator figure will exist in the General Assembly and Specialized Committees USG.

Art. 11.3.3 Pagers: Pagers will be the people in charge of facilitating communications between the Delegates and the Dias through the delivery of written messages in the form of Diplomatic Notes. Pagers will answer to the Logistic Authorities of the Conference, and will comply with their orders regarding the development of the Committee.

Debate Rules

Art. 12. Motions: The course of the Debate will be managed by officially accredited Delegates, under the Moderation of the members of the Dias. In order to facilitate the flow of debate, Delegates will need to propose motions to the Dias through which the Committee will decide the course of action in order to debate the proposed topic and make collective decisions on them. The Moderator will only accept motions that are in order, according to what this Rules of Procedure establish. The motions considered in order by the Moderator will be voted on favorably or negatively by the Delegates in order to proceed with their execution.

Art. 13. Types of Motions

13.1 Open the Session: This motion will only be in order at the start of the first Committee Session

13.2 Set the Agenda: After opening the Session, the agenda setting will be the first matter to engage the committee. In this sense, after a Motion to open the session has been passed, the only motion in order will be that to set the agenda on either one of the Study Guide topics. The Dias will recognize speakers for and speakers against each Agenda Topic before proceeding to vote. This motion will not be in order in those Committees with only one topic of discussion, and the Committee will set the Agenda automatically.

In case of a Committee finishing debate and approving Draft Resolutions on the set Topic, the second topic of the Agenda will be automatically set for debate for the duration of the Conference.

Art. 14. Speakers List: Once the Agenda has been set, a Speakers list will open automatically for the duration of the Conference, and will only be interrupted by motions to start a debate, introduce Draft Resolutions or Amendments. Delegates will be able to use the Speakers List time to refer to the general topic of debate or to Working Papers and Draft Resolutions that have been introduced [Refer to Articles 27 and 28]. The Dias can consider a motion to establish the speaking time for the speakers list if it has not already been set. If a Delegation is not in the Speakers list, they will have to send a written message to the Dias requesting their addition to the list.

Moreover, if a Delegate that has been recognized does not wish to intervene, or has time left after doing so, he can yield their time in three ways: to another Delegate (whom will not be able to re-yield the time), to questions (that have to be related to the content of the Delegate's intervention, or to the Dias. If a Delegate wishes to be removed from the Speakers List, they will need to send a written message to the Dias.

Art. 15. Moderated Caucus: A Moderated Caucus consists of the individual intervention of the Delegates during a set time. During the Moderated Caucus, Delegates must show respect the interventions of the Delegates who have been recognized, if otherwise, the Dias may give the disruptive Delegate(s) a warning.

The Delegates will propose motions to open and close Moderated Caucuses. It is under the Dias discretion to reject/accept the motion and proceed to voting.

The Delegate who sets the motion will have to state the duration of the debate, the time per individual speaker and the general topic of debate, and if they fail to do so, the Dias may propose it.

The Dias will give the word to those Delegates wishing to speak or those whose interventions are considered crucial to the debate by the Chair. Each Delegate will be called upon by the Dias to intervene, and they will not be allowed to pass on the opportunity to speak unless they have serious limitations. If the limitations presented by the Delegate answer to political issues, they will have address the entire Committee to explain them, if the limitations answer to personal issues, the Delegate will have to explain them to the Chair through a written message.

Once the time of debate has elapsed, the Committee will automatically return to the speakers list unless the Chair receives new motions. In this case, a motion to start a new debate will be in order if the Dias considers it.

Art. 16. Unmoderated Caucus: An Unmoderated Caucus, often referred to as “Lobby Time” is a space in which the Parliamentary Procedure is temporarily suspended. Delegates are able to move freely around the Committee Room and outside of it, and are able to use electronic devices. However, during Unmoderated Caucuses, Delegates are not allowed to contact their Faculty Advisors.

Unmoderated Caucuses will be established through a motion presented to the Chair by any Delegate of the Committee. The Delegate that sets the motion will also propose the duration of the Unmoderated Caucus; otherwise the Dias will set it. A topic does not need to be set for the Unmoderated Caucus.

The main purpose of an Unmoderated Caucuses is for Delegates to come together and work cooperatively in writing Working Papers, Draft Resolutions, and Amendments or to reach multilateral agreements. Therefore, if the Dias considers that the Unmoderated Caucus is not being well conducted, it will be authorized to suspend it and return to the Parliamentary Procedure.

NOTE: During debates delegates are allowed to leave the committee to negotiate (the use of electronic devices is permitted outside of the committee). The Dias has the authority to allow or not the output of committee

Art. 17. Motion to close debate: Delegates can propose a motion to close the debate on substantive or procedural matter under discussion. The moderator may rule such motion as dilatory. When this motion is proposed the moderator may recognize one delegate in favor and one delegate against the motion. In order to pass the motion a simple majority is required.

Art. 18. Needed Majority for Motions: All motions, unless the Chair indicates otherwise, will pass with simple majority. Therefore, the motions will be executed if they obtain a larger number of votes for than votes against, according to the quorum.

Art. 19. Absences: If a Delegate is recognized to speak by the Dias and is not present, they will lose their speaking time and the Chair will move on and recognize a different Delegate.

Art. 230. Interventions: No Delegate shall address the Committee without previous recognition of the Dias. If a Delegate's intervention is out of topic, is offensive to other Delegates, or has elapsed their speaking time, the Dias will call it into their attention.

Points

Art. 21. Point of Information: Delegates may use Points of Information in order to address a doubt concerning the Rules of Procedure or the development of the Committee. The making of this point cannot interrupt other Delegates interventions.

Art. 22. Point of Personal Privilege: Delegates may use Points of Personal Privilege when their performance is being affected by external causes to those related to the debate. This point cannot be denied before being heard, and it is the only point with which another Delegate's or the Dias intervention may be interrupted.

Art. 23. Point of Order: Delegates may use Points of Order if they consider the Dias or other Delegates are not following the Rules of Procedure and they wish to bring it to the Committee's attention. This point may not interrupt another Delegate's intervention.

Art. 24. Point of Relevance: Delegates may use Points of Relevance if they consider that the debate has drifted apart from the original topic of discussion during a Moderated Caucus. This point may not interrupt another Delegate's intervention.

Art. 25. Right of Reply: Delegates may use a Right of Reply when they feel an attack has been made to them as people or as Delegates from their respective States during another Delegate's intervention. This point shall be raised after the Delegate speaking has finished their intervention.

Rights of Reply notifies the Dias about a Delegate's desire to respond to a recent intervention. The ROR shall be submitted to the Chair in the form of a written message explaining the reasons that motivated the Delegate to reply. If the Chair decides the ROR is in order, the Delegate who presented it shall be recognized to speak for a certain

Amount of time. The formal procedure shall continue during the time in which the Dias decides whether to recognize a Right of Reply or not.

Procedure to reach a Resolution

Art. 26. Committee Resolution: The goal of the negotiations in Committee is to make a collective decision on the topic of discussion in the form of a resolution. In order to reach it, Delegates will have to form a position throughout the Committee Sessions, and come together to propose Draft Resolutions. At the end of the Committee, as it will seek consensus, only one Draft Resolution may pass.

Art. 27. Working Papers: The joint ideas resulting of the Delegates negotiations can be formally introduced to the Committee in written form as a Working Paper. Working papers do not have a mandatory format, and do not require signatories since they express the ideas of a bloc of Delegations that may or may not be mentioned. Working Papers can go from single ideas written as bullet points to a fully written text. Once a Working Paper is ready to be introduced, a Delegate shall approach the Chair and submit it for its approval, after which the Working Paper will be assigned a number and will be introduced to the Committee. Working Papers may only be discussed after they have been introduced. Delegates may present motions to read or explain their Working Papers to the Committee.

Art. 28. Draft Resolutions: When the Dias considers a topic has been sufficiently discussed, and after learning about others' positions and ideas through Working Papers, Delegates may start working of Draft Resolutions. A Draft Resolution is composed by the following items:

- Signatures: A Draft Resolution requires the signatures of one third of the Quorum present in committee. Both voting and nonvoting Delegations may sign a Draft Resolution. Signing this document does not mean to support it, but it indicates the desire for it to be discussed, and as such, a Delegation may sign more than one Draft Resolution.
- Preambulatory Clauses: Preambulatory clauses state the historical, political and social situations, as well as past actions that justify the decisions made in the Operative Clauses.
 - Operative Clauses: Operative Clauses state concrete positions assumed and decisions made by the Committee on the topic of discussion. Operative Clauses may refer to commitments involving States and Organizations, to requests made by the Committee or by NGOs present at the Conference.

Once a Draft Resolution reaches the stated requirements, it shall be submitted to the Dias for its review and approval. In case a Draft Resolution is not approved, it will be given back

to the Delegates who presented it for its correction. In case of approval, the Dias will assign the Draft Resolution a number, and only after it

Delegates may propose a motion in order to present an approved Draft Resolution. If this motion passes, up to four delegates may pass to the front to present the Draft Resolution for the amount of time the Chair considers necessary. After the presentation, the Panel of Authors may open to points of information for the time the Chair considers.

Since Draft Resolutions are collective decisions made by the Committee, any delegate may propose a motion to present the Draft Resolution and pass to the front to present it.

Art. 29. Tabling a Draft Resolution: In case of generalized rejection of a Draft Resolution, Delegates can propose motions to Table the document. The Committee will vote on this motion and its approval will require a minimum of three quarters of the present voting Quorum. If the motion passes, the Draft Resolution will be eliminated and cannot be referred to again.

Art. 30. Amendments to a Draft Resolution: Amendments are modifications of form or content to an approved Draft Resolution. An Amendment will require the signature of a minimum of one fifth of the present Quorum. The Amendment must clearly indicate the part of the Draft Resolution it seeks to modify, and also how the modification will be done.

Delegates must approach the Chair in order to present an Amendment, after which it can be returned for corrections or approved for voting. If the amendment is approved for voting, it will be assigned a number. With the assigned number, a Delegate may propose a motion to present the Amendment. If the motion passes, the Chair may allow interventions for and interventions against the amendment for the considered time, or also move straight on to voting the amendment. Amendments are passed with more votes for than votes against (simple majority).

Spelling mistakes will be corrected by the Dias without the need for them to be voted on.

Art. 31. Motion to go to voting procedure: Once Draft Resolutions have been presented, discussed and amended, Delegates will be able to present motions to proceed to voting.

Votes

Art. 32. Procedural vote: all voting procedures except for Draft Resolutions. Abstaining from procedural voting is not allowed.

Art. 33. Substantial vote: Voting procedure for Draft Resolutions. Substantial voting will be carried out by roll call, to which Delegates will answer “in favor”, “against” “abstaining”, or “passing”. Once the roll call voting has finished, those Delegations who “passed” on it shall be called once again to reconsider their vote to “in favor”, “against” or “abstaining”. Those Delegations who abstain will not be able to change their vote.

If any Delegate were to vote contradicting their Foreign Policy, they will have to vote “in favor with reasons” or “against with reasons”, and they will be able to request speaking time to explain their vote. The speaking time to explain votes will be 30 seconds per individual speaker.

Art. 34. Warnings: Delegates who violate any article of these Rules of Procedure will be given a Warning. Warnings are cumulative throughout the Conference, unless the Dias decides otherwise. When a Delegate reaches a total of three (3) Warnings, they will lose their right to vote, and might also be expelled from the Committee if the Dias considers it necessary. Moreover, warnings will affect the assessment of Delegates done by the Dias.

Art. 35. Violation of the Rules of Procedure: The Conference Authorities may take the necessary measures to control handbook-violating behaviors.

Art. 34. Modifications: These Rules of Procedure may be subject to changes. The Maximum authorities of the Conference will be able to modify these rules in order to enhance debate, facilitate consensus and the proper functioning of the Committees. Any modification shall be notified to the Committee before it starts ruling.

LIST OF MOTIONS AND PRECEDENCE OF MOTIONS

The following document presents the motions that will be used in the Model United Nations at the Universidad del Rosario in 2016 (MUNUR16), the document will facilitate the work of the delegates and the use of motions.

1. Motion to Open Session
2. Motion to Set the Agenda.
 - a. After settling the motion will be two speakers in favor of the proposed and two speakers against it.
 - b. After interventions will be voted on the motion to set the agenda with the proposed topic.
3. Motion to Set a Moderated caucus
 - a. The total time of the debate should be established, the time per delegate and the discussion topic

4. Motion to establish an unmoderated caucus
 - a. Delegates must set the total time for debate. In that debate the use of electronic devices is allowed.
5. Motion to close debate
 - a. The motion only happen if two thirds of the committee vote in favor of closing the moderated or unmoderated discussion.
6. Motion to present working paper
 - a. When the motion is made to be mention the working paper referred to, it is important to remember that the Dias appoints the working paper with a number.
7. Motion to introduce the draft resolution
 - a. When the motion is made it has to be mention the draft resolution referred to, it is important to remember that the Dias appoints the draft resolution with a number.
8. Motion to file amendments to the draft resolution.
 - a. When doing the motion delegates must mention the amendment referred to, is important to remember that the Dias appoints a number to the amendments.
 - b. When this motion is made should be clarified to which the draft resolution referred to.
9. Motion to vote on the draft resolution.
 - a. When motion is made to be said to that draft resolution referred.
10. Motion to suspend session.
11. Motion to close session.

PRECEDENCE OF MOTIONS: The precedence of motions refers to the order the motions will be voted.

1. Closure of session
2. Suspension of the session
3. Unmoderated caucus
4. Moderated caucus
5. Motion to introduce the draft resolution
6. Motion to introduce an amendment to draft resolution

Clarification on formal and informal debates

The Dais will not vote moderated and unmoderated debates in order of arrival when receiving multiple motions of the same type. The manner in which the voting order is determined by the dilatory of the motion, this means by the total time it takes to develop moderated or unmoderated debates.

Moderated caucus

Motions that have a greater total time will be voted first.

- If motions have the same total time, then that motion with more speaker's time will be for first vote.
- Motions will not be accepted for the same total time and duration, unless they have totally different topics.

Unmoderated caucus

The motion that has a greater total duration will be voted first.

- No motions with the same overall time will be accepted.

| PREAMBULATORY PHRASES | OPERATIVE CLAUSES |
|------------------------------|----------------------------|
| Affirming | Accepts |
| Alarmed by | Affirms |
| Approving | Approves |
| Aware of | Authorizes |
| Believing | Calls for |
| Bearing in mind | Calls upon |
| Cognizant of | Confirms |
| Confident | Considers |
| Contemplating | Declares |
| Convinced | Deplores |
| Declaring | Draws attention |
| Deeply concerned | Designates |
| Deeply conscious | Emphasizes |
| Deeply convinced | Encourages |
| Deeply disturbed | Endorses |
| Deeply regretting | Expresses its appreciation |
| Desiring | Expresses its hope |
| Emphasizing | Further invites |
| Expecting | Further proclaims |
| Expressing its appreciation | Further resolves |
| Expressing its satisfaction | Notes |
| Fulfilling | Proclaims |
| Fully aware | Reaffirms |
| Further deploring | Recommends |
| Further recalling | Reminds |
| Guide by | Regrets |
| Having adopted | Solemnly affirms |
| Having considering | Strongly condemns |
| Having received | Supports |
| Having studied | Takes note of |
| Keeping in mind | Trusts |
| Nothing further | Urges |
| Nothing with regret | |
| Nothing further | |
| Observing | |
| Realizing | |

| | |
|---------------------------|--|
| Reaffirming | |
| Recalling | |
| Recognizing | |
| Referring | |
| Seeking | |
| Taking into account | |
| Taking note | |
| Viewing with appreciation | |
| Welcoming | |



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