

Code of Conduct & Delegates Handbook

Anáhuac Querétaro

Model of the United Nations Conference



Foreword by the Secretariat

Delegates,

It is our pleasure to welcome you to the First Edition of the Anáhuac Querétaro Model of the United Nations Conference. Throughout the following three days, you will have the opportunity to discuss some of the world's most relevant affairs, and touch shoulders with knowledgeable, competent, and resilient individuals. Needless to mention, the Secretariat counts on every one of you to strive for a noteworthy participation in this event.

The objective of this Model is to introduce students to a globalized environment, where they can develop abilities such as public speaking, research skills, problem-solving, and negotiation; as well as the faculty to work with individuals that do not share the same ideals. The essence of this Conference is to ensure that all participants recognize that it is only through individual actions and tolerance, that we can make the world a more prosperous, inclusive, and fairer place.

Students are expected to fully understand the topic of their committee in advance of the beginning of the first session and to be familiar with the possible standpoints of their fellow delegates. Having the internet at their disposal, we encourage delegates to discern between useful and invaluable data; the ability to research and convey information is key to ensuring outstanding participations during the debate. Moreover, bear in mind that Models of the United Nations also serve as a social gathering for people that embrace change; use this as an opportunity to expand your network and create meaningful relationships that will outlast this Model.

We are confident that every one of you will have an excellent performance at this Conference, and we will be delighted to provide you with guidance over the coming days.

Without further ado, we hereby present the Code of Conduct and Delegate's Handbook.

Our best regards,

I. General structure

Article I. On the Secretariat. The Secretariat is consolidated by the people in charge of organizing and coordinating the development of the Anáhuac Querétaro Model of the United Nations Conference (which will be referred to as AQMUN). Its official members are:

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|-------------------------|------------------------------|
| a) Secretary-General | d) Protocol Secretariat |
| b) Subsecretary General | e) Communication Secretariat |
| c) Academic Secretariat | f) Logistics Secretariat |

Article II. On Committee Structure. A Committee is a group of delegates, each representing a country or organism, that is set to discuss the optimal solution for national or international quandaries. Instinctively, the nature of the committee defines the range of topics that are discussed within. On these grounds, each topic was carefully selected to pose a challenge to delegates and to incentivize the flow of new ideas. As previously established, the goal of the Committee is to reach a settlement among students to deliver a viable solution for every subject on the agenda.

The committee staff is formed by:

- 1) The President
- 2) The Moderator

Committee's President

The direct authority of the Committee is the President, which serves as a representative of the Secretary-General. Therefore, the President has the last word regarding decisions about the Rules of Procedure and it is their responsibility to supervise that the protocol is followed correctly.

Moderator

The Moderator (or Chair) is the individual responsible for guiding the Delegates in the discussion, accord the right to speak, announce decisions, rule on points of order, and enforce the observance of these rules. The Moderator may temporarily transfer his duties to another member of the Committee staff. In some instances, the staff might suggest a course of action if they believe that Delegates are discussing affairs beyond the scope of the Committee.

Keeping in mind that everyone has to ensure that the protocol is being followed, Delegates have the right to object through a Point of Order if, in their judgement, they perceive that the Moderator has made a mistake regarding the Rules of Procedure.

II. Diplomacy and language

Article I. On the use of personal pronouns. Noting that delegates are representing a country or organization, they should always express themselves in third person. Consequently, delegates should desist from using personal pronouns in first and second person. The list below contains examples that illustrate the correct approach to structuring a statement.

- The Representative of – followed by the name of the State Member
- The Delegate of – followed by the name of the State Member
- This Delegation

Article II. On the Use of language. The AQMUN Secretariat strongly disapproves the use of the following words in written and/or spoken language:

- | | |
|------------------|--------------------------------------|
| g) War | l) Bomb |
| h) Murder / kill | m) First world / third world country |
| i) Money | n) Rape |
| j) Invasion | o) Terrorism |
| k) OK | |

The correct use of the English language is an important part of the Delegate's performance at this Conference. Hence, the use of any forbidden words or variations thereof will be penalized accordingly, and Delegates that incur are at risk of receiving a warning. Vulgar words will not be tolerated and will be penalized immediately.

Article III. On Body Language. Delegates are expected to maintain a diplomatic posture at all times and should gesticulate in a natural and respectful manner. As such, direct eye contact is not appropriate, and depending on the context might be deemed as undiplomatic behavior.

III. Warnings

Article I. On the purpose of warnings. Warnings serve as formal sanctions towards Delegates that have violated the behavioral guidelines established in this Code of Conduct. This type of penalization intends to promote a positive, respectful, and meaningful interaction between Delegates.

Article II. On the concession of warnings. Warnings can only be granted by the President of the committee or active members of the AQMUN Secretariat, by any of the following reasons:

- a) Academic dishonesty.
- b) Disrespectful or hostile behavior towards other individuals.
- c) Internet usage inside the committee.
- d) Lack of diplomacy and misuse of the English language.
- e) Late arrival to any session
- f) Refusal to answer a question that had been accepted beforehand.
- g) Refusal to comply with orders given by the President of the committee.
- h) Use of forbidden terms.
- i) Violation of the dress code.

Article III. On the consequences of a warning. Active participants of the AQMUN must regard the first warning as a cautionary measure: I.e., Delegates that have been penalized only once, are still eligible for any awards in this Conference and no further action will be taken. Nevertheless, after the second warning is given, the student must leave the ongoing debate, with the option of staying inside the committee as an observer. In the event of a third warning being granted, the individual will be expelled from the Model and thus become ineligible for any award.

Article IV. On extraordinary cases. The AQMUN Secretariat has the right to grant a warning if they consider it to be suitable to the context and provide an adequate justification.

Article V. On academic dishonesty. Any of the following cases will be considered Academic dishonesty:

- a) Dissemination of inaccurate data in the Position Paper.
- b) Poor citation practices in official documents.
- c) Usage of a Working Paper created (or worked on) outside an unmoderated debate.

Article VI. On integrity. Any member of the Anáhuac Community that incurs in a violation of the Code of Conduct shall also be judged by the official rulebook of said institution.

IV. Awards

Article I. As the Secretariat acknowledges the hard work that delegates do in preparation and during the AQMUN, students with outstanding contributions to the flow of the debate will be recipients for an award. Thus, three individuals of each committee will be granted one of the following mentions:

- a) Best Delegate
- b) Excellent Delegate
- c) Honorable Delegate

Article 2. Rewarded individuals shall be chosen and agreed upon by the Chair and President of each committee. The following criteria will be used when determining the awards:

- Knowledge and representation of the Nation's interests and policies.
- Knowledge and understanding of the Committee's topics.
- The quality of the position papers.
- Ability to work with other delegates.
- Ability to develop and articulate pragmatic and acceptable solutions.
- Ability to persuade other delegates about the desirability and feasibility of policies and solutions.
- Skills and effectiveness in debate, caucusing and resolution writing.