

RULES OF PROCEDURE AND ORGANIZATIVE ASPECTS

TITLE I. GENERAL REGULATIONS

CHAPTER I. APPLICABLE NORM AND LEGALITY

Article 1: The following procedures are mandatory for all participants at the Model of United Nations. They regulate the behavior that all participants should follow, as well as the procedures during the work sessions and other matters of interest.

Article 2: The Rules of Procedures is the main document of the work sessions, except for the modifications proposed by the Secretariat, on extraordinary circumstances, during the Event, approved by at least two members of the extended composition of the Work Group of the United Nations Cuban Association (ACNU) for the Coordination of the Models of United Nations.

CHAPTER II. LANGUAGE

Article 3: Spanish is the official language of the Model. Also, committees can be convoked on the rest of the official languages of the United Nations.

CHAPTER III. ATTIRE

Article 4: Formal attire is required to enter the committees. Men will wear suits, or suit pants and long-sleeve shirts. Women will dress formally: suits, dress, skirt or formal pants. Men and women might also wear traditional costumes of the countries they represent.

CHAPTER IV. RULES OF CONDUCT

Article 5: It is mandatory for all delegates to be duly accredited to the Secretariat.

Article 6: It is mandatory for all delegates to constantly bear their credential in a visible spot.

Article 7: During the activities of the Model, delegates will be strictly formal and respectful in their relations with one another and with the members of the Secretariat and Presidency. Teachers, observers or other guests attending the activities will also respect formality in their interactions with the authorities of the Model.

Article 8: Direct communication among delegations is permitted only if there is no interference during the debates.

No representatives may use the word without the prior permission of the Presidency, except in the case provided in the previous article and once procedures of the articles 58, 59, 60 and 61 are approved.

Article 9: Delegates will be able to leave the work session, delivering the placard to the Presidency before.

Article 10: The schedules set by the Secretariat of the Model shall be respected.

Article 11: The use of electrical devices is permitted. It can be suspended by discretion of the Presidency.

Article 12: Contact between professors or observers and delegates during the work sessions will not be permitted.

Article 13: Delegates and professors shall be present at the Model's venues for all programmed events.

Article 14: Delegates will not be allowed to eat, drink or smoke inside the installations where the Model is been developed, except in the facilities intended to this effect.

Article 15: Any damage to the property of the Model is strictly forbidden, including the facilities and implements facilitated to the delegations for the development of the work sessions, as well as affecting the hygiene of the venues.

CHAPTER V. INSTITUTIONAL DELEGATIONS

Article 16: Institutional delegations will be considered to those groups of participants that are from institutions not set in the city that the Model takes place in. Such delegations will count on a Chief that will be responsible for the previous preparation, participation and discipline of the delegates, and any other matter related to the Model.

CHAPTER VI. DELEGATIONS BY COUNTRY

Article 17: During the committee work sessions, a country can be represented by more than one Delegate. In this case, they will be recognized as the delegation of such country.

Article 18: To refer to the represented delegation, the terms "Member State", "Representation" or "Delegation" could be used. Its members will be called "Mr./Ms. Delegate" or "Mr./Ms. Representative" or in another respectful and protocol manner.

Article 19: Representative of those States which are not full members of the United Nations or the modeled Committee will be allowed to participate as delegates. Moreover, representatives of organizations that may or may not belong to the United Nations system could be invited to participate as delegates.

CHAPTER VIII. OBSERVERS

Article 20: The observers will be able to attend work sessions, although they will refrain from participating in the debate, unless a contrary voiced decision by the Presidency or the Secretariat of the Model. Observers must obey the established rules of conduct for delegates.

CHAPTER IX. SANCTIONS

Article 21: Infraction on this Rules of Procedure will result in a sanction by the authorities of the Model. Such sanction might be:

- a) Expulsion of the Work Session;
- b) Expulsion of the Model.

Article 22: Delegates will have to abandon the session, prior reiterated warnings, in case of repeated inadequate behavior during the development of the work session, or without prior warning in case of verbal aggression or other faults of the same magnitude.

Article 23: The Presidency will impose the expulsion of the Model in case of physical aggression, the use obscene language or other faults of the same magnitude.

TITLE II. AUTHORITIES OF THE MODEL

CHAPTER I. SECRETARIAT AND SECRETARY-GENERAL

Article 24: The Secretary General is the highest authority of decision and appealing within the Model. It will interpret these regulations and will decide any unforeseen issue in these rules of procedure. It will also function as the highest appeal entity in coordination with the extended composition of the UNCA Work Group for the Coordination of the Model United Nations, exercising the contestation of the appeal.

Article 25: The Secretariat will be able to issue, at any moment, oral or written declarations to the General Assembly, to the Economic and Social Council, to the Human Rights Council, to the Security Council, and to any other committee or body of the United Nations that is being modeled.

Article 26: The faculties of the Secretary-General and its adjuncts are the following:

- a) Publicly represent the Model;
- b) Officially declare open and closed the Model of United Nations;
- c) Moderate the different work sessions of the Model when it is suitable;
- d) Inform to the different organs about the matters that are being addressed in the other committees;
- e) Delegate his functions to another member of the Organizer Committee, if necessary;
- f) Attend press conferences;

g) Arbitrate controversies solicited by the Member States.

CHAPTER II. PRESIDENCY OF THE COMMITTEE

Article 27: The Presidency of each committee, body, or organ of the Model will comprise a President, a vice President, a Secretary, and a room officer. It may also include a rapporteur, and more than one vice-president.

Article 28: The Presidency will see to the enforcement of these regulations and will make them mandatory during the formal work sessions.

Article 29: The President will have the following faculties:

- a) Direct the working session;
- b) Declare the opening and closure of the floor in each work session;
- c) Project the work of the rest of the members of the Presidency and the work sessions;
- d) Inform all delegations the topic of the agenda that will initiate the debate;
- e) Take disciplinary measures in case of violation of the rules of conduct;
- f) Grant the right of speech to those who solicit it, as long as no other delegate is interrupted, unless by a point of order;
- g) Announce decisions to the delegates;
- h) Regulate the maximal time of exposure of the delegations during the debate;
- i) Grant the exercise of the rights of reply and counter reply;
- j) Call, if necessary, upon informal voting;
- k) Interpret the positions of the committees if it is required and might, according to this, make declarations about matters of form or background;
- l) Intervene, if pertinent, in the negotiation process;
- m) Attend press conferences.

Article 30: The vice President's faculties and duties will include:

- a) Replacing the President in case of absence or by designation;
- b) Assisting the President in his/her functions during sessions.

Article 31: The duties of the Rapporteur:

- a) Synthetically describe the characteristics of the formal meeting which took place in committee.
- b) Elaborating the report on the work of the committee at the end of the debate.

Article 32: The Secretary's faculties will include:

- a) Representing the Secretariat General;
- b) Assisting the President and vice President in their functions;
- c) Recording the votes of the delegations;
- d) Be responsible for the list of speakers;

- e) Resolve the inconveniences presented among delegations and facilitate the communication within them and with other committees through written messages, as long as the Presidency allows it;
- f) Coordinate the work of the room officers;
- g) Accomplish other tasks designated by the President or the Secretariat.

Article 33: The room officers' attributions and duties will be to assist the Secretary's functions. The room officers or pages will address any inconveniences that may occur during sessions and will facilitate written communication among delegations, which may be brought to the Secretary's attention if necessary.

Article 34: The decisions made by the Presidency are appealable only to the Secretary-General.

Article 35: To refer to the authorities that moderate the work sessions, the expressions Presidency, Mr. and Mrs. President, Mr. Chairman or in contrary Ms. Chairlady.

CHAPTER III. APPEALING THE RULING OF THE MODERATOR

Article 36: Any of the Presidency's decisions can be appealed immediately by a delegate through the Secretariat by means of a written petition, without prejudice to what article 56 disposes. The Secretary General shall analyze the request in coordination with 2 members of the extended composition of the Work Group of the United Nations Cuban Association (ACNU) for the Coordination of the Models of United Nations. The decision will be pronounced by the Secretary General on the following work session.

TITLE III. WORK SESSIONS

CHAPTER I. QUORUM

Article 37: The President of the committee will declare the floor open when at least 50% of the members present and voting.

CHAPTER II. USE OF THE STAND

Article 38: The delegations will use the stand in order to read their official speech, be submitted to an extraordinary session of questions, when sponsoring a final document project they present it and to exercise their right of reply and counter reply.

CHAPTER III. DEBATE

First Section: General Aspects

Article 39: No representative may address the Committee without having previously obtained the permission of the President. The President shall call upon speakers in the

order in which they signify their desire to speak. The President shall call a speaker to order if his remarks are not relevant to the subject under discussion.

Article 40: The President may limit the time allowed to each speaker and the number of times each representative may speak on any question. When the debate is limited and a speaker exceeds his allowed time, the President shall call him to order without delay.

Article 41: Informal consultations of the work sessions will be open to all those delegations with credentials, except in those occasions in which private sessions are being carried out.

41.1: All decision made in a private session will be announced in the public session, allowing the representatives of states that did not participate in the private session become acquainted with all the possible details of the decision.

Article 42: The representatives of Non Full-Fledged Member States, Non Member states of the United Nations, international organizations credited or Non Member states of a committee that were invited to a work session, may speak having the previous permission of the Presidency.

42.1: Also, they may use points, submit themselves to interpellations and interpellate as well as any other Member State of the United Nations. They will not present or sign any Resolution Projects or Amendments, notwithstanding they can give their position in an informal and not binding manner. Neither do they have a right to vote Project Resolutions, amendments, nor of those points linked directly to these.

Second Section: List of Speakers

Article 43: After the agenda is presented by the Presidency the list of speakers will be established for the development of the general debate.

Article 44: The list of speakers of the topic in discussion will remain opened at all time during the work session until the closure of the debate.
Other list of speakers can be opened when discussing drafts resolutions amendments points of competence, adjournment and closure of the debate.

Article 45: The list of speakers will always remain visible to the Presidency and to the rest of the committee.

Article 46: A country may include itself in the list of speakers, retire and/or reincorporate itself in the list of speakers by sending its petition by writing to the Presidency.

Article 47: The Presidency or the Vice-president may call to order a delegate in case he or she exceeds the time limit established for each procedure in this manual.

Third Section: Official Speech and Interpellations

Article 48: The position of States regarding the topics will be delivered thorough an Official Speech. Such speech will not exceed three minutes.

Article 49: Delegates that are given the word to by the list of speakers may, when finished his/her speech, concede his/her remaining time in any of the following forms:

- a) to other delegation of those included in the list of speakers,
- b) for questions,
- c) to the Presidency.

49.1: When remaining time is conceded to another delegation, this may use it at the moment or addition it to the time corresponding to his/her turn for the official speech, decision that will be announced to the Presidency immediately.

49.2: When remaining time is conceded for questions, according to the amount of remaining time the Presidency shall determine the amount of interpellations in order, which shall be simple and be linked to the content of the speech of the delegate submitted to the questions.

49.3: When remaining time is conceded to the Presidency, this will use it to make clarification regarding the procedures or academic aspects that are being discussed in the session, if not pertinent, the moderator shall continue the course of the work session.

Article 50: Any delegate can solicit an extraordinary session of questions immediately to the delegate that concluded his official speech.

Article 51: The delegate that will be interpellated may agree to the session of questions or not. If the delegate agrees, he or she can accept the number of questions that is esteemed.

Article 52: The delegations that will interpellate may formulate their questions with a brief preamble or make it a simple question. After the answer is heard the delegation that posed the question may establish a subsequent question that must be a simple question.

CHAPTER IV. RIGHT OF REPLY

Article 53: Reply: The President may grant the right of reply to any member if a speech delivered makes it advisable. The delegation will have 2 minutes for the exercise of this right.

Counter reply: The member State, to which the reply is directed, can exercise his right to a counter reply. It will not be in order another right of reply by the delegate that invoked the first right of reply. The delegation will have 1 minute to exercise this right.

53.1: The number of interventions of each delegation in exercise of the right of reply will be limited by 2 per topic.

53.2: The delegation that wishes to exercise their right of reply or counter reply may do so by communicating it in writing to the Presidency.

TITLE IV. PROCEDURAL POINTS

CHAPTER I. GENERAL ASPECTS

Article 54: The procedural points may be used to discuss the correct proceed of the work session, propose an alternative to the regular course of the debate, or may be used to argue the discussion or content of final documents. Presidency will submit to the consideration of the delegations the approval of the solicited point.

54.1: There are three kinds of procedural points regarding the debate:

- a) Adjournment of the debate;
- b) Closure of the debate;
- c) Suspension of the Work Session.

54.2: There are three kinds of procedural points regarding final documents:

- a) No action
- b) Competence
- c) Division of the question

In the case of the points regarding final documents what Title V disposes will be the ruling norms.

CHAPTER II. POINT OF ORDER

Article 55: The point of order is used to question a violation of the procedures and norms of this manual, committed during the work sessions. The representative or delegation that present the question of order cannot treat the substantive matter that is being debated, only the procedural one.

Article 56: During the discussion of any matter, every representative may pose a points of order and the chairman will have to decide immediately with regards to the procedure.

Article 57: All representatives may appeal the decision of the President. The appeal will be submitted immediately to voting and the decision of the President will prevail unless it is revoked by a qualified majority of the present and voting members.

CHAPTER III. POINTS REGARDING THE DEBATE

First Section: Adjournment of the Debate

Article 58: During the discussion of any matter, a representative may move the adjournment of the debate on the item under discussion. With this point the list of speaker will be suspended by the term of the adjournment and will be restarted when this term expires.

Article 59: Two representatives may speak in favor of, and two against, the point, after which the point shall be immediately put to the vote. This procedure requires the favorable vote of the simple majority of the delegates present and voting.

Article 60: The adjournment of the debate will have duration of 30 minutes and can be prolonged for the same period of time; in this case no representative will speak in favor or against, although the rest of the requirements before signified will be mandatory.

Article 61: The petition of the prorogate of the adjournment of the debate may be solicited by written communication to the presidency signed by the more than the 50 per cent of the delegates present in the work session.

Second Section: Closure of the Debate

Article 62: A representative may at any time move the closure of the debate.

Article 63: Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the point shall be immediately put to vote.

Article 64: The point shall be approved by a qualified majority, in which case the President shall declare the closure of the debate.

Third Section: Suspension of the Work Session.

Article 65: During the discussion of any matter, a representative may move the suspension of the work session. Such points shall not be debated but shall be immediately put to the vote.

Article 66: The suspension of the work session suspends all procedures that are being undertaken in order to be restated when a new work session is open.

Article 67: The President may adjourn the session with the approval of a simple majority of the Member States present in the work session.

TITLE V. FINAL DOCUMENTS

CHAPTER I. REQUIREMENTS OF THE FINAL DOCUMENTS

Article 68: The final documents contain the basic decisions or position declarations of the different committees of the Model regarding the topics discussed. It can be resolutions, informs and treaties. The resolutions can include declarations and annex treaties. They can be general or specifically addressed to organisms and countries.

Article 69: Final documents must be divided into two: an introductory part and an operative part. The introductory part will justify the actions to be taken and must refer to the authorizations in the UN charter and other international treaties, previously approved resolutions, as well as the purposes of the text.

Article 70: The operative part will manifest the actions that will be taken and every sentence in it must begin with an infinitive.

Article 71: Declarations in their operative part will refer to the position, concepts and /or recommendations of the committee regarding the addressed topic, starting each paragraph with a verbal form of the first person of the plural.

CHAPTER II. FINAL DOCUMENTS PROJECTS AND INTERPELLATIONS

Article 72: Delegations will present Final Documents projects to the Presidency for its approval. These drafts must be based on the topics approached during the general debate of the List of Speakers and Consultations.

Article 73: In case several Preliminary Drafts are presented, the action will be undertaken in the same order they were presented.

Article 74: In the absence of consensus in the adoption of one draft among those submitted, shall be approved which receive more support from the delegations in a vote. The adoption of a draft resolution involves automatic closure of debate on this subject and the beginning of the discussion of the next topic or the culmination of the work sessions.

Article 75: The draft can be presented by a maximum of three delegates. They may respond to inquiries made by other delegations.

Article 76: The interpellations shall be simple and refer to the document under analysis. After an answer is delivered, a simple subsequent question may be formulated.

Article 77: The draft can be modified, after its discussion or presentation, through amendments, points of competence and/or points of division of the question, after which it should proceed to be voted formally. The resolution drafts shall be approved by a simple or relative majority, while the declaration drafts shall be approved by consensus.

CHAPTER III. AMENDMENTS

Article 78: An amendment adds, removes or modifies parts of a selected Draft Resolution. Each delegation may propose one amendment for each Draft under discussion. The delegate that presents it must explain its content.

Article 79: The proposed amendments must be previously sub-mitted to the Presidency before the closure of debate on the draft resolution. An amendment cannot change the original essence of the topic. The amendments will be approved by qualified majority.

CHAPTER VII. POINTS REGARDING THE FINAL DOCUMENTS

First Section: Point of No Action

Article 80: Before initiating the voting of the final document project, delegations can solicit a point of no action on such project or the amendments in this regard. In case of the approval by a qualified majority it shall proceed to the analysis of the next Draft or amendments presented.

Second Section: Point of Competence

Article 81: Delegates could use a point of procedure to question the competency of the committee to discuss any content of the Draft Resolution or the amendment. The delegate that presents it must explain its content.

Article 82: The approval of a point of competency will result in the exclusion of the questioned content of the Draft or the cancellation of the amendment. For the approval of the point of competence it will be required the favorable vote of the qualified majority of the States present and voting.

Third Section: Division of the Question

Article 83: After of the discussion of the draft has concluded a delegate can solicit a vote on different parts of the proposal by separate. Once the point has been established the delegate that solicited must explain how the division must be done and the reasons that motivated.

Article 84: The division of the question can be proposed in the following manners:

- a) Dividing the draft resolution into three different parts in a way that one of them constitutes a single specific paragraph.
- b) Dividing by paragraphs the content of the perambulatory part, de operative part or both.
- c) Dividing a specific paragraph in parts.

Article 85: The Presidency in that moment will accept additional points to divide the question and will discuss them, according to the order of the formula established in the previous article.

Article 86: If the point is accepted by a qualified majority, the Draft will be divided, and a vote will be undertaken with respect to each part to determine if it is included or not in the final Draft. This procedure will be undertaken through an ordinary vote in each one of the parts in which the question is divided.

Article 87: If one of the substantial parts is rejected, the Draft will be rejected in its totality.

CHAPTER V. VOTING

First Section: General Aspects

Article 88: Each State member shall count with a vote within the committee. Each vote can be in favor, against or abstention.

Article 89: After the Presidency has announced the beginning of the voting, no delegate can interrupt it except by a Point of Order related to the conduct of the voting.

Article 90: During work sessions; general debate, procedure and discussion of a final document draft related votes may be undertaken. Abstentions are not allowed in procedural issues.

Second Section: Voting Procedure

Article 91: Voting shall be ordinarily done by lifting hands, but any representative can ask for a nominal vote.

Article 92: The nominal vote can be commenced by following an alphabetical order of the names of the states, this may start by the Presidency choosing where in the alphabet to start the list.

92.1: In the nominal vote, the name of each country shall be called out and one of its representative shall answer “in favor”, “against” or “abstains”. The result of the vote will be registered following the alphabetical order of the names of the member states.

92.2: In case of the members that vote in favor or against, they may solicit their right to explanation, immediately after the vote.

92.3: The Presidency shall recognize the possibility to reconsider the vote after the rights for explanation are executed.

Third Section: Veto

Article 93: Exclusively in the Security Council, the five permanent members (the United States of America, the United Kingdom of Great Britain and Northern Ireland, the Russian Federation, the French Republic and the People's Republic of China) have the power to invalidate the resolutions by voting AGAINST them. Abstentions are not considered a VETO.

Fourth Section: Majority

Article 94: There are two types of used majorities during the procedure of the Model:

- a) Qualified Majority: Represents the vote of two thirds (66.66 %) of the present members.
- b) Relative or Simple Majority: Represents one more vote in favor to certain position than against it.

FINAL REGULATIONS

FIRST: This Rules of Procedures will rule for the ordinary period of sessions of ORBIS and may be applied for the rest of its work sessions.

SECOND: This manual will start to rule after its approval by the Organizer Commission of ORBIS 2018 and might be revised in order to adjust its content to the prevailing postulates of the United Nations and the rules of procedures for the Model of United Nations.

ANNEX I: GLOSSARY

I. Concepts and disambiguation

A

Action, to take action: Action is taken upon motions, amendments, work papers, and final documents drafts (Title V Chapter II Article 73, about the order of action undertaken in case of several final documents draft are presented; and Title V Chapter IV First Section Article 80, about the point of No Action).

Taking actions implies: presentation, discussion and voting. In this regard, delegates may solicit “point of No Action”.

On contrary of the rests of the motions and procedures concerted by the chair on request of the delegates, the point of No Action will proceed on discretion of the chair once is proposed by a delegate and it's approved with the majority established in this Manual.

Due to its informal characteristics, action on a work paper is developed independently of the formal knowledge of the Presidency, at negotiators parties' level: actors decide what to do with the work paper(s) before presenting a final draft of the same to the chair.

If the motion is presented before presenting an amendment or a final document, such motion will be intended to propose the no action referring the three steps (presentation, discussion, and voting); and if it's presented after the amendment or the final document had been presented, the motion will only consider the discussion and voting on such content, meaning: neither discussing nor voting the amendment or final document drafts.

In the case the forum wants to pass directly to the voting of an amendment or final document draft, a point of No Action is not in order (in the supposed case of taking no action in respect to the presentation and discussion) but it shall be literally solicit to pass to the voting of the content, or to propose a point of the closure of the debate.

Preliminary draft of final document: See work paper.

Amendment Project/Draft: Term into disuse, but colloquially useful. It was used to name an amendment before is acknowledged by the chair, since formerly, for a project of amendment to be acknowledged by the chair, it should reach it with a number of signatures that represented a majority of the represented quorum. Such signatures it didn't represented an intention of a vote in favor or against, but the will of the signers to discuss it. Currently, the amendments doesn't need the backup of any signature but the sponsor's, to be recognized by the Presidency, and they're considered amendments even if they're not approved (not as the resolutions, for example, that are no longer projects only when it's approved by qualified majority).

C

Competence: The competence is approached through the Point of Competence (Title V Chapter IV Second Section Article 81) and is referred to the capacity of the commission to approve the final document or part of it in correspondence with its objectives, principles and attributions; but it doesn't question the competence of the content of the document or amendment itself. In the work sessions, the Point of Competence of the commission about a draft use to be the last resource to modify part of its content.

According to Article 81, Point of Competence may also be applied on the basis of the content pretended by an amendment.

D

Debate: Although in any time a reference to the “debate” is made as a synonym of “joint work”, “negotiation”, etc..., to the effects of this manual and strict language, “Debate” is synonym of “List of Speakers” or “consecution of official speeches”. In this regard, the point of adjournment of the debate (Title IV Chapter III First Section Article 58) literally implies the suspension of the reading of the official speeches to engage in informal negotiations about the topic in discussion.

At the same time, the point of closure of the debate (Article 62) theoretically may be applied so much to the list of speakers (not commonly used) as to the proposes of amendments and final documents drafts regarding its presentation and discussion; hence, once the amendment (it can be read by the Presidency) or the final document draft is acknowledged by the Presidency, it would be pass directly to the voting.

Delegation (disambiguation): In the model there are two kinds of delegations: the institutional delegations (Title I Chapter V Article 16) and the national or countries delegations (Title I Chapter VI Article 17). The institutional delegations work with organization operative goals of the model, beyond the work session. While, the countries delegations are formed with independence of the institutional precedence of the delegates and their joint academic work will be considered for the evaluation of the delegates.

Discussion: Discussion of a motion, amendment or final document draft is referred to the procedure that contemplates the expression in favor, against or about it. Normally, the discussion will be moderated by the Presidency. In the case of final document drafts, the extraordinary session of questions to the sponsor delegations may be observed as a part of the presentation or as a part of the discussion on the discretion of the Presidency.

E

Electronic Device: Concerning this manual, and beyond the conditions of the work sessions as regards to data shows, microphones, etc., by electronic devices is meant all kind of telephones (especially those appropriated for the reading of documents and playing multimedia), tablets, digital agendas, cameras, computers...in possession of the delegates during the work sessions. Thus, it will be considered correctly used so much it's intended to the notes taking, work paper enhancement of the paper works and final documents , consultations and texts, pictures, videos, sounds exposition directly related to the topic addressed in the work session.

The correct use of such devices will be projected to argument and contemplate the positions of the delegates about the topics, and to improve the joint work of the commission. Therefore, the use of electronic devices with strange intentions to the commission works is out of order. In the same way, it's out of order the misuse of the electronic devices in bad faith, with the goal of defamation or coercion to other delegates, facts distortion, hidden publishing of the results of private negotiations, etc. *Strictu sensu*, the only authorized publications will be those emitted by the Secretariat General of the Model, the Organizative Committee or the redaction and press team (this last one with the approval of at least one of the two previously mentioned instances).

F

Final Document Project/Draft: Preliminary draft of final document that counts with three fundamental factors: international knowledge (because of its socialization), formality (concerning structure, vocabulary and form) and recognition of the Presidency. The only difference that is between the resultant documents of the informal negotiations (Draft) and the final document approved by the commission is precisely that this last has been submitted to voting and has been approved by the qualified majority of the States present in the session.

Formal clothing (disambiguation): Formal or very formal clothing is all those that are used in formal encounter and events, such as: cocktails, receptions, gala nights and work environments. To the Model effects, formal clothing only includes the formal protocol to office work environments; so, for example, certain suits, like swallow tail suit for men, or night or cocktail dresses for women or gala jewelry for women. According to the possibilities of each participant in the Model, notice that office clothes are elegant and simple, discreet and operative; unless some particular State has for tradition the opposite. The same applies for customary suits, which can be of gala or executive, that's why it's recommended to verify the protocol of diplomatic dressing of each country.

L

List of Speakers: List of States interested in let their official position concerning a topic be known. To the effects of various motions of the Manual, the "list of speakers" and the corresponding sessions of questions are synonyms of "Debate".

N

Negotiation: The negotiation is the angular stone of every Model of United Nations and the very system of United Nations in the real world. In any context, "negotiation" is referred to when interests are confronted with the objective of reflecting it in a final document, at the level of regional organizations or else, lobbies, common ideas groups, independent States, etc. Colloquially, in the frame of the work commissions, the negotiations are also the debates. Even though, in a strict sense, the idea of procedural points such as "adjournment of the debate" is directed to suggest a round of informal negotiations.

O

Observers (disambiguation): There two types of observers in the Model. In one hand, there is the Observant States, which are Observer States of the United Nations, with all the rights and duties of the Charter of the United Nations except for the vote, and this way, they may participate in the Debate and negotiations in the Work Commission in every moment.

In the other hand, there are Model Observers, guests invited to witness and gain experience of the organization and development of the Model, whose representative functions and attributions within the modeling run on the Organizational Committee.

In general, the operative guests may be passive or active: while the firsts are just literally observers, without voice nor vote, the seconds shall also have a role to play within the Model (Title III Chapter III First Section Article 42): as representatives of regional, economic, financial, commercial, military, non-Governmental Organizations; of the commissions and councils of the System of United Nations, etc. according to Article 19 (Title I Chapter VI) of the Manual.

These active observers will be able to openly participate in the commission works on discretion of the chair (Article 42.1) and strictly, they may intervene through points of order and in the informal negotiations, in which case they will have the responsibility to contribute with the correct application of the Rules of Procedures and to assist the delegates from their position of representatives of various international organs.

On purpose of the articles 12 (Title I Chapter IV), that expresses: “Contact between professors or observers and delegates during the work sessions will not be permitted” and 20 (Title I Chapter VII) that expresses: “The observers will be able to attend work sessions, although they will refrain from participating in the debate (...)”: the referred observers are passive operative observers.

Official Position: official posture of a country in regard to the discussed topic. This responds to the guidelines of Exterior Policy of the country that the delegate will be defending until the Model concludes. It is expressed through the Official Speech and it is endorsed through the negotiation process.

Official Speech: Generally, each delegate will make a speech every time the word is solicited. The interpellations with or without brief preamble might be considered part of the speech. In a strict manner, the official speech is the medullary speech of every delegate. Even if official position and speech are not the same, it is truth that the official speech is the intervention that the delegates use to set their national position regarding the topic, meaning their official position (Title III Chapter III Third Section Article 48).

As usual, the official speech has an introductory part that makes reference to the position of the State concerning the topic expressing accomplishments and difficulties; also, pertinent international mechanisms that the country integrates are mentioned, and define its exterior and internal policy about the topic. The delegate may also take the opportunity to let the forum know about the specifics paragraphs or general guidelines to be addressed in the negotiations and to be reflected in the final document.

P

Paper Work: Also known as **Preliminary draft of Final Document** is a document that is informally debated and without the formal acknowledge of the Presidency. Its content is formed from the points that one or more delegations decides to include in a future draft. The work paper may be the result of prior to the work sessions negotiations, announced by a group of countries and enriched and perfected afterwards with other dispositions, if that is the objective of the original managers. A work paper maybe also conformed from the start in the informal negotiations in the works of the commission.

Presentation: Process previous to the discussion of a motion, amendment or final document draft. In general, it contains 1) the exposition of the motion, or the content of the amendment/final document and then; 2) explaining the necessity of the approval of such procedure of content. In the case of final document drafts, is on discretion of the chair to consider the session of interpellations part of the presentation or not. This element is valid in the moment of voting Points of No Action, and Closure of the debate, for instance.

Q

Question: By question is meant so much the content as the document that expresses it, which is the result of previous rounds of negotiation and is generally the center of the work session. In the manual, the “question” is synonym of document draft (resolution, declaration, inform) on which the commission

has been working and is object of posterior voting. This is why that dividing the question implies dividing the content of the draft (Title V Chapter IV Third Section Article 83). This motion is in order once the presentation of all amendments is over and therefore, it will be applied on the text resultant after all the approved amendments had been made. This means, that if, for example, an amendment of removal of two operative paragraphs is approved, the question to divide will no longer count with those two points.

T

Topic: Specific issue of the work agenda of the Commission. Each topic shall have its list of speakers, its negotiation process and its resultant final document. To this Model effects, the addressing of the topics is consecutive and the next topic will not be open until the previous one is spent.

V

Voting: Action of emitting the vote, right and capacity that all the Member States of the united Nations have (Title V Chapter V First Section Article 88); although this doesn't mean that Every State is full-fledged member of every instance of the United Nations at the same time, or have the same attributions in each one (integration to the Security Council and the right to veto are two examples).

Generically, "voting" means to adopt a position concerning to the topic in discussion (procedure or bottom). In the manual there are three postures: in favor, against and abstention. Even though the abstention is equivalent to a non-vote, and it's out of order for procedural matters (Article 88), is considered a separate position from the other two, since it's not one or the other.

II. Additional Considerations:

Documents (disambiguation):

In the commission, documents of work are the work papers or preliminary draft, and drafts. Moreover, there are the final documents that are the result of the work of the commission. These last ones are the result of modifying, enhancing, enriching, joining/splitting, approving... the content of the first ones.

The final documents are that that are approved as the final result of the work in commissions and might be resolutions, declarations, informs press releases... Official speeches and relators reports are filed as well. The informs may be a summary of the documents approved during the work sessions of the model of one or more commissions; or may be emitted by the Secretary-General or by the Presidency of an organ in sessions, about their respective managements, the following of previous decisions, etc. The press notes are joint work of the accredited press team and may contain direct declarations of some delegates. The transcription of relevant official speeches and the redactions of the relator is responsibility of the Secretariat.

Declarations and resolutions are the most common documents used in Models as ORBIS. Both of them comprehend introductory phrases, are the result of the approval of the simple majority and don't have a binding character. In ORBIS, the resolutions are approved by a qualified majority and the declarations will be approved by consensus.

The *declarations* often express the wills of specific groups of countries and its introductory phrases (introductory/operative) frequently are written in the first person of the plural. In general it has three parts: introductory paragraphs, preambular part and operative parts; but this structure is very flexible and it's common to observe declarations where introduction and preamble or preamble and operative part are mixed, or inclusive, where one of the three parts doesn't exist. Hence, there are documents

with the strict structure of a resolution, which title is “Declaration of...” which responds to other interests by the actors, since traditionally, the declaration is, effectively just a declaration of intentions. In the regards of ORBI, for the elaboration of a Declaration as a work of a commission the redaction of an introductory-preambular paragraph and following, the numbered enunciation of the operatives paragraphs. As initiatives, the particular declarations of regional groups and other are free to be ruled by this structure or otherwise.

The *resolutions* are the most common final document in the Commission works, so much in the Models as in the United Nations. Its structure: (1-preamble and 2-operative part) is always well defined and may have binding character if it's the result of the work of the Security Council.

ANNEX II. Common phrases to headline the final documents paragraphs.

INTRODUCTORY PHASES:

Acknowledging

Affirming

Alarmed by

Also noticing

Also regretting

Also remembering

Also warning

Aware of

Bearing in mind

Believing

Considering

Contemplating that

Convinced

Declaring

Deeply aware

Deeply concerned of

Deeply convinced of

Deeply regretful of

Deeply upset at

Emphasizing

Expressing its appreciation

Expressing its satisfaction

Favorably noting

Fully alarmed

Fully aware of

Fully believing

Guided by

Having adopted

Having considered

Having examined

Having heard

Having paid attention to

Having received

Having studied

Hoping

Noticing

Noticing in concern

Noticing with satisfaction

Observing

Observing in appreciation

Pursuing

Reaffirming

Realizing

Referring to

Regretting

Remembering

Taking into account that

Warning

Warning with approval

Warning with concern

Warning with regret

Warning with satisfaction

Welcoming

Wishing

OPERATIVE PHRASES

Accepts

Affirms

Also invites

Also proclaims

Also recommends

Also remembers

Also resolves

Approves

Authorizes

Condemns

Confirms

Congratulates

Considers

Declares

Designates

Encourages

Endorse

Exhorts

Expresses

Expresses its appreciation

Expresses its rejection

Expressing its wish

Has resolved

Incites

Makes a call upon

Notes

Points out

Proclaims

Ratifies

Reaffirms

Recommends

Regrets

Remembers

Resolves

Solemnly affirms

Stresses

Supports

Takes into account

Transmits

Trusts

Ultimately condemns

...-with approval/satisfaction/concern/regret

...-also/ultimately/solemnly

In addition to introductory and operative phrases included in this Annex, others that are used in an official document issued by the UN body that is being modeled on the commission and/or the Secretariat General of the United Nations may be used.