

# QUICK PROCEDURE GUIDE

## GENERAL RULES

- Speak in third person (My nation, my delegation).
- Speak loud and clear.
- Do not establish direct contact with other delegates.
- Arrive on time to each session.
- Deliver your position paper at the first session.
- Formal dressing
- You should not interrupt other delegates.

## MOTIONS

A motion is a permission asked to the chair to do something. The motions are the following:

- **Motion of Procedure** // *To change the mode of the debate. It can not interrupt other delegations.*
  - To open a Speaker's List. // *When the delegate gives a two-minute speech to the forum.*
    - Extraordinary session of two questions. // *To the delegate which has just given his speech.*
      - Made by the delegation that proposed the motion and the one which seconded.
    - To suspend the speakers list // *Pauses the list.*
    - To close the speaker's list // *Deletes the list.*
  - To temporarily suspend the session. // *Five minutes, one maximum per two sessions*
  - To open an intermediate quarter // *Direct debate without a moderator*
    - Duration: fifteen minutes
  - To close the session.
  - To open a topic [A or B]
- **Motion of Order** // *Show the chair any mistakes in the procedure. Can interrupt a delegate.*
- **Motion of Personal Privilege** // *Extend to the chair any situation which affects the performance of the debate. Can interrupt.*
- **Motion of Parliamentary Inquiry** // *Ask the chair about the procedure or an unknown term to translate.*

## POSITION PAPER

The position paper is a document one-page long, one per topic. Each delegate must deliver them **during the first session**. The delegate may deliver them the next day, but a warning will be granted.

The Position paper must follow the format below.

POSITION PAPER A

[FLAG]

COMMITTEE: -----  
TOPIC: -----  
DELEGACIÓN:-----  
NAME:-----  
SCHOOL:-----

A. TOPIC BACKGROUND  
[general context of the topic]

B. POSITION TAKEN BY THE DELEGATION  
[how does the situation affect the country]

C. JUSTIFICACIÓN  
[why do these situations occur and how can they be solved]

## AGENDA

### Consejo de Derechos Humanos

- A. La violación de los derechos humanos en los países ocupados de Medio Oriente.
- B. Trata de personas en el Medio Oriente.

### Asamblea General Plenaria

- A. Niños en conflictos armados.
- B. Protección de los derechos de los niños.

### G-20 Summit

- A. Youth Unemployment
- B. Reduction of food production worldwide