



Rules and Procedures Manual

Oriente University's Model United Nations

12th Edition

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TITLE I. GENERAL PROVISIONS

Chapter I. Applicable Norm and Legality

Article 1. The following rules are mandatory for all participants in the University of Oriente's United Nations Model. They regulate the appropriate behavior that all participants must maintain, the procedures within the working sessions, and other matters of interest.

Article 2. The procedural manual is the governing document for working sessions, except for modifications proposed by the Secretariat, under extraordinary circumstances, during the development of the Model, approved by a qualified majority of the membership of the ONUCARIBE Academic Committee.

Chapter II. Language

Article 3. Spanish will be the official language of the Model. Additionally, commissions may be convened in the other official languages of the Organization of the United Nations.

Article 4. A delegate who uses a language different from that established during the plenary debate must provide interpretation accordingly, adhering to the time granted by the Presidency.

Chapter III. Dress Code

Article 5. The dress code for entering the commissions must be formal. Men must wear a suit and/or dress, pants and shirt. Women must wear a suit, dress, blouse, skirt, or dress pants. They may also wear traditional outfits from the countries they represent.

Chapter IV. Behavior Standards

Article 6. All participants must be duly accredited by the Secretariat.

Article 7. It is a requirement for all participants to permanently display their credentials in a visible location.

Article 8. During the activities of the Model, the interaction among Delegates with members of the Secretariat and with the Presidency, will be strictly formal and respectful. The responsible Educators, observers, or other guests must also respect formality in dialogue with authorities and participants of the Model.

Article 9. Delegations may maintain direct communication among themselves, provided that they do not obstruct the development of the working session, or if such communications are suspended by the Presidency.

Article 10. The Delegate may leave the working sessions. Upon leaving the session, they must submit their placard to the Presidency.

Article 11. The schedules set by the Model's Secretariat must be respected.

Article 12. The use of electronic devices will be authorized. This will be suspended at the discretion of the Chairman.

Article 13. Contact between Teachers and Delegates will not be allowed during the active development of the sessions scheduled for each comission.

Article 14. The responsible Teachers and Delegates must remain in the facilities where the Model is taking place, in order to fulfill the scheduled activities.

Article 15. Eating, consuming alcoholic beverages, or smoking will not be permitted inside the facility where the Model is being held, except in designated areas for that purpose.

Article 16. It is prohibited to affect the hygiene of the premises and to damage the materials and implements provided for the development of the sessions, or other activities of the Model.

Chapter V. Institutional Delegations

Article 17. Those groups of participants coming from institutions not based in Santiago de Cuba will be considered institutional delegations. These delegations will have a Chief who will be responsible for their prior preparation, participation, and discipline, as well as for any other matters related to the Model.

Chapter VI. State Delegations

Article 18. During a work meeting, a State may be represented by more than one Delegate. In this case, they will be recognized as the delegation of that nation.

Article 19. In sessions where a State is represented by more than one delegate, the designated Emissary Will be the one who will carries out the procedures established by this manual, while the other delegates must observe the behavioral standards required by the rules of procedure.

Article 20. The Emissary may delegate any of the powers granted by the manual to any of the remaining delegates.

Article 21. To refer to the delegation being represented, the terms "Member State", "Representation", or "Delegation" may be used interchangeably, or any other designation that does not contravene protocol rules, always using the third person.

Members of these delegations may be referred to as "Delegates" or "Representatives" or any other respectful and formal term.

Article 22. Representatives from States that are not full members of the United Nations, or that are not members of a particular Commission, may participate as Delegates. Additionally, organizations belonging or not belonging to the United Nations System may be invited to act as a Delegation.

Chapter VII. Missions

Article 23. Delegates representing the same country in different commissions will work as a Mission.

Article 24. An Ambassador will be designated for each Mission, chosen by the members of that delegation.

Article 25. The Ambassador will be the highest representative of the mission in plenary sessions. They may delegate their powers to another delegate with prior authorization from the general secretariat of the model.

Article 26. Members of these Missions may act as delegates in other commissions as legitimate representatives of their State, provided that changing commissions does not affect the main commission assigned to them.

Article 27. Delegates wishing to change from their previously assigned commission must do so by notifying the general secretariat via note, which must include: name of the delegate, commission of origin, commission of destination.

Chapter VIII. Sanctions

Article 28. Violating the rules of this Manual will be sanctioned by the General Secretariat of the Model. The sanction may include:

- A) Expulsion from the Session;
- B) Expulsion from the Model

Article 29. The Presidency will apply expulsion from the Session after repeated warnings for violations of the procedures and behavioral norms established in this Manual during the Working Session, without needing to issue a warning in cases of verbal aggression or other offenses of equal severity.

The Presidency may limit the time of the expulsion from the Session; if there is no statement regarding this, the sanction will be understood to be imposed until the next Working Session.

Article 30.1. The General Secretariat, ex officio or at the request of the Presidency, will apply expulsion from the Model in cases of physical aggression, use of obscene language, or other offenses of equal severity.

2. In these cases, the Presidency may apply the sanction of expulsion from the Session until it is decided whether or not to apply expulsion from the Model solely by the General Secretariat.

TITLE II. AUTHORITIES OF THE MODEL

Chapter I. Secretary and General Secretary

Article 31. The General Secretariat will be the final instance for decision-making and appeal within the Model. It will interpret this regulation and decide on matters not provided for in it.

Article 32. The General Secretariat may, at any time, make oral or written statements to the General Assembly and to any other commission or body of the United Nations that is modeled.

Article 33. The Deputy Secretary General may exercise the powers of the General Secretary in their absence or by designation.

Article 34. The powers of the General Secretary will include:

- Publicly representing the Model;
- Officially declaring the opening and closing of the United Nations Model;
- Moderating the different Working Sessions of the Model when appropriate;

- Informing the different bodies about the issues being discussed in other commissions;
- Holding press conferences;
- Mediating in controversies at the request of member States;
- Applying the sanction of expulsion from the Model;

Article 35. The Presidency of each body, commission, or organization of the Model will consist of a President and a Secretary. It may also include several Vice Presidents and a Rapporteur.

Article 36. The Presidency will ensure compliance with this regulation, which it will uphold and enforce during working sessions.

Chapter II. Presidency of the Commissions

Article 37. The powers of the Chairman will include:

- Leading the working sessions;
- Declaring the opening and closing of each working session;
- Presenting the work of other members of the Presidency and working sessions;
- Informing the Delegations of the agenda topic that will initiate the debate;
- Taking disciplinary measures in cases of violations of procedural rules after calling order to offenders;
- Granting speaking rights to those who request it, provided that they do not interrupt another Delegate, except for matters of order;
- Announcing decisions to Delegates;
- Regulating the maximum speaking time for delegations during debate;
- Granting the right to reply and counter-reply;
- Calling for informal votes if deemed appropriate;

- Interpreting the sentiment of the room as required and may make statements on matters of form or substance in their capacity as chairman;
- Intervening in negotiation processes if pertinent;
- Holding press conferences.

Article 38. The powers of the Vice President will include:

- Substituting for the Chairman in their absence or by designation;
- Assisting the Chairman in their functions during sessions.

Article 39. The powers of the Secretary will include:

- Representing the General Secretariat;
- Supporting the functions of the President and/or Vice President;
- Recording votes from delegations;
- Being responsible for the list of speakers;
- Resolving any issues that arise within delegations and facilitating communication internally within them and with other commissions through written messages, as long as authorized by the Presidency or Vice Presidency;
- Coordinate the work of the floor officials;
- Perform other tasks assigned by the President or the Secretariat.

Article 40. The powers of the Rapporteur will include:

- Summarizing the characteristics of the formal meeting that has taken place in the commission;
- At the end of the debate, they may present the results achieved to the commission.

Article 41. The powers of the floor officials will include supporting the functions of the Secretary. They will resolve any issues that arise in the commissions and facilitate

communication among Model participants through written messages, which they will bring to the attention of the Secretary if necessary.

Chapter III. Appeal of the Chairman's Decision

Article 42.1. Any Delegate may appeal the decision of the Chair. The appeal will be immediately put to a vote, and the decision of the Chairman will prevail unless revoked by a qualified majority of delegates present at the working session.

2. The appeal regarding disciplinary measures will be made to the General Secretariat, which must respond immediately.

TITLE III. WORKING SESSIONS

Chapter I. Quorum

Article 43. The Presidency of each commission will declare the start of the working session when there is a quorum of 50% plus one delegate of the total participating delegates.

Chapter II. Use of the Podium

Article 44. Delegations will use the podium to read their official speech, respond to interpellations during an extraordinary question session, and to present a draft final document or any other matter authorized by the Presidency.

Chapter III. Debate

Section One: General Issues

Article 45. No Delegate may speak without prior authorization from the President, without prejudice to what is provided in Article 9. The President will grant speaking rights to those delegations that have expressed a desire to speak. The President will call to order any delegate whose comments are not relevant to the topic being discussed.

Article 46.1. The Presidency may limit the time of each speaker's interventions and the number of interventions by each Delegate on the same issue. When debates are limited and a speaker exceeds their allotted time, the President will immediately call them to order.

2. Delegations that wish to hold a private negotiation meeting must communicate this in writing to the Presidency, which will designate a member of the Evaluation Committee to evaluate the negotiation process.

Article 47.1. Representatives of Observer States, regional groups, political groups, International Organizations, and Non-Governmental Organizations invited to participate in the working session may use motions, submit interpellations, and interpellate just like any other Member State of the Commission. To speak and exercise the powers granted by this manual on behalf of regional and political groups, there must be a minimum of 3 Member States from that group present in the commission or plenary session.

Representatives of regional groups and political groups invited to participate in the working session may present and sponsor Draft Resolutions, amendments, and those motions directly related to them, but they will not have voting rights.

Regional groups and political groups may carry out what is stipulated in the previous article, always with the authorization of the Member States of the group present in the working session.

International Organizations, non-governmental organizations, and Observer States may not present or sign Draft Resolutions or amendments and will also not have voting rights.

Section Two: List of Speakers

Article 48. After presenting the agenda by the Presidency, the list of speakers will be established for the development of the debate.

Article 49.1. The Presidency, when opening the list of speakers, will request them in the order established in Article 51.

The States exercising what is established in Article 54 will be included at the end of the list of speakers regardless of the order established in Article 51.

Article 50. The list of speakers for the general debate will be organized as follows:

- Regional and political groups
- Member States
- Observer States
- International Organizations
- Non-Governmental Organizations

Article 51.1. The list of speakers on the topic under discussion will remain open at all times during the working sessions until the debate is closed.

2. Other lists of speakers may be opened when Draft Resolutions, amendments, or motions for competence, adjournment, and closure of the debate, as well as explanations of votes on final documents, are presented.

Article 52. The list of speakers will always be visible to the Presidency and the rest of the commission.

Article 53. A delegation may include itself in the list of speakers or withdraw from it by sending a written request to the Chair.

Article 54. The Chair must call to order a Delegate in case they exceed the time limit for speaking established for each procedure in these Regulations.

Section Three: Official Speech and Interpellations

Article 55. The formal declaration of the position of member states regarding the topics will be made through the Official Speech, which shall not exceed three minutes, without prejudice to what is established in Article 56, paragraph 2, or Article 57.

Article 56.1. A delegate who has been recognized with the right to speak from the list of speakers may, upon concluding their speech, yield their remaining time to another delegation.

2. When time is yielded to another delegation, they may use it at that moment or add it to their allotted time when it is their turn to speak, a decision that they must immediately inform the Presidency.

3. When the Delegate does not yield their remaining time to another Delegation, the Presidency must continue the course of the working session.

Article 57. Delegates who wish to deliver their official speech in a language different from that established for the session, previously informed to the table, will have five minutes for their presentation. This is without affecting what is established in Article 4 of this manual.

Article 58. Any delegate may request an extraordinary question session from the Presidency for the Delegate who has just concluded reading their official speech.

Article 59. The Delegate who will be interpellated will communicate whether they agree or not with the extraordinary question session. If affirmative, they may determine the number of questions they deem appropriate but may not choose which States will interpellate them.

Article 60. Delegations that interpellate may ask a simple question or one with a brief preamble. After hearing the response from the questioned delegation, they may establish a subsequent question that will be simple.

Chapter IV. Right of Reply and Counter-Reply

Article 61.1. The President may grant any delegation the right to reply if the statements of another delegate make it advisable. The delegation will have 2 minutes for this right.

2. The member state to which the reply is directed may exercise its right to counter-reply. There will not be a new right to reply for the delegation invoking the reply. The delegation will have 1 minute for this right.

Article 62. The rights to reply and counter-reply must be directed exclusively at the State whose statements made them advisable.

Article 63. The number of interventions by each delegation exercising the right to respond in a single session will be limited to two per topic.

Article 64. The delegation wishing to exercise its right to reply and counter-reply must communicate this in writing to the Presidency with a brief justification. The Presidency will decide on its relevance and, if deemed appropriate, will include it in the list of speakers in the position it considers suitable.

TITLE IV. FINAL DOCUMENTS

Chapter I. Requirements for Final Documents

Article 65. Final Documents contain the basic decisions or statements of positions from the different committees of the Model on the topics discussed therein. They may include resolutions, reports, and treaties. Resolutions may include statements and annex treaties. They can be expressed in general terms or directed to specific organizations or countries.

Article 66. They must be divided into two parts: an introductory part and an operational part; except for those that contain statements in which the parts may be merged.

Chapter II. Drafts of final documents and questions

Article 67. The delegations will prepare drafts to be submitted to the Chair for approval. They must be based on the aspects addressed during the General Debate, the list of speakers, and informal negotiations.

Article 68. Upon presenting a draft resolution, immediate action will be taken on it, and the list of speakers, negotiations, or any other ongoing process will be suspended.

Article 69. The draft resolution will be submitted through written notification to the presidency.

Article 70. If several drafts have been submitted, action will be taken in the order they were presented.

Article 71. The approval of a draft implies the automatic closure of the debate on that topic, the initiation of discussion on the next topic, or the conclusion of work in sessions.

Article 72. The draft may be presented by no more than three Delegates. They may respond to questions raised by other delegations.

Article 73. Questions must be simple and refer to the document under analysis. After hearing the response, a subsequent simple question may be established.

Article 74. The draft may be modified after its discussion or presentation through amendments, motions of competence, and/or motions to divide the question, after which formal voting will proceed. Draft resolutions will be approved by a simple majority, while draft declarations will be approved by consensus.

Article 75. In the event that the draft resolution is not approved, if there is no other draft, the debate or negotiations will continue until another draft is presented.

Chapter III. Amendments

Article 76. An amendment is used with the aim of adding, deleting, or modifying parts of a draft final document.

Article 77.1. Proposals for amendments must be submitted in writing to the Chair, stating their purpose; they will be presented and may be questioned in the forum before the formal voting on the draft final document.

2. The questions must be simple, and refer to the document under analysis. After hearing the response, a subsequent simple question may be established.

Article 78. Proposals for amendments must be consistent with the original essence of the topic. Amendments will be approved by a qualified majority.

TITLE V. VOTING

Chapter I. General Issues

Article 79. Only member States of the commission will have the right to vote, and each will have only one vote. Voting is non-delegable. Each vote may be in favor or against, although abstention is permitted.

Article 80. After the Presidency has announced the beginning of the voting on a draft, all communications will be suspended; no Delegate may interrupt it, except for a Point of Order related to the conduct of the voting.

Article 81. During working sessions, votes may be held related to the general debate, procedure, or during the discussion of a draft final document. Abstention is not permitted in votes related to procedure.

Article 82. Once the discussion of the draft final document has concluded, if at least one delegate requests it, the voting procedure will commence; otherwise, the draft in question will be considered approved by consensus.

Article 83.1. Generally, votes will be conducted by raising placards, but any Delegate may request a nominal vote exclusively in cases of voting on drafts of final documents or amendments.

2. The presidency may establish other methods for conducting votes.

Article 84.1. The nominal vote will be carried out following the alphabetical order of the names of the present members with the right to vote.

2. In nominal votes, the name of each member will be announced, and one of their representatives will indicate whether they vote in favor, against, or abstain from voting. The result of the vote will be recorded in the minutes following the alphabetical order of the names of the members.

3. Members who vote in favor or against a draft final document may request their right to explanation immediately after the vote.

4. The Presidency will recognize the possibility of reconsidering the vote after the rights to explanation requested have been executed.

5. In case of a tie, the proposal will be considered rejected, without prejudice to what is established in the previous section.

Chapter II. Veto

Article 85. Exclusively in the Security Council, the five permanent members (United States of America, United Kingdom of Great Britain and Northern Ireland, Russian Federation, French Republic, and People's Republic of China) have the power to invalidate Resolutions by voting AGAINST them. Abstentions are not considered a VETO.

Chapter III. Majorities

Article 86. There are two types of majorities used during the Model in its procedure:

- a. The qualified majority represents two-thirds (66%) of the members present and voting.
- b. The relative or simple majority represents one (1) vote more in favor of a particular position than against it.

TITLE VI. PROCEDURAL MOTIONS

Chapter I. General Issues

Article 87.1. Procedural Motions may be used to guide the development of working sessions. The Chair will submit the requested motion for consideration by the delegations.

2. There are three types of Procedural Motions related to debate and the working session:

- a. Adjournment of debate;
- b. Closure of debate;
- c. Adjournment of the Meeting.

3. There are three types of Procedural Motions related to final documents:

- a. No action;
- b. Competence;

c. Division of the question.

Chapter II. Motions related to debate and the working session

Section One: Adjournment of Debate

Article 88. During the discussion of any matter, any delegate may propose an adjournment of the debate. This will suspend the list of speakers for the duration of the adjournment and will resume when it expires.

Article 89. The Chair will grant the floor to two speakers in favor of the motion and two against it, after which it will be immediately submitted to a vote. This procedure requires the consent of a simple majority of the delegates present in the working session.

Article 90. The adjournment of Debate will last up to 30 minutes and may be extended for an equal period.

Article 91. The request for a parole may be made through written communication to the presidency, endorsed by the signature of more than half of the delegates present in the working session, or through the procedure established in Article 90; in this case, the list of speakers regarding the motion will be waived.

Section Two: Closure of Debate

Article 92. Any representative may propose the closure of the debate at any time.

Article 93. Authorization to speak on the closure of the debate will be granted only to two speakers who oppose the closure, after which the motion will be immediately put to a vote.

Article 94. The motion will be approved by a qualified majority; in that case, the President will declare the debate closed and informal negotiations will begin.

Section Three: Adjournment of the Meeting

Article 95. During the discussion of any matter, any representative may propose that the meeting be adjourned. This motion will be immediately put to a vote.

Article 96. The adjournment of the meeting suspends the proceedings being conducted, which will be resumed when work restarts in the next session.

Article 97. The President will adjourn the session with the consent of a simple majority of the member states present in the working session.

Chapter IV. Motions Related to Final Documents

Section One: Motion for No Action

Article 98. Before voting on a draft final document or amendment, delegations may request a motion for no action on them. If approved by a qualified majority, the analysis of subsequent draft resolutions or amendments, if any, will not proceed.

Section Two: Motion of Competence

Article 99. A motion may be promoted to question the committee's competence to approve the final document, amendment, or any of its parts in accordance with its objectives, principles, and powers; however, it does not question the committee's ability to debate the topic. The delegate presenting it must explain its content.

Article 100. If the motion of competence is approved, it will lead to the exclusion of the questioned content from the presented draft or the annulment of the amendment draft. Approval of the motion of competence will require the consent of a qualified majority of the States present and entitled to vote.

Section Three: Division of the Question

Article 101. After discussion on a draft final document has concluded, a delegate may request to vote on different parts of the proposal separately. Once the motion is established, the delegate who requested it will explain how the division should be made and the reasons motivating it.

Article 102. The division of the question may be carried out in the following ways:

- a. Divide the Draft into three parts so that one of them consists of a single specific paragraph.
- b. Divide the content of the preambular part, the operative part, or both by paragraphs.
- c. Divide a specific paragraph into parts.

Article 103. The Presidency at that moment will accept additional motions to Divide the Question and will order them according to the formula established in the previous article.

Article 104. If the motion is accepted by a qualified majority, the Draft Resolution will be divided, and a vote will be taken on each part to determine whether it is included in the Draft Final Document or not. This procedure will be carried out through an ordinary vote on each of the parts into which the question is divided.

Article 105. If any of the substantial parts of the draft is excluded, it will be considered rejected in its entirety.

TITLE VII. QUESTION OF ORDER

Chapter I. General Questions

Article 106. The question of order is used to rectify the execution of a procedure that violates the provisions of this manual, conducted during working sessions. The delegate raising a question of order may not address the substance of the issue being discussed.

Article 107. During the working session, any Delegate may raise a question of order, and the President will decide immediately on it in accordance with the regulations.

FINAL PROVISIONS

FIRST: This Manual of procedures will govern the ordinary sessions of the United Nations Model of the University of Oriente, and may be applied supplementary to the rest of its working sessions.

SECOND: This regulation comes into effect after its approval by the organizing committee of ONUCARIBE and may be review in order to adjust its content to the prevailing postulates in the United Nations and the rules for United Nations Models.

THIRD: The previous Manual of procedures is repealed from the moment this Manual comes into effect.

ANNEXES

RELATING TO THE CONTENT OF CONCEPTS AND DEFINITIONS

APPLICABLE TO THIS MANUAL

Action, to take action: Action is taken on motions, amendments, working papers, and draft final documents (Title IV Chapter II Article 59, regarding the order in which action will be taken on draft final documents; and Title VI Chapter IV Section One Article 85, regarding the motion for no action).

Taking action involves: Presentation, discussion, and voting. In this regard, delegates may request a "motion for no action."

Due to their informal nature, action on a working paper develops independently of the formal knowledge of the Chair, at the request of negotiating parties: the actors decide what to do with the working paper(s) before presenting a final draft of the same to the table.

If the motion is presented before moving on to the presentation of an amendment or a final document, such motion will aim to propose no action regarding the three steps (presentation, discussion, and voting); and if it is presented after the amendment or final document has been presented, the motion will only consider discussion and voting on that content, meaning: neither discussing nor voting on the amendment or draft final document.

If one wishes to move directly to the voting of an amendment or draft final document, a motion for no action will not be in order (in the hypothetical case of not taking

action regarding presentation and discussion) but rather a literal request to move to vote on the content, or to propose a motion to close the debate.

Draft final document: See working paper.

Issue: The term "issue" refers to both the content and the document that expresses it, which is the result of prior negotiations and constitutes the core of the session's work in general. In the Manual, "issue" is synonymous with the draft document (resolution, declaration, report) that has been worked on and will subsequently be voted on. Therefore, dividing the issue implies dividing the content of the draft document (Title VI Chapter IV Section Three Article 88). This motion is in order once all amendments have been presented and will therefore apply to the text that results after all approved amendments have been made. This means that if an amendment to delete two operational points was approved, for example, the issue to be divided will no longer include those two points.

Competence: Competence is addressed through the motion of competence (Title VI Chapter IV Section Two Article 86) and refers to the commission's ability to approve the final document or part of it in accordance with its objectives, principles, and powers; but it does not question the competence of the content of the document or amendment itself. In working sessions, the commission's motion of competence on a project is often the last resort to modify part of its content.

According to Article 86, the motion of competence can also be applied based on the intended content of an amendment.

Debate: Although any reference to "debate" is made as synonymous with "joint work," "negotiation," etc., for the purposes of this Manual and strict language, "Debate" is synonymous with "speaker list" or "conducting official speeches." In this sense, the motion "postponement of debate" (Title VI Chapter III Section One Article 78) literally implies the suspension of reading official speeches to give way to informal negotiations on the topic in question.

At the same time, the motion to close the debate (Article 79) can theoretically apply to both the speaker list (the more common use) and to proposals for amendments and draft final documents in terms of their presentation and discussion;

consequently, once the amendment (which may be read by the chair) or the draft final document has been recognized by the table, it would proceed directly to a vote.

Delegation (disambiguation): In the model, there will be two types of delegations: institutional (Title I Chapter V Article 17) and national or state delegations (Title I Chapter VI Article 18). Institutional delegations operate for organizational purposes within the model, beyond the work in committees. However, state delegations are formed independently of the institutional origin of the delegates, and their collective academic work will be considered for the evaluation of the delegates.

Official speech: Generally, each delegate will give a speech every time they take the floor. Interventions with or without a brief preamble may be considered part of the speech. Strictly speaking, the official speech is the core speech of every delegate. While official position and speech are not the same, it is true that the official speech is the intervention through which the delegate makes clear their country's stance on the topic, that is, their official position (Title III Chapter III Section Three Article 48).

As a custom, the official speech has an introductory part where reference is made to the country's position regarding the topic concerning achievements and obstacles; relevant international mechanisms to which the country belongs are also mentioned, and it defines its foreign and domestic policy regarding the topic. The delegate may also take this opportunity to present specific points or general lines to be addressed in negotiations and reflected in the final document.

Discussion: The discussion of a motion, amendment, or draft final document refers to the procedure that includes expressing support, opposition, or comments about it. Normally, the discussion will be moderated by the Chair. In the case of draft final documents, the question-and-answer session with the sponsoring delegations of the final document may be considered as part of the presentation or as part of the discussion at the discretion of the Chair.

Electronic device: For the purposes of this Manual, and beyond the conditions of working sessions regarding projectors, microphones, etc., electronic devices refer to all types of phones (especially those suitable for reading documents and reproducing multimedia), tablets, digital planners, cameras, computers... in possession of

delegates during working sessions. In this regard, they will be considered properly used as long as they are intended for note-taking, refining working papers and draft final documents, conducting consultations, and displaying texts, images, videos, sounds, and all types of files directly related to the topic being discussed in the working session.

The proper use of such devices will be aimed at arguing and complementing delegates' positions regarding the topic and improving the collective work of the committee. Therefore, any use of electronic devices for purposes unrelated to committee work will be considered out of order; as well as any bad faith use of them with the aim of defaming or coercing other delegates, distorting facts, publishing furtively obtaining results from private negotiations, etc. Strictly speaking, the only authorized publications will be those issued by the General Secretariat of the Model, the Organizing Committee, or the editorial and press team (the latter with the approval of at least one of the two previous instances).

Working Paper: Also called a draft final document, it is a document that is informally debated without formal recognition from the Chair. Its content is formed from the points that one or more delegations intend to include in a future draft final document. The working paper may result from negotiations prior to the committee work, disseminated by a group of countries and subsequently enriched and refined with other provisions, as long as that is the goal of its original managers. It may also occur that the working paper is created from scratch within the framework of informal negotiations in the committee.

Speakers List: A list of states interested in expressing their official position regarding the topic. For the purposes of various motions in the Manual, the “speakers list” and the corresponding question sessions constitute a synonym for “Debate.”

Mission: An official representation of a state outside its borders, either permanent or temporary, before another state or an international organization.

Negotiations: Negotiation is the cornerstone of any Model United Nations and of the UN system itself in the real world. In any context, “negotiation” refers to opposing interests with the aim of translating them into a final document, at the level of regional organizations or others, lobbies, like-minded groups, independent states, etc. Colloquially, within the framework of working committees, negotiations are also

debates. However, in a strict sense, the idea of motions such as “postponement of debate” suggests the conduct of informal negotiations.

Observers (disambiguation): There are two types of observers in the Model. On one hand, there are observer states, which are UN observer states, with all rights and duties under the UN Charter except for voting, and as such, they can participate at any time in the Debate and Negotiations in the Working Committee.

On the other hand, there are Model observers, invited to witness and gain experience from the organization and development of the Model, whose representative functions and powers within the modeling are managed by the Organizing Committee.

In general terms, operational guests can be passive or active: while some will literally be observers, without voice or vote, others will also have a role to play within the Modeling (Title III Chapter III Section One Article 42.1): as representatives of regional, economic, financial, commercial, military, non-governmental organizations...; of the commissions and councils of the UN system, etc., in accordance with Article 20 (Title I Chapter VI) of the Manual.

These active observers may openly participate in committee work at the discretion of the table (Article 42.2) and strictly speaking, they may intervene through points of order and in informal negotiations, cases in which they will have the responsibility to contribute to the proper application of the procedural Manual and assist delegates from their position as representatives of various international bodies.

Regarding Article 21 (Title I Chapter VII), which states “Observers...”

they may attend the working sessions, they shall refrain from participating in the debate (...): the observers referred to are passive operational observers.

Official Position: The official stance of a country regarding the topic under discussion. This corresponds to the country’s foreign policy directives that the delegate will defend until the Model concludes. It is expressed through the official speech and defended during the negotiation process.

Presentation: The process prior to discussing a motion, amendment, or draft final document. Generally, it involves 1) introducing the motion or the content of the

amendment/final document, and subsequently: 2) explaining the necessity of approving said procedure or content. In the case of draft final documents, it is at the discretion of the table to consider the questioning sessions as part of the presentation stage or not. This element is valid at the time of voting on motions for no action and closure of debate, for example.

Draft Amendment: An outdated term, but useful colloquially. It was used to refer to an amendment before it was recognized by the table, as previously, for a draft amendment to be recognized by the table, it had to arrive with a number of signatures representing a majority of the quorum present. Such signatures did not represent an intention to vote for or against but rather the willingness of the signatories to discuss it. Currently, amendments do not require more signatures than that of their sponsor to be recognized by the Chair and are considered amendments even if they are not approved (unlike resolutions, for example, which cease to be drafts only when approved by a qualified majority).

Draft Final Document: A preliminary version of a final document that includes three fundamental factors: international knowledge (resulting from its socialization), formality (in terms of structure, vocabulary, and format), and recognition by the Chair. The only difference between the document resulting from informal negotiations (Draft) and the final document approved by the committee is precisely that the latter has been put to a vote and has been approved by a qualified majority of the States present in the session.

Topic: A specific item on the Commission's agenda. Each topic must have its speakers list, its negotiation process, and its resulting final document. For the purposes of the model, topics are treated consecutively, and the next topic will not be opened until the previous one has been exhausted.

Formal Attire (disambiguation): Formal or very formal attire is any clothing worn at formal meetings and events, such as cocktails, receptions, gala nights, and work environments. For Model purposes, formal attire only includes formal protocol for office work environments; therefore, certain types of tuxedos, such as tailcoats for men, evening or cocktail dresses, or gala jewelry for women are not included. As much as possible for each participant in the Model, it should be noted that office clothing is elegant and simple, with discreet and practical styling unless a particular

State has customs to the contrary. The same applies to traditional outfits, which can be either formal or business attire; thus, it is recommended to verify each country's diplomatic dress protocol.

Voting: The action of casting a vote, a right and capacity that all Member States of the United Nations have (Title V Chapter I Article 66); although...

This does not mean that each State is a full member of all United Nations bodies at the same time, nor that they have the same powers in each one (membership in the Security Council and the right to veto are two examples).

In general terms, "to vote" means to adopt a position regarding the topic in question (whether procedural or substantive). The Manual considers three positions: in favor, against, and abstention. While abstention is equivalent to a non-vote and is not in order for procedural matters (Article 68), it is considered a separate position from the other two, as it is neither one nor the other.

Common phrases to head paragraphs in final documents

Preambulatory phrases

Moreover, regretting	Believing that	Having paid attention to
Furthermore, recalling	Noting	Reporting on
Having received	Noting, furthermore	Welcoming
Regretting	Noting with approval	Realizing that
Observing	Noting with dismay	Declaring
Fully alarmed	Noting with concern	Wishing
Fully aware of	Noting with satisfaction	Emphasizing
Deeply regretting	Affirming	Hoping
Deeply convinced of	Alarmed by	Expressing satisfaction
Deeply troubled	Aware of	Guided by
Reaffirming	Considering	Having adopted
Recognizing	Contemplating that	Having considered
Recalling	Convinced	Having studied
Referring to	Believing consequently	Having examined
Taking into account that	Fully believing	Having heard

Keeping in mind		
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Operational phrases

Accepts	Declares	Regrets
Moreover, invites	Designates	Calls attention to
Furthermore, proclaims	Endorses	Notes
Additionally, recommends	Exhorts	Proclaims
Furthermore, recalls	Expresses that	Ratifies
Moreover, resolves	Expresses appreciation	Reaffirms
Affirms	Expresses desire	Recommends
Encourages	Expresses rejection	Remembers
Supports	Congratulates	Backs
Approves	Finally, condemns	Resolves
Authorizes	Has resolved	Solemnly affirms
Condemns	Emphasizes	Takes into account
Trusts	Calls for	Takes note of
Confirms	Urges	Conveys
Considers	Invites	

In addition to the preambular and operational phrases included in this annex, those found in official documents issued by the body of the United Nations System that is being modeled in the comisión and/or the United Nations Secretariat may also be used.