

ALEXMUN 2017 Delegate Guide

PART ONE. GENERALITIES

1. Scope of Application.

The present rules of procedure are applicable in the following Committees of Alexmun 2017, the rules will be followed by all delegates and chairs, any questions regarding protocol and its interpretation shall be taken to the Secretary General Jose Ulises Quevedo or to the Under Secretary of Protocol Luzmila Betancourt.

2. Language.

The official working language for all Committees will be English. No other language may be allowed except in the Human Rights Council, in which the only language allowed will be French.

3. Warnings.

- Any delegate who fails to comply with these rules of procedure and does not respect the [disciplinary rules of the Bachillerato Alexander Bain](#), will receive a warning.
- If a Delegate receives two warnings, even though it not might be during the same working session, he or she 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 him for the rest of the Model.

4. Electronic devices.

- The delegates will be allowed to bring devices such as laptops, tablets, iPad, etc as long as they are not connected to an internet or Wi-Fi source, either internal (the school's Wi-Fi connections) or external (personal hotspots or individual Wi-Fi sources in any form).
- Using such connections will be considered academic dishonesty and the delegate will obtain a strong warning.

5. Academic dishonesty.

Any action listed below will be considered a lack of respect and the sanction will be the chosen by the Secretary General and can range from a warning to the expelling of the delegate who does any of the following,

- Plagiarizing any information on the position paper presented, all information should count with sources and the information must not be made up by the delegate either in the position paper or during speeches in the debate.
- Any working paper or resolution not discussed previously in the debate presented during any session either officially(during a caucus, speakers list, extraordinary session of questions, etc.) or non-officially (non-moderated caucus)
- Utilizing Wi-Fi or internet connections during the sessions

Respect.

- ALEXMUN grows proud on its diversity and celebrates different personalities, religions, gender, sexual orientation and physical condition that exist. Participants are expected to join this ideal. Any delegate that disrespects another based on said differences, will be automatically banned from the Model.

Harassment.

- ALEXMUN heartens a learning and amusement environment, free of any misconduct, verbal or physical communication that constitutes harassment. The Organizing Committee will not tolerate any exhibitions in this matter by any of the participants.

Dress code.

- The delegates must dress properly with formal working clothes, during the Model. The delegates can wear the typical apparel of their countries if they chose to.
- On a more serious note, the dress code is business casual and any indecent apparel will be warned. This will be explained in the Delegate Handbook

Awards.

- Under an academic, protocolary and personal development methodology, consistent in the opinion examination of the academic chair, delegates and the consultant academic team, the Organizing Committee of ALEXMUN will acknowledge those delegates who stand out for their participation. This decision is final and unappealable.

PART TWO. PARTICIPANTS**10. Secretariat.**

The Secretariat shall consist of the people tasked with the organization and execution of ALEXMUN. It consists of:

- a. Secretary General: Jose Ulises Quevedo
- b. Under Secretary of Protocol: Luzmila Betancourt
- c. Secretary of Communications: Carolina Sampson
- d. Secretary of Logistics: Paola Morales Gil

11. Chairs.

Each Committee shall be directed by a Chair, who is ought 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 of taking and announcing the decisions he deems appropriate. Moreover, he has the obligation to look after the academic quality of the debate, as well as guide the Delegates during the debate. Additionally, he has the power to declare the session officially open and adjourned, and must ensure compliance with the Rules of Procedure. He may use the orographic presentation to show the voting. Lastly, he is able to address the forum at all times, and

shall approve the development of working papers and resolutions.

b. Moderator.

The Moderator has the task of directly conducting the working sessions within the Committee. He has the power to decide over the admissibility of motions, questions and any other process directly related with the debate. In the absence of the President, the Moderator shall assume his functions in addition to his ordinary ones 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, he 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. It is his responsibility to constantly update the orographic presentation.

d. Political Advisor:

The Political Advisor is the main aid for delegates in any matter concerning protocol and country policy. He shall teach the delegates the proper protocol, as well as aid them in the task of researching about their topic. Delegates are encouraged to reach out to their advisors with any questions regarding protocol or country policy. During the model, Position Papers must be turned in to the committee's Political Advisor for revision.

12. Delegations. Each student represents the delegation of the State assigned inside a specific Committee. For the working sessions, they shall refer to themselves in third person at all times, 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 obstructing 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.
- c. Delegates must turn a Position Paper to the Chair, reflecting the general criteria under which the representation of the country will develop throughout the working session. This document will be clear and concise, and should not exceed three pages. The failure to deliver the Position Paper within the first two working sessions shall cause a warning. The Position Paper may be delivered via text lector, non-physical transmission or email.
- d. Delegations may be Member States or Observers inside the Committee, depending on their membership to that specific organ of the UN. The Observers may vote on every procedure except for the final voting procedure, and may take the floor in accordance with these 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 as well as to pass through any diode to the delegate's place, even during simple caucus. If faculties need to communicate with them, they will be able to do it through a diplomatic note sent with an usher. However, Chairs will have the discretion to revise their content and accept or deny their delivery.

15. Visitors.

Visitors may observe the sessions as long as the debate is not in an unmoderated/ simple caucus. The chair must politely ask any visitor to leave the room when such a caucus is open.

Said visitors may include but are not exclusive to:

- Parents and family members
- Members of the Secretariat
- Teachers and faculty
- Advisors
- Photographers (those chosen by the school)

PART THREE. FLOW OF DEBATE

16. Quorum.

For a Committee to initiate any of its working sessions, sufficient quorum must be present, which requires a simple majority of attendance (50% +1 Delegates). At the beginning of each session, the Rapporteur will conduct a roll call to ensure that there is enough quorum. Subsequently, the President or Moderator will declare the session open. No delegate can teletransport via matter, particle reduction, space reduction or wormhole to the roll call.

17. Motions.

Any Delegate may use motions to introduce the consideration of an alteration to the normal course of the debate. The Delegate must specify the motion he intends to use, after the Moderator acknowledged him. He may use the terms point or motion interchangeably. ALEXMUN recognizes four (4)

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 will be in order solely when the floor is open, and they must later be seconded by another Delegation in order to move on 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 him from performing to the best of his abilities, but 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 he renders 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 he prefers the topics to be discussed. The motion must be seconded, and immediately thereafter the Moderator shall open a Speakers List consisting of 2 speakers in favor and 2 against the setting of the agenda.

a. The first two speakers in favor will be the Delegate who proposed the motion, and the Delegate who seconded the motion; the rest of the speakers will be chosen by the Moderator at his discretion. If no Delegate wants to speak against, the motion will be directly put to a vote. No motions or yielding of time is allowed.

a.1 The speakers will pass alternating between those in favor and against until the speakers list is empty. In this moment, the Moderator shall close the speakers list and 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 his discretion the order of the Delegates in the Speakers List.

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

b. Should the Speakers List become empty, and no delegation express its wish to be included, the Moderator shall appoint delegations at his discretion until there are enough speakers to permit the flow of the debate.

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 lost, 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 will ask to the delegates who want to take the floor to present his/her 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 he accepts or not the time. In case he refuses, the Delegate who yields the time will receive a warning. The Delegate who was given the time cannot yield again.
- v. If the delegate does not yield his time, the chair will absorb it.
- d. Any Delegate can submit to the Committee a proposal to alter the speaker's 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 after a Delegate has concluded his speech within the Speakers List.

The inquiring Delegate shall establish the number of questions, and must be seconded to put the motion to a vote. The delegation who will answer the questions can decide whether or not he accepts the questions. In the case he does not, the motion will be called out of order. In case it does, the chair will proceed to the voting of this motion.

- 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.
- b. The inquired Delegate may answer as he deems appropriate, as long as the answer is respectful to the entire Committee and the delegations therein.

21. Simple Caucus.

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

22. Moderated Caucus.

A Moderate 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 to the forum via a 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 his discretion to the delegates who request it by raising their placard. The Moderated Caucus can be extended once, being obligatorily shorter than the original Moderate 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. No delegate can exit the session through teletransportation.

24. Closure of the Debate. A motion of procedure will be presented to the Committee in order 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. If no Delegate

wishes to speak against, the Committee will automatically turn to vote the motion. Once debate has been closed, no motion will be recognized as being in order, nor is any amendment to the draft resolution is 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 signatures, it will be turned to the President for consideration. There is no limit of Working Papers for Committees; nor are Delegates restricted to sign 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 recognized the Working Paper, a motion of procedure to read the document, and subsequently a motion to open a moderate caucus will be in order.

26. Draft Resolution.

A Draft Resolution is a document with a specific format that has as a basis one or more Working Papers. The Draft Resolution must reflect the work done throughout the sessions, and shall encompass viable solutions. It must be divided into a perambulatory 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. This will be followed by an extraordinary session of unlimited questions. Once a Draft Resolution is acknowledged as a possible resolution it can be modified before the Closure of the Debate, but it will only be done by an amendment.

27. Amendments. The amendments are corrections that alter either the substance or form of the Draft Resolution. They are divided into two types of amendments, friendly and hostile.

- a. *Friendly Amendments.* Friendly Amendments are those proposed by the Sponsoring States, and will be automatically added to the Draft Resolution. These amendments

shall only be related to form and not substance.

- b. . *Hostile Amendments.* Hostile Amendments should have at least the signatures of a fifth of the Delegates within the Committee, and will be put to a vote under a motion of procedure. A Hostile Amendment needs a simple majority to be included (50%+ 1). There are no amendments over an amendment.

28. Standard Voting. Every motion of procedure should be seconded and put to a vote. They need, unless stated otherwise, a simple majority to be accepted (50% +1). Delegates may vote in favor or against in a standard voting procedure.

29. Final Vote. After the process of amendments is closed, a motion of procedure to close debate will be in order. If the motion passes, then the final voting procedure will take place. Only Member States of the respective Committee shall have the right to vote in this procedure, and a simple majority to be accepted (50% +1). The vote will be a roll call vote, calling each delegation to answer either in favor or against the resolution, and in the case of the first voting round, abstention. ALEXMUN 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.* Delegates who previously passed to vote will be asked to modify his vote. Afterwards, the President shall recognize each of the Delegates who asked for a right 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 and against. The ones who voted pass in the first round must necessarily change their vote.