

PROCEDURE LINE

President: Delegates, all rise.

President: On behalf of the University of Guanajuato, the Secretariat, and Coordinations Associated we welcome you to the _____ session of the _____ (Economic and Social Council) of the Model of United Nations for the University of Guanajuato "UGMUN 2018". Delegates, you may be seated.

President: I will now introduce the members of the Chair. To my right is the Conference Officer, Mr. /Ms. _____. To my left is the Moderator, Mr. /Ms. _____. My name is _____ and I will be your President.

I now yield the word to the Conference Officer to take the roll call.

Conference Officer: Thank you, Mr./Ms. President. I will now proceed to take the roll call. When mentioned, please raise your placards and say "Present" or "Present and voting" according to the position of your delegation in this committee.

Conference Officer: Delegation of _____ *(Every delegation listed is called)*

President: Thank you Mr./Ms. Conference Officer.

A. Opening the Session.

President: Counting with the enough number of delegates, I declare the session open. *(This can be skipped if the chair wants the committee to open the session).*

B. Establish the Agenda.

President: Delegates, we have three topics to discuss in the agenda. Topic A _____, topic B _____, Topic C _____. The Chair recommends a Motion to Establish the tentative order of the Agenda. I yield the word to your moderator.

Moderator: The floor is open, are there any points or motions on the floor?

Moderator: Yes, delegate of _____

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To Establish the tentative order of the Agenda.



Moderator: Yes delegate, you are in order. Who seconds the Motion?

Moderator: The delegation of _____ seconds the motion.

Moderator: Delegation who wants to pass to the front to discuss the order of the agenda.

Moderator: Votes in favor.
(The conference officer counts the votes)

Moderator: Against.

Moderator: Abstentions.

If the motion passes

Moderator: Delegation who open the motion, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegation who second the motion, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegation of _____, please come to the front and expose your tentative order of the agenda.

Moderator: Thank you delegate, you may be sited.

Moderator: Delegates, we now to proceed to the voting process to define the order of the agenda.

Moderator: We are now to vote for establish the topic_____, in first place of the agenda.

Moderator: Votes in favor.

Moderator: Against.

Moderator: Abstentions.



This process will be repeated, until the order of the agenda is defined. The agenda will be defined by elimination, if it is not topic A, it will be B, if not, C.

President: The order of the agenda is: Topic X, as first; Topic X in second place and finally Topic X.

C. Open the Speaker's List.

President: Delegates, the Chair recommends a Motion to Open the Speaker's List.

Moderator: The floor is open, are there any points or motions on the floor?

Moderator: Yes, delegate of _____.

Delegate: Motion of Procedure

Moderator: Establish.

Delegate: To Open the Speaker's List for the time extension the chair considers.

President: __ (Time) will be in order.

Moderator: Would you like to reestablish?

(The process is repeated)

Moderator: Yes delegate, you are in order. Who seconds the motion?

Moderator: Thanks delegate of _____.

Moderator: Votes in favor?

Moderator: Against?

Moderator: Abstentions?

If the motions passes

Moderator: The motion clearly passes.

If the motion does not pass

Moderator: The motion didn't pass.

D. Speaker's List.



Moderator: Any delegation who wants to be added to the Speaker's List, please raise your placard.

Moderator: Thank you delegation of ... *(every delegation that raises the placard)*.

Moderator: Any delegation who wants to be added to the Speaker's List, please send a message to the chair.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

If there are points or motions

Moderator: Delegation of _____.

Delegate: Motion of procedure/Point of personal privilege/Point of order.

Moderator: Establish

Delegate: To _____.

Moderator: Yes delegate, you are in order/no delegate you are not in order.

If there are no points or motions

Moderator: Since not, the delegation of _____ has the right to come to the front and speak for __minutes about topic ____.

When the delegate finishes

President: You have __ seconds left, what would you like to do with the time? You have three options: Yield the time to the chair, yield the time to questions, or yield the time to another delegation.

1. Yield the time to the chair.

Moderator: Thank you delegate you may be seated.

2. Yield the time to questions.

Moderator: Delegates, the delegation of _____ yield the time to questions. Any delegation who has a question please raise your placard.

Moderator: Delegation of _____ establish.



Delegate: (establish the question).

3. Yield the time to another delegation.

Moderator: Which delegation?

Delegate: Delegation of _____.

Moderator: Delegate of _____ Do you accept the time? *The delegation can accept or deny the time.*

If the delegate accepts the time, it will be used immediately after receiving it, if not; the time will be given to the Chair

E. To open a moderated caucus

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open a moderated caucus.

Moderator: For how long?

(The standard time for a moderated caucus is 15 minutes. However the president decides the appropriate time).

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes

Moderator: The motion clearly passes.



If the motion does not pass

Moderator: Sorry delegate the motion didn't pass.

F. Moderated Caucus.

President: Delegates we are now in a moderated caucus.

(Always the first person to speak is the delegate who requested the caucus. Then the second speaker is the delegate who seconded the motion. The moderator gives the word to another delegate only when the last speaker has finished.)

When the time is over.

Moderator: Delegates the time for the moderated caucus has expired. The floor is open. Are there any points or motions on the floor?

G. Opening a Simple Caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open a simple caucus.

Moderator: For how long?

(The standard time for a simple caucus is 10 minutes. However the president decides the appropriate time.)

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?



If the motion passes.

Moderator: The motion clearly passes. We are now in a simple caucus.

President: Delegates the chair reminds you the official language is English. Observers please leave the room until the Simple Caucus ends.

If the motion does not pass.

Moderator: The motion didn't pass. Sorry delegate.

H. Simple Caucus.

During the simple caucus, delegates are free to stand up (but not to leave the room) to speak and negotiate with other delegations. They must speak in English.

When the time is over.

Moderator: Delegates the time for the simple caucus has expired, please return to your seats. Delegates come to order. The floor is open. Are there any points or motions on the floor?

I. Extending the time of the Moderated/Simple Caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To extend the time of the moderated/simple caucus.

Moderator: For how long?

Even though the delegate can choose freely the length of the extension, it always has to be less than the original time for the moderated/simple caucus.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?



Moderator: Votes against?

Moderator: Abstentions?

If the motion passes.

Moderator: The motion clearly passes.

If the motion does not pass.

Moderator: The motion didn't pass. Sorry delegate.

J. Extraordinary Sessions of Questions.

After a delegate has spoken in the Speaker's List the other delegates have the right of asking questions. The number of questions is decided by the Chair.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To open an extraordinary session of ___ questions to the delegation of _____.

Moderator: Yes delegate, you are in order. Who seconds the motion?

Moderator: Delegation of _____ seconds the motion. Delegation who wants to make the third question? *(If exist)*

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes.

Moderator: Delegate do you accept the questions?

If the delegate does not accept (This can only happen twice, a delegate cannot refuse a third session of questions)



If the delegate accepts.

Moderator: Delegate of _____ please establish.

(Before that, the moderator requests to the delegation who accepted the time to come to the front)

If the delegate does not accept.

Moderator: Sorry delegate, the delegate of _____ didn't accept.

Here, delegates can make a point of Personal Privilege to make a brief preamble. Also, the first delegate to make a question can establish a follow-up.

K. Motion to introduce the Working Papers.

After several caucuses, delegates will get to (at least) one Possible Working Paper. These documents must have 5 ideas at least and they must be signed by a third part of the committee. If the Possible Working Paper is valid, the president will sign it and recognize it.

Working papers will be numbered in the order they are received. The letter depends on the topic the committee is discussing: Topic A: Working Paper A1, A2, etc.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To introduce the working papers.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?



If the motion passes.

President: Delegates, the Chair has received a Possible Working Paper and has approved it. From now on, it should be referred to as Working Paper A1.

If the motion did not pass.

Moderator: Sorry delegates, the motion did not pass.

L. Motion to Read the Working Papers.

President: Delegates the chair recommends a motion to read the working papers.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To read the working papers.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

I. Reading the Working Papers.

Here, two delegations will pass to the front and will read their working papers, if other delegations want to read the working papers, there will be a poll done. Once it is finished, an extraordinary session of questions is opened so doubts can be solved.

President: Delegates who want to read the working paper A1, please raise your placards, Thanks delegate of _____.

President: Delegates who want to read the working paper A2, please raise your placards, Thanks delegate of _____.



President: Delegations who will read the working paper A1, please come to the front.

President: Delegates, remember you have to read exactly the words written in the Working Paper without adding anything else. If the chair sees that you changed a word from the Working Paper you will receive a warning.

When the working paper was read

President: Delegates in this moment will be an undefined session of questions to can resolve any aspect of the working paper.

If there exists a question

President: Delegation of _____.

If there no exists.

President: Thank you delegates, you may be sited.

President: Delegations who will read the working paper A2, please come to the front.

President: Delegates, remember you have to read exactly the words written in the Working Paper without adding anything else. If the chair sees that you changed a word from the Working Paper you will receive a warning.

When the working paper was read

President: Delegates in this moment there will be an undefined session of questions to can resolve any aspect of the working paper.

President: Delegation of _____.

After the undefined session of questions has finished

President: Delegates you may be sited.

M. Draft Resolutions.

When the president notices that the committee is ready to begin a Draft Resolution, he/she will end the undefined motion. Normally, this would be followed by a Simple Caucus to create a Draft Resolution. These should include perambulatory phrases, operative phrases and should be written in computer if possible.



If the Chair receives a Draft Resolution, it should call the Secretariat so that they read it. If corrections are needed, delegates will make them.

If the Draft Resolution is approved, the Chair recognizes it as Draft Resolution A1, A2, etc. A motion to introduce it is suggested (see L. Introducing Working Papers, it is the same process).

O. Voting process.

Secretariat: Delegates the only motion that will be in order is to open the Voting process.

Secretariat: Delegates, the floor is open. Are there any points or motions on the floor?

Secretariat: Delegation of _____.

Delegate: Motion of procedure.

Secretariat: Establish.

Delegate: To open the voting process.

Secretariat: Yes delegate, you are in order, who seconds the motion?

Secretariat: Delegation of _____ seconds the motion.

Secretariat: Votes in favor?

Secretariat: Votes against?

Secretariat: Abstentions?

Secretariat: Delegates in this moment I will start the voting process for draft resolution A1

Moderator: Delegates who do not vote, please come with me.

The moderator leaves the room with the non-voting countries.

Secretariat: There will be three rounds. In the first two rounds you can vote in favor, against, in favor with right of explanation, against with right of explanation, abstention. You can only establish a right of explanation in one of these first two rounds. In the last



round you can only vote in favor or against. The delegates who vote with right of explanation, will come to the front and explain why they voted in favor or against. For the Draft Resolution to become a Resolution Paper, it has to be approved by two third parts of the committee.

Secretariat: Delegates, we will now proceed to the third and final round of voting for Draft Resolution A1.

Secretariat: Delegate of _____. How do you establish your vote?

Delegates that choose right of explanation is chosen, the delegates will explain why they voted in favor or against in front of the committee once all delegations have voted.

Secretariat: Delegate of _____ (first delegate in alphabetical order), please come in front and establish your right of explanation.

(The process is repeated in the second round).

Third round

Secretariat: Delegate of _____. How do you establish your vote? In favor or against.

If the resolution passes

Secretariat: Delegates, with ___ votes in favor and ___ against, the Resolution Paper Passes. Congratulations, delegates. We have a Resolution Paper.

If the resolution does not pass.

Secretariat: Sorry, delegates the resolution did not pass. You must to get in agreement to have a Resolution Paper.

P. Closing the Session.

President: Delegates the chair recommends a motion to close the session.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.



Delegate: To close the session.

Moderator: Yes delegate, you are in order, who seconds the motion?

Moderator: Delegation of _____ seconds the motion.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

President: Delegates, the session is closed.

Q. Right of Reply.

The Right of Reply must to be solicited by a message to the chair.

President: Delegates, the chair has taken a right of reply from the delegation of _____ to the delegation of _____. *(Establish the arguments)* Delegate of _ *(Offender Delegation)* _ please come to the front and apologize to the delegation of _ *(Complainer Delegation)* _. If the Chair recognizes sarcasm tone in the apology or says something else, you will receive a warning.

When the delegates finish.

President: Delegate of _ *(Complainer Delegation)* _. Do you accept the apology?

If the delegation accepts.

President: Thank you delegate.

If not

President: Sorry delegate of _ *(Offender Delegation)* _, the delegate of _ *(Complainer Delegation)* _ didn't accept your apology. _ *(Offender Delegation)* _ you have received a warning.

R. Parliamentary inquiry

A Point of Parliamentary Inquiry is made in order to ask the Chair a question regarding the rules of procedure. It can not interrupt any other delegate when he /she is speaking.



Moderator: Delegates, the floor is open. Are there any points or motions that you would like to establish?

Moderator: Delegation of _____.

Delegate: Point of Parliamentary Inquiry.

Moderator: Establish.

Delegate: _____. *(The specific cases in which a Point of Parliamentary Inquiry can be established are shown in the Delegate's Handbook).*

S. Point of order

A point of order is used when a delegate believes the Chair or another delegate has made an error in the running of the debate. The Delegate should only specify the errors they believe were made in the formal committee procedure, and may not address the topic being discussed.

This Point can interrupt to any other delegate.

During the debate

Moderator: Delegation of _____.

Delegate: Point of Order.

Moderator: Establish.

Delegate: _____. *(The specific cases in which a Point of Order can be established are shown in the Manual of the Delegate's Handbook).*

MOTIONS:

- To open a session
- To close a session
- To choose a topic
- To open the speaker's list
- To open a moderated caucus



- To open a simple caucus
- To extend the time of _____
- To make an extraordinary session of questions
- To introduce working paper
- To read working papers
- To Introduce draft resolution

POINTS:

- Point of order
- Point of personal privilege
- Point of parliamentary Inquiry

RIGHTS:

- Right of reply

