



OFFICIAL PROTOCOL - SECURITY COUNCIL
SM-MUN2020
SAN MIGUEL'S MODEL OF UNITED NATIONS



OFFICIAL PROTOCOL SM-MUN 2020

SECURITY COUNCIL

CHAPTER I

GENERAL DISPOSITION

- 1. Legality.** - These procedural rules are unique, except for what is established by the Organizing Committee in the development of the event. They will be applied in the United Nations Models in Bolivia under the virtual modality. No other rules will apply and any unspecified situation will be supervised by CINU.
- 2. Language.** - English will be the official language of this forum.
- 3. Delegations.** - Each member country must be represented by a delegate with the right to one vote, some delegations will be represented by a maximum of two delegates.
- 4. Participation of non-member delegations.** - Representatives of delegations accredited as observers have the same rights as delegations that are members, except for voting on Resolutions and Amendments. For example, observers may address the forum, propose and second motions, but may not vote for a Resolution or Amendment and their participation must be previously approved in writing by the committee chair.
- 5. User ID.** - Each participant in the event must register the name of their respective representation as a delegation or, failing that, if the participant is an administrative member of the event, the respective position. If the platform allows the ID to be visually supplemented, the delegations must configure it to contain the respective official flag of their country.
- 6. Plaquette.** - It is a work tool that helps in the identification of the delegations present and its use allows order in the development of the forum through the request of the different motions. Within the virtual mode, this physical card is replaced in an operative way, thus enabling the messaging or interactions of the platform that is used for this function, so the request to use it is subject to this criterion.



CHAPTER TWO

MODEL AUTHORITIES AND THEIR ATTRIBUTIONS

7. Professor / Professor Advisor: He is the main person (accredited by the institution) responsible for supervising and coordinating the academic and organizational work for the realization of a model, he is the main point of contact and makes the last decisions.

8. Secretariat.- The secretariat is the highest decision-making body within the model. It will interpret these regulations and decide on matters not provided for therein. It is composed of the following hierarchical order:

- **Secretary General.** He is the highest authority of the drill, who makes decisions during its development in protocol and organizational aspects. He is in charge of preparing the list of forums, topics, delegations, session schedules with the collaboration of the Table Authorities and requests for requests to the Undersecretariat.
- **Undersecretary General:** This is the person in charge of supervising the administrative aspects of the model. He is in charge of coordinating the logistical and economic work to respond to the Secretary's requirements, prepare reports, organize teams and supervise the administrative work.
- **Deputy Secretary:** He is in charge of ensuring that everything is in place, on time and as requested, is in charge of three managers who contribute in terms of dissemination, materials and support.
- **Organizational Secretary:** This is the person who manages the event's communication channels, writes letters, designs communication strategies, responds to messages and makes internal and external communication fluid and efficient.
- **Administrative Secretary:** It is the person who keeps the accounts of the Model, makes budgets, safeguards the funds and makes the authorized payments.
- **Secretary (a) Logistics:** It is the person who must ensure the digital materials and tools in the organization and during the event, is in charge of carrying out the steps to adapt the digital platform to be used.

9. Authorities of each committee. - Each forum / committee has a Board of Directors made up of President, Moderator, and Conference Officer. The highest authority in each committee will be exercised by the President, subject to these rules of procedure and his decision is final.



President.- Will declare the session open or closed and may propose the adoption of procedures to which there is no significant objection, it is also the authority responsible for carrying out the evaluation process of the delegates in coordination with the moderator and the official of conferences.

Moderator.- Has the task of directing the debate, giving the floor to the speakers and making the discussions fluid and effective, assisting the president in the evaluation process. The Moderator can delegate his functions to any member of the Board of Directors.

The Secretariat will have the task of helping the President and Moderator for the proper functioning of the debates. The Secretariat may advise delegates on the possible course of the discussions.

10. Speeches by the Secretariat.- Any member of the established Authorities, or accredited Authority, can address the committee at any time.

CHAPTER III

RULES OF PROCEDURE

11. Quorum.- For the debate to begin, the President will declare the committee open and allow the debate to continue when at least one third of the delegates are present. The presence of the majority of the members (half plus one) is required to vote on any Amendment or Resolution.

12. Courtesy.- All delegates must show courtesy towards the Board of Directors, towards the other delegates and any member of the Secretariat. The Board will admonish any delegate who does not comply with this rule. When a delegate accumulates two warnings in a session, he will have to leave the room and will not be able to attend the next session. Upon accumulating three warnings during the Model, your participation in it will be canceled. The Table can admonish any delegate who does not present the attitude that corresponds to him within the forum.

13. Visibility.- The delegations present have the obligation to maintain a constant video connection during the development of all the sessions, the breach of this criterion is sanctioned with a direct warning, except for certain exceptions due to the application of an authorized personal point of privilege by Mesa.

14. Agenda.- The first action will be to establish the order of the agenda. For this: Delegates must propose a motion to start the debate. In the case of there being more than one topic, the opening of one of them must be proposed in the first instance and this motion will be



put to a vote, in case the Board of Directors requests an explanation on why, it will be requested from the delegates proponents. Once approved by a majority, the topic to be debated is established. The debate will conclude when a resolution on the matter has been approved. In the exceptional case that an agreement is not reached for a Resolution of the topic under discussion, a list of one speaker in favor and one against will be opened to close the debate. A determined majority of (2/3 parts) is required to close the matter in question and close the session. In the event of an emergency (crisis situation), the Board will establish it as an emerging priority issue.

15. Speaker time.- The Table will determine the time of the speeches of the speakers. The minimum time limit will be 1 minute and the maximum 5 minutes. When the speaker exceeds his time, the Moderator will give him a verbal warning immediately.

16. Debate.- After the agenda has been determined and there is a speaking time, a list of speakers will be immediately opened for the general debate.

17. Speaker's List - There will always be an open speaker's list for the topic under discussion. It will be opened immediately after the agenda is set. A delegate who has been given the floor may speak only on the topic in question. The list will not be followed when another list is opened to discuss Amendments or Resolutions. A country may add its name to the list of speakers provided that it is not previously included on the list, that is, it may only appear once, by sending a written request to the Bureau. This list will be available to the entire committee.

18. Speeches: No delegate may address the forum without the authorization of the Bureau. The Moderator shall give the floor according to the order of the list of speakers and attention shall be drawn to any delegate who, in speaking, does not refer to the subject under discussion.

19. Allocation of time: When a delegate has finished speaking and has not made full use of the established speaking time, this time shall automatically be allocated to the table, which shall determine its use. The table may assign it to comments or continue with the list of speakers.

20. Comments: The Moderator may authorize two delegates to comment for 30 seconds on the content of the speech immediately preceding this determination. This is in case the speaker has not fully utilized the speaker's time allocated to his/her participation in his/her speech.



21. Question session - When a delegate has concluded his/her speech and informs the Bureau that he/she has finished speaking, regardless of the amount of time remaining, the Bureau may open the forum for delegations to open a question session. To this end, a delegate must request the opening of a question session, indicating the number of questions to be asked, which must be a minimum of two and a maximum of five, the first of which is granted to the delegate who made the proposal and the others to other delegates who wish to ask. If the delegations' intentions to ask questions are less or more than the number proposed, the Bureau will decide on the order, the number of questions and the delegations that will ask them, and its decision is final. The questions should be focused on the speech of the speaker present, or on dispelling doubts about the topic, depending on the position of the delegate who is speaking. It will not be necessary to request a preamble if the question has an introduction, and the Bureau will always consult the delegation asking the question to see if it agrees. Questions may be answered directly or in writing.

It is possible to open a second session of questions by means of a motion once the first one with the same procedural characteristics has been concluded. However, this motion must at least count two and may not have a number of questions equal to or greater than the first session.

Delegations may ask questions in writing without the need to propose a specific motion. These questions will only be valid if they are sent to the desk officer assigned to record this information and for corroboration of content, this desk officer will have the task of forwarding the message to the final recipient.

22. Communication through messaging - Through this means of communication the request for different points is made, which can be classified according to the recipient of the message and the form.

o Specific points - Messages to the table for the request of treatment of specific points, these can be sent to the messaging tray of the forum which does not imply that the message is for the forum, likewise can be sent directly to the person responsible for the table of the administration of messaging, in both cases the table must give a response. This criterion is considered for the points of parliamentary information, personal privilege, order, appeal to the moderator's decision and right of reply.

23. Point of Personal Privilege: When a delegate experiences an inconvenience that prevents him/her from fully participating in the debate, he/she can request a Point of Personal Privilege to have that inconvenience corrected. This procedure in the virtual mode



must be done through a messenger to the forum or to the person responsible for the table. The Bureau shall have the power to warn any delegate who uses this point arbitrarily. It is recommended that this point be used with the utmost discretion.

24. Point of Order: During the discussion of any topic, a delegate may request a Point of Order to indicate that the procedure being followed is incorrect. The Table must immediately decide if the Point of Order is correct based on these rules (in case there is indeed an anomaly with the procedure). The Moderator may consider this point of order out of order when it is late. Such a decision shall be final. This point must also be sent in writing by courier to the forum or to the person responsible for the table, and must be written coherently and correctly for it to be accepted.

25. Parliamentary Information Point - While the forum is open, a delegate may request a Parliamentary Information Point by courier to ask the Bureau a question about the procedure to be followed. Questions related to the topics will be asked to the Secretariat during the caucuses.

26. Appealing the moderator's decision - Any decision of the Bureau, with the exception of those issues which are explicitly not appealable according to these rules, can be immediately appealed by a delegate, this request to be made by messenger. The Table may speak briefly in favor of its decision. A two-thirds majority is required to change the decision.

27. Right of Reply - A delegate whose personal integrity or national honor has been questioned by another delegate may request a Right of Reply, which is sent in writing to the Table via the messenger's tray, justifying the use of this item. The Table will announce its decision, which will be unappealable. If it is in order, only an acknowledgement with a brief explanation to the delegates by the Table about the offense will proceed. A Right of Reply over another Right of Reply is out of order. If the offence is serious, the delegate responsible for the offence shall be reprimanded immediately. This decision shall be final.

28. Moderate Caucus - A delegate may propose a moderate caucus at any time before the closure of the debate and while the forum is open. The motion for this caucus must be put to a vote, requiring a simple majority to be accepted, it will only be in order if it was advanced with more than half of the list of speakers. The person responsible for the motion shall specify the time limit and its purpose; the time cannot be less than 5 minutes nor more than 30 minutes. The Table may declare this motion out of order and is not subject to appeal. The time may be extended when the forum is open by a maximum of 10 minutes, for which the motion must be accepted and voted upon. Up to two Moderate Caucuses may be opened before a Free Caucus, with the exception that the second may not be extended



in time. A Moderate Caucus consists of the Moderator giving the floor to the delegates during the time of the caucus as requested by the delegates. Speeches should be brief to allow time for other speeches, direct questions and comments can be made. Registered questions should be answered during caucus time without the need for immediacy.

29. Free Caucus - A motion to propose a free caucus may be submitted as long as the forum is open. The delegate responsible for the motion should establish the time and purpose of the caucus. The motion must be seconded and voted on by the committee. The minimum time of this caucus is 10 minutes and maximum 40 minutes, being able to extend in maximum 15 minutes. The opening of a second free caucus will be in order when the Table considers it pertinent and has concluded with the list of speakers, this caucus cannot be longer than 20 minutes without the possibility of extension. The free caucus is the space in which delegations draft resolutions, and therefore opens up a flexible space for dialogue in which there is no specific protocol language. However, the virtual caucus provides for a procedural order, and delegations must maintain their composure and limit themselves to working only on the topic in question.

30. Preliminary draft resolution rooms - Once the time period of the free caucus has been defined, the number of preliminary draft resolutions to be carried out must be established, in order to enable the number of independent rooms or maintain the use of the room in force.

31. Worksheets - A worksheet is an unofficial document that contains ideas for the solution of a problem without having a specific format. It does not require the signature of any delegate, only the President's signature. In order to be presented, the delegate responsible must propose a motion to analyze or present it. When it is seconded, only the Worksheet will be read. It will be out of order to refer to the content of a Work Sheet if it has not been presented in the forum.

32. Working procedure for preliminary draft resolutions - Once the preliminary draft resolution room has been defined and enabled, an order of participation shall be defined, which shall be administered by an authority of the Forum, and a delegation shall be appointed to be responsible for the transcription of the points that are included in the official document. The delegations according to the order of participations express the points that they consider relevant for the construction of the document, these participations are for only one time and cannot extend to more than two minutes. Once the participation stage is concluded, the official draft is established. Each delegation in its turn contributes an introductory phrase, which can be questioned by three delegations that



present observations for their feedback, Once this procedure has been concluded, the introductory phrase is submitted to a vote; if a simple majority is reached, it is added to the official document; otherwise, it is discarded. In both scenarios, the next delegate carries out the same procedure; once the introductory part is concluded, the operational part is drafted under the same modality.

33. Resolutions: All Resolutions must contain solutions to the problem being discussed and must be presented while the forum is open. In order for a Resolution to be presented to the forum, one third (1/3) of the members present must sign it and their signatures must reflect the presence of at least two permanent members of the Security Council. Signing a Resolution does not imply support for it, but only acceptance of its discussion. The signatory has no further rights or obligations. A committee can only approve one Resolution per issue. These Resolutions must be in the official format and the President can declare them out of order and refrain from signing them if he considers that they do not contain the established format or do not follow the objectives set out in the committee. Amendments may be made to them following the necessary procedure.

34. Submission of Resolutions: No written Resolution before the model may be submitted for discussion. A Resolution may be presented only when a majority of the speakers have presented their point of view. A Resolution may not be discussed until it contains the signature of the Chair, the appropriate number of signatures, and is subsequently available to all delegates. After the Resolution has been tabled, only questions on the wording will be allowed, not on the content; and the list of speakers will be continued at the end. A Resolution remains in the forum as long as the issue to which it refers is still under discussion and is not voted on.

It is allowed to have more than one Resolution in the forum at the same time. Delegates accredited as observers may submit and sign resolutions.

35. Faculty: A motion of Faculty is in order to discuss the competence of the committee on a Resolution or Amendment, provided that it applies immediately after such Resolution or Amendment is submitted. The Board shall decide whether the committee is competent to discuss the Resolution or Amendment and shall specify the procedure to be followed.

36. Amendments: Only one Amendment may be introduced while a Resolution is being discussed. Any Resolution may be amended. An Amendment may not be submitted to Amendments. Any Amendment must be in writing and approved by the President. Before being considered in the forum, Amendments require one-fifth (1/5) of the signatures of the delegates present. Amendments are submitted when the forum is open and before the



Resolution is voted on. Any Amendment that refers to solutions that have not yet been presented or that are not relevant to the issue, will be Out of Order, and the decision of the President will be final. When an Amendment is proposed while the forum is open, general discussion of the issue is suspended. A list of speakers with three For, three Against and three About the Amendment is opened and voted on immediately. Once the Amendment has been voted on, the general debate will continue. A simple majority is required for the Amendment to pass. Delegates accredited as observers have the right to introduce and sign Amendments.

37. Voting: Each nation present in the forum is entitled to one vote, which it may use in three different ways: FOR, AGAINST or ABSTINCT. Members present and voting" are defined as the delegates who voted for or against. Those abstaining from voting are not counted for the total, including when voting by roll call. A simple majority, (half plus one of the members present and voting), shall be required for a motion to pass, except as indicated. Messaging or interaction" votes shall be cast whenever a roll call vote is not proposed. When the vote is for a Resolution or Amendment, non-member delegations may not vote. Only permanent members of the Security Council may veto a resolution or amendment in this forum.

38. Closure of the debate for the vote on a resolution - For the vote on a resolution it is necessary to close the General Debate. The President shall decide if the motion is in order and his decision is final. Two speakers against shall be recognized and the motion shall be put to a roll call vote which shall pass with two thirds (2/3); otherwise the list of speakers shall be continued.

39. Procedure for voting by list: Once the debate has been closed, a vote shall be taken by list. No other type of voting is permitted for Resolutions. In a Roll Call, the Secretary shall call the roll in alphabetical order, starting with a Nation chosen at random and using the following procedure: In the first round, delegates may vote in favour, against, abstain or (if not sure of their decision) may pass and then cast their vote in the second round. They may ask the Board for an explanation, which consists in presenting to the forum before the 3rd round the reason for their vote. In the 2nd round, the delegates who passed must cast their vote, either in favor, against or abstain. At the end of the 2nd round, each delegate who has requested an explanation will be heard. When a delegate passes to explain his/her vote, he/she must provide arguments not previously mentioned by another delegate. When a delegate hears previously the point of view that he was going to mention, he must say when his turn comes: "The point of view of my country has been previously stated by the delegate of (country)". The time limit is 30 seconds. In the 3rd round, the Secretary will invite all delegates to reconsider their vote. Those who wish to change their vote may do so through



the messaging or interaction tray, no matter what their previous vote was. In this round you are only allowed to vote for or against and the result of your vote is decisive.

40. Reconsideration: A Motion for Reconsideration shall be in order after a Resolution or Amendment has been voted upon. Such Reconsideration shall be made by a delegate who voted with the majority. This motion must be seconded and voted upon. It will be accepted by a simple majority vote and a list of two speakers will be opened to speak against it.

41. Adjournment - To adjourn, the forum must be open. A delegate may move to adjourn (suspend all committee functions until the next session) at the designated time. This motion is applicable to general breaks and to the suspension of the day's activities. A simple majority is required for this motion to pass. The Board may declare this motion Out of Order and its decision is final.

42. Closing of the session: This motion is applicable only to the last session. The President may declare this motion Out of Order and its decision shall be final. For the final closure (suspension of all committee functions for the remainder of the simulation) it is necessary that the forum be open and the corresponding vote will be taken and passed with a simple majority.

CHAPTER IV

PENALTIES

43. Verbal warnings, reprimands and admonitions: The chair may issue a warning to any delegate or teacher who shows disrespect during the session or who subsequently fails to comply with any article of the protocol. His or her decision may be appealed, but not that of the chair. When a delegate accumulates two warnings, he or she will be credited with one warning and when he or she accumulates three warnings, he or she will be admonished. The chairperson or moderator may also issue a direct warning or call a delegate's attention to a serious breach of protocol.

If a delegate receives two warnings at the same meeting, he/she must leave the room immediately. If the delegate accumulates three warnings during the entire time of the model, his/her participation in the simulation will be cancelled.

Verbal warnings do not represent a score reduction, however their accumulation implies their conversion into a call for attention, calls for attention imply a reduction of five points each and in the case of warnings these reduce the score by fifteen points each. Each one of these sanctions that imply the reduction of score either directly or in a cumulative manner



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must be considered over the final score of the delegations that are thus creditors of the same.

Inappropriate use of Internet access may be sanctioned according to the criteria previously described. It must be taken into account that the actions of the delegations that are a consequence of technical failures (bad internet connection and its derivations among others) such as video and audio failures, bandwidth reduction among others, are not sanctioned with any respective score reduction, unless they are recidivist and/or on purpose. Each delegation and authority must take the corresponding provisions on this point.