



# General Rules of Procedure International Protocol

## FIRST TITLE

### **Chapter I.** *On the preliminary provisions*

Article 1. The purpose of this document is to establish the rules of procedure adapted for the United Nations Model of Plantel Azteca, A ZTECMUN 2018 . This protocol will guide and govern the procedure, as well as the guidelines within the committees. The stipulated rules will be valid during the edition of the model, rendering the Secretariat of Protocol, who are the authority to resolve and decide on any protocolar conflict. Within this, are the documents that will be reached according to the debate, codes of conduct and etiquette of each member and participant of the chairs. What is not established in this document will be considered and reviewed by the chair and the General Secretariat.

### **Chapter II** *About the attributions of the secretariat of AZTEC MUN 2017*

Article 2 The General Secretariat is the authority that is empowered to make written or oral recommendations to the Committee at any time, such as giving recommendations on the possible course of the debate.

Article 3. *The organizing committee will be structured as follows;*

I. General Secretary It is the maximum figure, therefore it has any faculty directed to the model.

II. Sub Secretary s General is . N attend at all times to the Secretary General.

III. Secretariat of Protocol . Its function is to provide the regulations that establish the set of rules of procedure during the flow of the debate.

IV. Academic Secretary . It is responsible for the academic aspect that may arise throughout the edition of the model, as well as provide the necessary information to the chairs and delegates on their issues.

### **Chapter III.** *About the debate*

#### Article 3. *Language*

3.1 For all committees, the official language shall be English and may not be modified or changed under any circumstance through a point or a motion.

Article 4. The documentation

4.1 The documents where the proposals will be reflected and worked on throughout the debate flow are the following:

**4.1.1 Worksheet.** It is an informal format with concrete ideas that are carried out once the blocks and positions are established, with the interests on the topic on the part of each one of the delegates. It is the basis to start writing the specific points for a resolution since it can modify, eliminate or increase points and proposals as necessary. The worksheets, intended to help the Committee in its discussion and formulation of resolutions; they do not need to be written in the form of a resolution. The sheets are not official documents, but require the signature of a majority of the Committee as well as the President to be copied and distributed, there must be official responsible for the worksheets, the sponsors will be the official responsible for the worksheets. To submit a worksheet, a procedural motion is necessary to introduce it.

In case the motion is accepted, two Delegates will present it to the Committee.

**4.1.2 Before Resolution Project** . Document in which the ideas expressed in the worksheet become more specific and clear, resolving any doubts you may have about the previous document. A preliminary draft resolution may be introduced when it receives the approval of the President and is signed by 50 percent of the members of the Committee. Signing a preliminary draft resolution does not necessarily indicate support for it and the signatory has no future obligations or rights. There must be official responsible for the resolution, the sponsors will be the official responsible for the preliminary draft resolution. Once the preliminary draft has been approved and has been copied and distributed, a Delegate may request to introduce a preliminary draft resolution.

Once the preliminary draft resolution has been introduced, the only motion in order is for an extraordinary session of unlimited questions or an unlimited moderated caucus, which when the chair considers pertinent will close, to continue with the debate.

This is the right time to submit an amendment, the amendment period is open and it will last until the close of the debate. To proceed to the vote, it is necessary to make a motion to close the debate.

A preliminary draft resolution will remain the forum until the debate is closed.

**III. Draft Resolution** It is a formal document in which an organism or committee expresses the actions that will be taken as a product of the discussion of the topic, the last document to which it must be submitted, and a draft resolution will be completed on the topic in progress.

#### *Article 5 About the representatives*

All member states will be represented by a Delegate or Political Representative and will be governed by the principle of "one nation one vote". Representatives as observers shall have the same rights as members, except that they may not vote on resolutions or amendments.

## Article 6 *On the composition of the chair*

The chair will be composed of: (THE APPOINTMENT DEPENDS ON THE COMMITTEE) will also have the support of pages. All decisions of the chair within the sessions and debates are unappealable. The chair may call the attention of any delegate without any distinction that does not comply with this rule or any of the protocol as mentioned in Chapter VIII. The functions of the members of the chair are:

**I. The president.** It will declare a Committee open and that the debate proceed when, at least, a quarter of the Committee is present at the opening and closing of each session, will direct the course of the debates, enforce these regulations, announce the decisions of the chair, in addition to approving the worksheets and draft resolutions (documents introduced as official documents). Any decision of the president, except in cases that can be specified as final, can be appealed by a Delegate

**II. Moderator.** He will lead the debates, in addition to assisting the President in case of absence, the moderator will take his place (he will count the votes and will indicate to the conference officer the result of the same). Any decision of the Moderator, except for cases that may be specified as unappealable, may be appealed by a Delegate. No delegate will address the Committee without first obtaining permission from the Moderator

**III. The advisor.** It will have the faculty to make recommendations to the Delegates during the course of the debate in the subjects that consider necessary, or on the information of the rules of procedure or of the topics to be treated. It will be the president's fundamental support for decision making. Any decision of the adviser, except for cases that may be specified as unappealable, may be appealed by a Delegate

**IV. The conference officer .** It is responsible for monitoring the activities carried out and communication within the Committee, establishing the quorum after the roll call, controlling the graphic interface to have a structured control of the debate within the Committee, in addition to counting of the votes.

**V. The pages.** They will assist the Conference Officer with the exchange of diplomatic notes, which will be thoroughly reviewed by them. In case a protocol is found, the note will be delivered to the Conference Officer, who will also assist the delegate only in case of personal needs. In case of misuse of the Pages by the delegates and the Organizing Committee, they will be subject to a sanction depending on the seriousness of the fault.

**SAW. The hostesses.** They are fundamental for the Committee during the event, and are in charge of controlling access to it, similarly they follow the debate in order to inform the observers about the point they are in if they require it.

## *Chapter IV. About the sanctions*

Any serious fault is considered a reason for attention, in case of reoffending will be creditor to a admonition. The delegate who gathers two warnings will be expelled from a work session where the second admonition was committed, in case the delegate

obtains three admonitions within his participation in the model, he will be expelled from it.

### **Chapter V. About definitions**

For special and particular effects of A ZTECMUN 2018 , it will be understood, in singular or plural, by:

I. **Diplomacy.** "Diplomacy" will be defined as the relationship that will exist between nations in order to reach a compromise through dialogue and negotiation, the peaceful resolution of tensions, in addition to the presence of courtesy during the flow of the debate avoiding disputes that may become conflicts. The term **anti-diplomacy** will be in order when the opposing party to the position shows offensive attitudes as the use of high-sounding words, the use of different vices will be allowed language as long as it does not violate the ethics or morals of the second or third person.

## **SECOND TITLE**

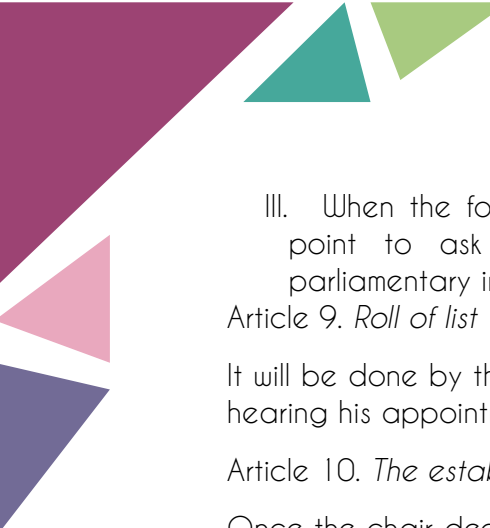
### **Chapter VI. Process of the debate**

#### *Article 7 Motions*

The first motion in order within the committee will be the consideration of the agenda. This is done by means of a procedural motion to schedule the first topic that will be debated, this motion needs to be seconded by another Delegate, in case it is not seconded the motion is out of order. When the motion is seconded, the chair will request two Delegates to speak before the forum against and only against the topic that was selected, in case no Delegate happens to speak against, the proposed topic will remain open.

#### *Article 8. The points*

- I. At any time when a Delegate feels uncomfortable chair, which does not allow him to participate adequately in the procedures, he may request a *personal privilege point* to request that his problem be addressed. This point may interrupt the speaker, for which the Delegates should use it as discreetly as possible or send it by means of a diplomatic note to the chair.
- II. During the discussion of a topic, a Delegate may request a point of order to indicate an inappropriate procedure of the Committee. This point will be decided immediately by the Moderator in accordance with these rules of procedure. The points of order are only in order if they indicate the lack of protocol, the chair may consider the motion out of order. The point of order can interrupt a speaker when a speech is not following the proper procedure. **Note: The point of order to the point of order that is directed to the same context is out of order.**



III. When the forum is open, a Delegate may request a parliamentary information point to ask the chair something concerning the rules of procedure. A parliamentary information point may not interrupt the speaker.

Article 9. *Roll of list*

It will be done by the Conference Officer, the delegate or representative at the time of hearing his appointment should establish its status within the forum

Article 10. *The establishment of an agenda*

Once the chair declares the forum open, any delegate may propose that Topic A or B be opened, depending on the topic they consider, should be discussed first in the agenda.

Article 11 *The opening of a topic*

The voting of opening of a topic will be by means of a simple majority, and the votes will be "in favor" or "against", no Delegate will be able to abstain. If the majority is against the vote, the next topic is immediately, if there are three or more topics on the agenda, the same procedure stipulated in Article 10 is required for the opening of the second topic. This will require that a resolution of the previous topic has been discussed and voted upon .

Article 12 *The List of Speakers.*

Once the agenda has been determined, the list of speakers will be established, so that the general debate can begin. The list of speakers will be opened by means of a procedural motion specifying the time of speech, this will have a minimum of 30 seconds and maximum 3 minutes. When a Delegate exceeds the time of the stipulated speech, the Moderator may ask him to conclude. A member of the Committee may add his delegation to the list of speakers through a diplomatic note to the chair or through a Point of Personal Privilege.

Article 13 °. *Time*

At the conclusion of the time stipulated in Article 12. The Delegate who has been granted the word on a topic may assign the remaining time in different ways, mentioning that this may be approved as long as the remaining time is May to 10 seconds.

**a) Give time to the chair.** At the end of the speech, a Delegate may assign his / her time to the chair so that he / she may dispose of it as he / she deems pertinent.

**b) Yield to another Delegate.** The remaining time will be granted to the elected Delegate, who will not be able to re-assign his time. Likewise, the Delegate to whom the time has been assigned has the right not to accept it, for which reason it is advisable that there be a prior agreement between the parties involved.

**c) Give in to questions and / or comments.** Delegates will be selected by the Moderator and can only ask a question and / or comment. In the case of a subsequent question, it will be allowed at the discretion of the Moderator. If he

considers that the question is rhetorical or that he does not answer the information given in the Delegate's speech, he may make a call in diplomatic order. Give the time in order during the speeches. When the delegate has passed in his turn in the list of speakers, he must declare to whom he gives the time of his speech. The time of these, is limited by the time of the Delegate who did not use.

#### Article 14 °. *The formal debate*

During the formal debate delegates have the opportunity to express the different points of view of their country with the entire committee following the Rules of Procedure.

In the formal debate, the thin ones give their speeches, answer questions and introduce and debate resolutions, worksheets and amendments to them.

The informal debate responds to a more agile dynamic, in which a list of speakers is not followed; instead the Moderator will be in charge of granting the floor to the delegates that have requested it through the raised closet .

#### Article 15 °. *Extraordinary session of questions*

At any time during the formal debate, a Delegate may request an extraordinary session of questions for a Delegate who has just established his speech, (the forum should be open). For this motion the Delegate must specify the number of questions; The minimum number of questions will be two and the maximum of five. The first question will be given to the Delegate who proposed the extraordinary session of questions, the second to the Delegate who seconded the motion, if there are more than two questions, the Moderator will assign them. The questioned Delegate will be asked if he accepts; is in the freedom to refuse or accept, and if accepted, will come forward to hear the question and answer.

#### Article 16 °. *The caucuses.*


There are two types of debate that work to streamline the flow of the debate, this is proposed by means of a procedural motion, its purpose must be explained as well as the specification of the time, the time limit is 30 minutes and the minimum of 5 minutes therefore, this process has to be seconded and voted, so that it is in order is necessary to follow the guidelines established by the **Article 7**. The extension of a caucus on extension is out of order . The two types of informal debate are:

##### I. Moderate Caucus or Moderate Intermediate Room.

Procedure between formal debate and Caucus. In this, delegates can express their opinion without following the order of the Speaker's List and only when they are recognized by the moderator. When the delegates are in Moderate Caucus, the Rules of Procedure depend on the decisions of the moderator, only respecting the Points of Order and Points of Personal Privilege in the same way. Any delegate who wants to speak can do so for a moderate period of time.

##### II. Unmoderated Caucus or Intermediate Room.

It consists in being able to discuss informally, negotiate, get to know the other delegates, unite in blocks, form coalitions and give ideas; in which the delegates can



maintain direct contact and with the possibility of getting out of their seat in order to generate the documents, such as worksheets, draft resolutions and draft resolutions.

#### Article 17 °. *Right of reply*

A Delegate who has been challenged by his or her personal or national integrity, by another Delegate, may request a right of reply, which must be in writing and sent to the President. The decision of the chair is unappealable. If the right of reply is in order, the President explained why it has missed the request. And the accused delegate will be asked to extend an apology to the delegation that has accredited this process. A right of reply to a right of reply is out of order.

#### Article 18 °. *Log out*

When the forum is open, a Delegate may ask to close session, postponing the work for the next session of the debate, the session may close only when the chair's schedule specifies it. A procedural motion to close the session is out of order if three quarters of the time allocated to the debate of each session has not been covered.

#### Article 19 °. *Closing of debate*

When the forum is open, a delegate can propose to close the debate on the topic. The Moderator may consider the delaying motion, this decision may be appealed.

The closure of the debate requires two thirds of the members present. If the Committee is in favor of closure, the Moderator will declare the debate closed and the resolution or amendment will be immediately voted on.

#### Article 20 °. *Amendments*

The Delegates can amend any preliminary draft resolution that has been introduced. The amendments are corrections to improve the presentation of the draft resolution, the amendments to the amendments are out of order.

There are two ways to submit an amendment.

**a) In a friendly way:** Only to make changes in form (spelling, writing, etc.) which must be approved by a simple majority.

**b) In a hostile manner:** this will be presented to the chair with the support of a fifth of the Committee, when it is presented, it will be submitted to discussion through an unlimited moderated caucus; to be approved requires a simple vote.

#### Article 21 °. *The votes*

1. Each member shall have the right to one vote. Each vote can be "in favor", "against" or "abstentions", except for the vote to open a topic, since in this there will only be "in favor" and "against". Any member who abstains from voting shall be considered a non-voter. All votes will be carried out through the placards, except in cases where voting by list (resolutions). Voting can not be interrupted, only in case of personal privilege points or points of order, which can only be mentioned in the manner in which the voting took place.

- II. After the debate on the resolution was closed, the list is voted on. This voting will be done for three rounds: in the first round, the Delegates can vote "for", "against", "abstention" and "step". In this round the Delegate can request "vote with right to explanation", which means that the Delegate in the second round will explain the reason for his decision, does not apply if this vote is "step". In the second round the Delegates can vote "in favor", "against", "abstention" those Delegates who passed in the first round, will have to vote. The Delegate who asked for an explanation will have 45 seconds to explain in detail his reason. During the last round there will be only votes "in favor" and "against", this will be the determining round. At the end of the last round, the chair will announce the result. Taking into account that three quarters of the votes in favor of the total of those cast are needed for it to be approved.
- III. So that the voting of a motion, as well as an unforeseen vote can be approved, it is necessary to have 50% + 1 in favor.

#### [APPENDIX 1]

	Kind	Use	Vote
Motion	of procedure	Open / Close session	Most simple
		Moderate / Unmoderated Caucus	Simple majority
		Enter worksheets / draft Resolution ng	Simple majority
		Extraordinary session of questions	Simple majority
Point	Order	Failure to protocol	No voting is required
	Personal Privilege	Preambles or needs of the delegate	No voting is required
	Parliamentary information	Know the course of the debate	No voting is required