



Colegio  
International de  
Caracas

# CICMUN CHARTER

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**CICMUN**



## CICMUN Charter

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## **Introduction**

Welcome to Model United Nations (MUN) at Colegio Internacional de Caracas (CIC). We are thrilled to invite you to embark on a journey into diplomacy, international relations, working with others, convincing, and global problem-solving.

Our Club provides an exciting way for students to improve their public speaking, negotiation, and critical thinking to put themselves in others' positions to find possible solutions. All this while immersing themselves in the complex issues that the world constantly faces. As participants in CICMUN, you will have the opportunity to represent different countries, debate pressing matters, and develop solutions to some of the most challenging global issues, from climate change and humanitarian crises to international security and economic development.

At Colegio Internacional de Caracas, we believe in fostering a spirit of collaboration, respect, and open-mindedness. This encourages students to step out of their comfort zone, engage with different cultures and perspectives, think, and build long-lasting friendships with fellow students who share a passion for making a difference.

Whether you are a seasoned debater or new to the world of MUN, the CICMUN is the perfect place to develop your skills, expand your knowledge, and immerse yourself in a vibrant community of future leaders. Join us this year as we navigate the complexities of global governance, make our voices heard, and learn how to shape a better world.

## **Section I.....General Provisions**

### ***Article 1: Purpose and Objectives***

The primary purpose of the CICMUN is to provide a platform for students to engage in discussions about pressing global issues within a simulated United Nations framework. The objectives of this club include the following:

1. Educational Development: Educate its members about contemporary global concerns, international relations, and the functioning and structure of the United Nations.
2. Enhancement of abilities: Help develop and cultivate skills such as critical thinking, public speaking, research, and negotiation skills through active participation in discussions and simulations.
3. Cultural Awareness: Create an awareness of the different viewpoints that exist by interacting with peers from different backgrounds and representing different nations.
4. Community Engagement: Motivate its members to volunteer in programs that support the principles of global citizenship and diplomacy.

### ***Article 2: Achievements***

The CICMUN has proudly participated in numerous prestigious events throughout more than 25 years, reflecting our commitment to excellence and our dedication to understanding and addressing global issues. Notable achievements include:

1. SAMUN: The South American Model of United Nations was the first event organized at a high school level in Venezuela. Pioneering MUN in our country, CIC became the center of one the most prestigious international events of South America, which brought several international and national schools to our campus.
2. JMUN: The Junior Model of United Nations was a pioneer event created by CIC, intending to amplify the experience of MUN to middle school.
3. THIMUN: CICMUN has participated in this prestigious event in The Hague for many years, obtaining great results and joining several international schools in the debates of this event.

4. ISCMUN: Participation in this international conference in Curacao allowed members to engage with delegates from various countries, enhancing their diplomatic skills.
5. NHSMUN: Students from CIC as delegates had participated in the biggest event in the world various times hosted in the United Nations building in New York City, USA. NHSMUN coordinators consider CIC every year for an invitation to this event, showing the importance of CIC in the MUN world and the prestige that the school owns in the country.

These accomplishments not only highlight our dedication but also serve as motivation for continuous improvement and engagement.

### ***Article 3: Events***

CICMUN organizes a variety of events throughout the academic year designed to enhance members' learning experiences. These events include:

1. SAMUN:

SAMUN serves as a platform for students to engage in simulations of the United Nations, fostering skills in diplomacy, research, public speaking, debating, and leadership. Participants, known as delegates, represent countries or organizations and engage in discussions on global challenges. SAMUN often includes crisis committees that simulate real-world scenarios, helping students develop adaptability and problem-solving skills.

2. JMUN:

JMUN is tailored for younger students, typically at the elementary or middle school level, aiming to introduce them to international relations and diplomacy where they can develop essential skills such as research, public speaking, and teamwork. Similar to SAMUN, JMUN involves students representing countries or organizations in simulated UN settings.

## ***Section II .....Structure & organisation***

### ***Article 3. General Provisions.***

The CICMUN charter is structured to facilitate effective governance through clearly defined roles and responsibilities among its members.

CICMUN is organized with several positions: faculty advisors, head delegates, and delegates. These members compose the CICMUN delegation and are entitled to all the rights, privileges, and responsibilities described in this charter.

CICMUN will meet on the designated dates by the Faculty from three (3) pm to five (5) pm on the CIC campus, and they will be held by the Faculty Advisors and the Head Delegates. Attendance will be taken by these provisions.

Any other meetings can be called if they are deemed necessary by the Faculty Advisors and the Head Delegates.

### ***Article 4. Faculty Advisors***

Faculty Advisors are the professors appointed by the Superintendent and the Secondary School Principal at the start of the school year. The Faculty Advisors are the highest authorities of CICMUN. The Faculty Advisors will have the following responsibilities:

1. Providing mentorship and support to all delegates and other members throughout the preparation process for conferences.
2. Overseeing preparation for external conferences by reviewing position papers, resolutions, ensuring adherence to conference rules, and ensuring that all delegates are following conference rules and procedures
3. Acting as a liaison between the delegation and conference organizers or other external entities.
4. Attending all external events with the delegates, providing assistance and support during the event
5. Assisting in resolving any disputes or conflicts that may arise within the club or during conferences.

6. Preparing with the Head Delegates all the meetings and their content of CICMUN
7. Organizing the election of the CICMUN, according to all the conditions mentioned in this charter
8. Any other that may arise during the school year, be considered by the delegation or designated by the Superintendent and/or the Secondary School Principal.

### ***Article 5. Head delegates***

Head Delegates are the highest office elected by the students. CICMUN will have two (2) Head Delegates.

To be elected Head Delegate, the students must fulfill the following requirements:

1. Must be part of 12th, 11th, or 10th grade.
2. Must have passing grades in all of their subjects
3. Must have a GPA of 2.5 or above
4. Must have an attendance above 80% of the meetings of CICMUN
5. Must have participated in at least two (2) external events or have worked as chair in at least three (3) internal events.
6. Must have no complaints regarding their behavior in school

Head Delegates are responsible for:

1. Assisting the faculty in the academic preparation of the meeting for CICMUN
2. Preparing any material needed for the meetings.
3. Coordinating tasks among delegates before conferences. Including, that all delegates are prepared with research materials, position papers, and resolutions before attending conferences and leading pre-conference meetings to discuss strategies, roles within committees, and expectations for behavior during debates, by the guidelines decided with the Faculty Advisors
4. Representing the students of CICMUN during faculty meetings at conferences, where they are not participating as delegates.



5. Representing the students of CICMUN in the meetings with the Faculty Advisors and other CIC authorities, including bringing concerns, proposals, or ideas to these meetings
6. Any other that the delegation or Faculty Advisors deem necessary

### ***Article 6. Delegates***

Delegates are students who will represent CIC in external events. Delegates may be students from any grade of Secondary School and must comply with all the provisions stated below:

1. Attending the CICMUN meetings for the time designated for them.
2. Maintaining a respectful environment and proper decorum during meetings or participation in external events.
3. Conducting thorough research on assigned topics and countries for any events or simulations. This must include historical context, current developments, and country-specific positions on issues.
4. Drafting position papers that articulate their assigned country's stance on discussed topics before conferences.
5. Engaging actively in debates by delivering speeches, participating in negotiations, and collaborating with other delegates to draft resolutions.
6. Following CICMUN procedures, including maintaining proper decorum during sessions as well as adhering to dress codes established by conference organizers.
7. Participating in the elections for the positions of Head Delegates, Secretary General, and Deputy Secretary General, providing they are not subject to any penalties as depicted in this charter.
- 8.

### ***Article 7. Community managers***

The Community Manager is responsible for the social media of CIMUN. This person or persons will further develop the social media by posting and showing CIMUN goals and achievements. These roles include the following requirements:

1. Manages all communications related to CICMUN's activities, including social media presence.
2. Content Development: Creating engaging content that highlights CICMUN's goals, achievements, upcoming events, and member spotlights across various platforms (e.g., Instagram, Facebook).
3. Event Promotion: Promoting club events through social media channels while encouraging participation from both current members and prospective students interested in joining CICMUN.

### **Section III.....SAMUN and JMUN**

#### ***Article 8: Dates, Characteristics, and Description***

CICMUN will organize the South American Model of the United Nations and the Junior Model of the United Nations, as long as the circumstances permit it. All events shall be scheduled in consultation with the Executive Board (Secretary General and Deputy Secretary General) and Faculty Advisors to ensure compatibility with academic calendars and other organizational commitments.

1. Event Characteristics: Events shall include but are not limited to Debate sessions, joint committees, meetings, and assemblies focused on international relations, diplomacy, and global issues.
2. Event Description: Each event shall have a detailed description outlining its objectives, agenda, and expected outcomes.
3. Committees:
  - a. Each conference will feature multiple committees focusing on specific issues relevant to international relations, such as human rights violations, climate change policies, or security dilemmas.
  - b. Committees will be chaired by experienced members who will guide discussions while ensuring adherence to parliamentary procedure.
4. Agenda Setting:
  - a. Before each conference, an agenda will be established outlining topics for discussion within each committee based on current global affairs.
5. Resolution Drafting:
  - a. Delegates will collaborate during sessions to draft resolutions addressing the topics discussed while negotiating language that reflects consensus among differing perspectives represented within committees.

#### ***Article 9: Structure and Organization, Requirements***

1. Organizational Structure: The organization shall consist of the following components:
  - a. Faculty Advisors
  - b. Secretary-General
  - c. Deputy Secretary General

- d. Chairs and Co-Chairs
  - e. Secretaries
  - f. Note Passers
  - g. Logistics Committee
  - h. Communications Committee
2. Requirements:
- a. All members must adhere to the organization's code of conduct.
  - b. Participation in events requires registration and adherence to event rules.

### ***Article 10: Faculty***

- 1. Role: Faculty members shall serve as advisors, providing guidance on academic content and ensuring the educational integrity of events.
- 2. Responsibilities:
  - a. Oversee and coordinate the work between the Executive board, the logistics committee, the communications committee, the chairs, co-chairs, protocol and note passers.
  - b. Coordinate all necessary communications and meetings with the CIC authorities
  - c. Revise, with the Secretary General and Deputy Secretary General, all academic material.
  - d. Mentor students in leadership roles
  - e. All designated previously in Section 2, Article 4 of this charter.

### ***Article 11: Secretary-General***

The Secretary-General is the highest office of SAMUN or JMUN. The Secretary General shall be elected by the students and faculty and will occupy the position from the swearing-in ceremony until the following Secretary General is elected.

In order to be elected Secretary General the students must fulfill the following requirements:

- 1. Must be part of 12th, 11th or 10th grade.

2. Must have passing grades in all of their subjects
3. Must have a GPA of 2.5 or above
4. Must have an attendance above 80% of the meetings of CICMUN
5. Must have at least a participation in two (2) external events or have worked as chair in at least three (3) internal events.
6. Must have no complaints regarding their behavior in school

The Secretary-General will have the following responsibilities:

1. To call meetings, in a period of no more than 10 days, with the Faculty Advisors, to organize and evaluate the issues regarding the event. These meetings cannot be during class hours and may consider the involvement of any other member of CICMUN if needed.
2. To revise the rules of procedure and other academic material, including the research papers, necessary for the event.
3. To write, revise, and send all invitations to other schools, keynote speakers, and any other deemed necessary by the Faculty Advisors.
4. To organize, along with the faculty, the selected committees, chairs, co-chairs, and the respective topics for the designated event.
5. To designate, in accordance with the Faculty Advisors, the internal committees for the function of the logistics of the event.
6. To supervise the Communications Team, including all the activities that this committee must organize.
7. To supervise the Protocol Team, including all the activities that this committee must organize.
8. To actively participate and organize weekly MUN meetings, in accordance with the Faculty Advisors.
9. Any other responsibility that the Faculty Advisors deem necessary.

### ***Article 12: Deputy Secretary General***

The Deputy Secretary-General shall assist the Secretary-General in overseeing the procedures of the event and assume responsibilities in their absence. The Deputy Secretary General shall be elected by the students and faculty and will occupy the position from the swearing in ceremony until the following Deputy Secretary General is elected.

In order to be elected Deputy Secretary General the students must fulfill the following requirements:

1. Must be part of 12th, 11th, 10th or 9th grade.
2. Must have passing grades in all of their subjects.
3. Must have a GPA of 2.5 or above.
4. Must have an attendance above 80% of the meetings of CICMUN.
5. Must have at least a participation in two (1) external events or have worked as chair in at least three (2) internal events.
6. Must have no complaints regarding their behavior in school.

The Deputy Secretary-General will have the following responsibilities:

1. To participate in the meetings called by the Secretary-General with the Faculty Advisors, to organize and evaluate the issues regarding the event.
2. To revise the rules of procedure and other academic material, including the research papers, necessary for the event.
3. To write, revise, and send all invitations to other schools, keynote speakers, and any other deemed necessary by the Faculty Advisors.
4. To organize, along with the Secretary-General and the Faculty, the selected committees, chairs, co-chairs, and the respective topics for the designated event.
5. To support the designation, in accordance with the Secretary-General and Faculty Advisors, of the internal committees for the function of the logistics of the event.
6. To help the Secretary General with supervising the Communications Team, including all the activities that this committee must organize.
7. To help the Secretary General with supervising the Protocol Team, including all the activities that this committee must organize.
8. To actively participate and organize weekly MUN meetings, in accordance with the Secretary General and the Faculty Advisors.
9. To support the Secretary-General in daily operations.
10. Oversee specific projects as delegated by the Secretary-General.

11. To take accurate minutes of all MUN meetings, ensuring that key discussions, decisions, and action points are recorded and shared.
12. To ensure that all deadlines and administrative tasks are met efficiently.
13. Any other that the Faculty Advisor deems necessary.

### ***Article 13: Chairs, Co-chairs, and Secretaries***

1. Role: Chairs and Co-chairs shall lead committees and ensure the smooth operation of events. Secretaries shall assist in administrative tasks.
2. Responsibilities:
  - a. Chairs and Co-chairs: Set agendas, lead discussions, and manage committee activities.
  - b. Secretaries: Record minutes, manage correspondence, and perform administrative duties.
3. Appointment: Chairs, Co-chairs, and Secretaries shall be appointed by the Executive Board based on their expertise and availability.

### ***Article 14: Note Passers***

1. Role: Note Passers shall facilitate communication between delegates during events by managing the note-passing system.
2. Responsibilities:
  - a. Ensure timely and accurate delivery of notes.
  - b. Maintain confidentiality of communications.
3. Appointment: Note Passers shall be selected by the Chairs of each committee.

### ***Article 15: Logistics Committee***

1. Role: The Logistics Committee shall be responsible for the physical, operational and logistical management of events.
2. Responsibilities:

- a. Direct and overview the organization of the event regarding physical spaces and note-passers positions as well as responsibilities.
- b. Coordinate alongside Faculty advisors, Deputy Secretary General and Secretary General to put in order and prepare for events.

***Article 16: Communications Committee***

1. Role: The Communications Committee shall be responsible for the management of the social media accounts of CICMUN
2. Responsibilities :
  - a. Show commitment towards the creation of content for media accounts.
  - b. Manage the accounts in a formal and responsible manner.
  - c. Be cautious about any certain photo, video, or audiovisual content that could harm other members' integrity in events.
  - d. Upload posts and develop strategies of marketing to gather more individuals in CICMUN accounts.
  - e. Individuals in charge of the committee shall keep in confidentiality any information in relation to passwords or any further information related to privacy in the account.
3. Appointment: CICMUN social media accounts need to be shared with faculty advisors who would be in charge of supervising the account.



## **Section IV.....Extraordinary clauses**

### ***Article 17: Non-Fulfillment of Roles***

Should any officer or member fail to fulfill the responsibilities outlined herein they shall be subject to review by the Executive Board consisting of a majority vote may result in a temporary suspension removal position held depending on the severity of circumstances surrounding the neglect responsibility demonstrated consistently over time and evaluated accordingly!

### ***Article 18: Penalties***

Penalties for non-compliance may include but are not limited to:

1. *Written Warnings:*

Formal notices indicating failure to meet responsibilities expected outlined herein are provided directly to the individual concerned allowing the opportunity to rectify behavior exhibited previously before further action is taken against them subsequently thereafter!

2. *Temporary Suspension from Meetings:*

Barred attendance specified duration determined based upon nature violation committed against established guidelines set forth herein effectively promoting accountability amongst membership overall!

3. *Removal from Office Membership:*

In cases of severe neglect misconduct determined by a majority vote Executive Board deems appropriate course action taken against the individual concerned ensuring integrity is upheld and maintained throughout the organization collectively shared amongst peers engaged within the community dedicated to understanding global issues and effectively tackling them collaboratively together

## **Section V.....Elections**

### ***Article 19: Positions Subjected Election Process***

Elections shall occur annually positions open include but are not limited to:

- a. Head Delegates
- b. Secretary-General
- c. Deputy Secretary General
- d. Other executive board positions deemed necessary based upon growth demands and organization evolving accordingly over a time period evaluated consistently thereafter

### ***Article 20: Characteristics of the Elections***

Elections are conducted transparently following established protocols ensuring fairness throughout the process. The objective of the elections of CICMUN is to allow every member to participate actively through their vote and without fear of reprisal or consequences arising thereafter. The elections will be held with the following characteristics:

1. On-site voting will be the only method permitted. It will be conducted at designated meetings, utilizing paper ballots and ensuring confidentiality of the decision of the voter.
2. A ballot box must be used. In order to preserve the confidentiality of decisions of the voter, which must be sealed and non-transparent, in order to maintain the integrity of the electoral process.
3. Public display of the voter registry. The faculty must display the voter registry and request their signature of the list after the voting procedure has concluded.

### ***Article 21. Calling of the elections***

Elections will be announced at the second meeting of every semester. The call will include the date of the election, which can not supersede a total of 10 working days. The calling of the elections must include a specific timetable for the electoral process and must be published in the Google Classroom of CICMUN, as well as in the notification boards of the faculty of CICMUN.

## ***Article 22. Timetable of the elections***

The time table of the election, must include all of the following items:

1. Calling of the election
2. Disclosure of the voter registry and appealing of the registry
3. Candidate registration
4. Candidate investigation and appealing
5. Disclosure of the decision on candidates
6. Electoral campaign
7. Election day
8. Totalization
9. Contesting the results
10. Disclosure
11. Swearing in ceremony

## ***Article 23. Candidate Registration and voter registration***

Voters will be registered as they fulfil the minimum requirements to be a part of CICMUN. The voter registration will be executed by the faculty of CICMUN and must be disclosed after the calling of the elections and must not supersede a total of 7 working days prior to the election.

Any member of CICMUN that completes the requirements stated in the aforementioned articles. No candidate will be required to fulfill any more requirements than those mentioned in the articles of this charter.

In order to register as a candidate for any of the positions listed, the CICMUN delegate must turn in:

1. A statement of intentions, which must be signed by the candidate and submitted to the faculty, via email.
2. A signed statement by at least two (2) other students advocating for their candidacy.
3. Must submit a simplified curriculum that details the academic and extracurricular achievements of the candidate, including those in MUN.

In the case that no candidate is registered by the deadline set forth in the timetable, the Faculty Advisors will designate the positions by the election date, for the duration of the event and until the upcoming elections.

#### ***Article 24. Candidate Investigation and appealing process***

The faculty advisors will review the candidates documents and qualifications based upon the requirements stated in the articles of this charter. Any candidate who fails to meet the requirements, will be disqualified from the election.

Any member of the voter registry may appeal the disqualification of the candidate using the following procedure:

1. The candidate must send a PDF file that includes the following:
  - a. A heading
  - b. An explanation of the appeal
  - c. Citation of the articles of the charter that are adjust to the appeal
  - d. Specific request
  - e. Signature of the candidate or student appealing
2. This must be sent to the email of the Executive Board and the CICMUN account in the period stipulated by the timetable of the election.

#### ***Article 25. Electoral Campaigns***

Candidates are permitted to campaign according to guidelines set forth by the Executive Board ensuring fairness is maintained throughout the process allowing equal opportunity to showcase qualifications and abilities.

The candidates will be allowed to speak to the delegates of CICMUN during at least one regular meeting. The candidates who are part of the Executive Board will be put into suspension from their functions until the election has concluded.

#### ***Article 26. Election Procedures***

The elections will be held in a classroom of a Faculty Advisor of the delegation. The room must count with a ballot box, voting registry that is printed and the number of ballots required to ensure the voting of all delegates.

The time for the voting procedures will be set by the Faculty Advisors in a time period of no longer than 3 working days prior to the election. After the start of the voting period the delegates must approach the faculty advisors holding the voting registry and must sign on their name. Once signed, the delegate will receive a ballot and will approach the voting booth, where the delegate will sign the boxes signalling the preferred option and deposit them into the ballot box.

At no point will candidates be allowed to remain in the classroom or hallways where the voting is taking place.

Once the time period for the elections has concluded, the faculty advisors will close the list, marking the delegates who did not participate and call all candidates and any other delegates who wish to participate for the counting and totalization of the votes

#### ***Article 27. Totalization of the votes***

Once the election process has concluded, the faculty advisors must tally the votes using the following procedure:

1. Cross of the voting registry all delegates who have not participated
2. Close the ballot box, from receiving any more votes.
3. Call all candidates and any other delegates wishing to observe the process
4. Fill out the form specified for the election, which must include:
  - a. Total number of voters in the registry (TVR)
  - b. Total number of voters that participated in the election (TVE)
  - c. Total number of voters that did not participate in the election (TVNE)
  - d. Percentage of participation, which will be calculated by the following formula:  $PP = (TVE \cdot 100) / TVR$
  - e. Total number of valid votes
  - f. Total number of votes obtained per candidate
  - g. Total number of blank votes
  - h. Total number of null votes
  - i. Percentage of each of the tallies described before
  - j. Signatures of the Faculty Advisors

Any student not following proper rules of decorum, may be removed from the classroom if the faculties deem it necessary.

#### ***Article 28. Contesting Results***

Members contest election results within twenty-four hours post-announcement submitting written appeals detailing concerns regarding electoral process outcomes directly to the Executive Board. The candidate must send a PDF file that includes the following:

1. A heading
2. An explanation of the appeal
3. Citation of the articles of the charter that are adjust to the appeal
4. Specific request
5. Signature of the candidate or student appealing
6. This must be sent to the email of the Executive Board and the CICMUN account in the period stipulated by the timetable of the election.

#### ***Article 29. Disclosure and swearing-in Ceremony***

- Election results were publicly disclosed immediately in the election meeting. Newly elected officers are sworn in a special ceremony in the subsequent meeting celebrating transitions between outgoing/incoming leadership roles within the organization.

## **Section VI.....Modifications to the charter**

### **Article 30. Amendments to the charter**

Every change done to this charter after its implementation should be done by the voting of amendments. The term "amendments" generally refers to formal changes or additions made to a legal document, such as a constitution or charter in this case, this is why the most appropriate procedure to add changes.

### **Article 31. Conditions for amendments of the charter**

1. Request by 3/5th of the delegates
2. Request by all Faculty Advisors
3. Request by 2/3rd of the Executive Board
4. Request by the Superintendent of CIC of the Secondary School Principal

### **Article 32. Methods of amending the charter**

In order for an amendment to be submitted and passed this must follow the following procedures:

5. The presentation of shall amendments to the entire CICMUN delegates, which will then vote on a special election to decide the amendment of the charter. This must be approved by the 3/5th of the delegation.
6. The Executive Board will then revise the written amendment and decide on the availability of its implementation. This must include written recommendations on how the amendment should be organized if it's to be implemented. The Faculty Advisors have the right to reject any amendment if it contravenes the values of CICMUN, CIC or any other condition that may endanger the delegation.
7. The voting of this amendment must be followed after the presentation of its such, and must be approved by 2/3rds of the delegation.

### **Article 33. Enactment of the amendment**

The amendment will be published and will be subject to enactment immediately after the publication