



## RULES OF PROCEDURE

# CONGRESMUN XII





Ciudad de México a 06 de diciembre de 2018

Estimados asistentes,

Sean bienvenidos a la décimo segunda edición del Modelo de Naciones Unidas del H. Congreso de la Unión, CONGRESMUN XII. Es un honor recibirlos con las puertas abiertas en uno de los recintos más importantes de nuestro país, que nos abre las puertas para acoger a cientos de jóvenes estudiantes con la inquietud de debatir, investigar, discutir y proponer estrategias para mejorar los problemas que nos aquejan en nuestra realidad actual.

En esta edición nos hemos enfocado especialmente en la calidad académica y protocolaria de todos y cada uno de los comités, complementado con nuestras conferencias del *Road to CONGRESMUN* para, de la misma manera, fomentar la preparación académica de los participantes. Así mismo, abrimos un espacio deportivo que denominamos *MUNdialito 2018*, en conmemoración de la vigésimo primera edición de la Copa Mundial de Fútbol de la FIFA Rusia 2018, esto con la finalidad de impulsar la práctica deportiva.

CONGRESMUN es, sin duda, un espacio para todos ustedes, que fomenta la libertad de expresión, el pensamiento crítico, la investigación, la participación y los valores de nuestra nación. Buscamos siempre promover la multidisciplinariedad en donde estudiantes, o en el futuro profesionales, adopten relaciones de colaboración mutua con el objetivo común de mejorar el futuro para toda la humanidad. Todo lo anterior es lo que hace de CONGRESMUN algo **#MásQueUnModelo**.

Finalmente, esperamos que el esfuerzo que el comité organizador de esta edición ha realizado durante meses de trabajo, cumpla con las expectativas que tienen de este gran evento y logre superarlas. Nuestra mayor recompensa es la satisfacción de todos nuestros participantes y nuestra finalidad es implantar una semilla de cambio en cada uno de ustedes.

Sin más, les deseamos el mayor de los éxitos en su preparación previa y participación en los trabajos del Mejor Modelo de México: CONGRESMUN.

Ana Laura Juárez Zárate  
Secretaria General

Eder Raúl Rangel Déziga  
Secretario General Adjunto







# CONGRESMUN XII

## #MÁSQUEUNMODELO







UNITED NATIONS ECONOMIC  
AND SOCIAL COUNCIL



RULES OF  
PROCEDURE

## RULES OF PROCEDURE

**Article 1.** CONGRESMUN 2019 Rules of Procedure includes the general rules for all the participants of the twelfth edition of CONGRESMUN, and all other events organized and promoted by our Secretariat.

**Article 2.** For the effects of these Rules of Procedure and all CONGRESMUN 2019 activities, the Concepts will be used as follows:

- I. **Chamber:** As the Legislative Palace of *San Lázaro*.
- II. **Authorities:** All congressional representatives, administrative personal of the Chamber and CONGRESMUN Secretariat. Likewise, the special guests that there will be during the event.
- III. **Secretariat or Executive Committee:** The maximum authority of CONGRESMUN integrated by the Board: Secretary General, Deputy Secretary General, Academics, Protocol, Communications, Institutional Linkage and Logistics, and their respective undersecretaries.
- IV. **Organizing Committee:** All the members in charge of organizing the Model UN and all other CONGRESMUN events. Composed by the Executive Committee, the chairs, the diplomatic emissaries and staff members.
- V. **Committees:** National or international organisms simulated within the works of CONGRESMUN.
- VI. **Chairs:** The authority within a committee. Traditionally composed by president, moderator and conference officer; or their equivalent.
- VII. **Delegates:** Students from different educational institutions, participating within the committees' simulations.
- VIII. **Diplomatic emissaries:** Logistics staff supporting the committees in charge of the distribution of diplomatic notes between delegates. They also support the Chair when needed.
- IX. **Faculties or Faculty Advisor:** Representatives of the student delegations and schools that will be participating in CONGRESMUN 2019.
- X. **Observers:** Visitors allowed only to observe the debates without participating.



## CHAPTER I – THE EXECUTIVE COMMITTEE AND ATTRIBUTIONS

**Article 3.** The Executive Committee is composed by:

- I. Secretary General.
- II. Deputy Secretary General.
- III. Academic Secretariat.
- IV. Protocol Secretariat.
- V. Communications Secretariat.
- VI. Institutional Linkage Secretariat.
- VII. Logistics Secretariat.

**Article 4.** The attributions of the General Secretariat will be:

- I. The Secretary General and the Deputy Secretary General of CONGRESMUN compose the General Secretariat.
- II. To be the maximum representatives of CONGRESMUN 2019.
- III. Plan and coordinate all the activities before, during and after CONGRESMUN 2019.
- IV. To take decisions about CONGRESMUN work, in consensus with the Executive Committee and their respective undersecretaries.
- V. Verify that all the assistants to CONGRESMUN follow the rules of *San Lazaro's Legislative HQ* and CONGRESMUN correctly, in order to avoid any eventuality.
- VI. Respond appropriately against those who violate these guidelines.
- VII. Supervise and direct the work of the Organizing Committee.
- VIII. Coordinate and ensure the proper functioning of CONGRESMUN 2019.
- IX. Moderate the faculties meeting.
- X. Solve any conflict or situation that occurs before, during and after CONGRESMUN 2019.
- XI. Take decisions regarding situations not included in the present general guideline.



- XII. In the absence of the General Secretariat of CONGRESMUN, the Deputy General Secretary will take its attributions.

**Article 5.** The attributions of the Academic Secretariat will be:

- I. To be responsible for the academic preparation of the Chairs, prior to CONGRESMUN 2019.
- II. Ensure the reliability of the information provided by the Organizing Committee, within the committees in a joint work with the Chairs.
- III. Coordinate the preparation of the Handbooks for each committee.
- IV. Read, analyze, correct and approve the Draft Resolution of all the committees during the debate days.
- V. Ensure the appropriate academic development of each committee.
- VI. Address any doubt, complaint or clarification about any academic issue.
- VII. Design and present the crises in the committees if needed.
- VIII. Take part in the faculties meeting to solve any question related to their attributions.

**Article 6.** The attributions of the Protocol Secretariat will be:

- I. To be responsible for the Chairs' preparation, in terms of rules of procedure, prior to CONGRESMUN 2019.
- II. Prepare the Chairs to be able to solve any procedural issue.
- III. Verify that all the assistants to CONGRESMUN follow the present rules of procedure.
- IV. Coordinate the elaboration of the Rules of Procedure, according to the requirements of each committee.
- V. Address any doubt, complaint or clarification about any procedural issue.
- VI. Ensure the appropriate procedural development of each committee within CONGRESMUN 2019.
- VII. Take part in the faculties meeting to solve any question related to their attributions.



**Article 7.** The attributions of the Communications Secretariat will be:

- I. Manage the official social networks and the official website of CONGRESMUN.
- II. Broadcast all activities and events prior to CONGRESMUN 2019.
- III. Design all the ads, promos and communication materials of the event and its previous activities.
- IV. Manage the registration process for all CONGRESMUN events and activities.
- V. Publish all the information about CONGRESMUN through the official social networks of CONGRESMUN.
- VI. Design and give to all participants of CONGRESMUN 2019 a badge that certifies their participation in the event.
- VII. Design the placards and all the material needed for the realization of the debates in the committees.
- VIII. Follow up on the doubts, questions and requirements of all delegates and assistants.

**Article 8.** The attributions of the Institutional Linkage Secretariat will be:

- I. Contact and send invitations for the *Road to CONGRESMUN* conferences.
- II. Manage all activities and events of CONGRESMUN.
- III. Contact and invite the speakers for CONGRESMUN committees.
- IV. Receive the speakers for *Road to CONGRESMUN* and during CONGRESMUN 2019.
- V. Manage all the necessary materials so that the speakers can give their lecture.
- VI. Act as the link between the Executive Committee and the speakers from the *Road to CONGRESMUN*, and CONGRESMUN 2019.
- VII. Inform the General Secretariat and authorities of any setback that occurs.

**Article 9.** The attributions of the Logistics Secretariat will be:

- I. Manage all the venues, auditoriums, halls, rooms and spaces in general, for the correct functioning of the CONGRESMUN activities.





- II. Ensure the safety of all participants, visitors, observers, faculties and authorities involved in the event.
- III. Coordinate and manage all the materials needed for the correct development of the debate.
- IV. Design and distribute the map with the locations of CONGRESMUN committees and all the rooms used.
- V. Distribute and deliver the delegate's package to the participants.
- VI. Coordinate the participation of diplomatic emissaries within the committees.
- VII. Guide delegates, faculties and observers inside the venue.
- VIII. Quote, buy and coordinate of all materials needed for the realization of *Road to CONGRESMUN* conferences and CONGRESMUN 2019.
- IX. Solve any doubt or logistical question that the assistants may have.
- X. Inform the General Secretariat and authorities of any setback that occurs.

## CHAPTER II – THE CHAIRS AND THEIR ATTRIBUTIONS

**Article 10.** The Chairs will be formed by:

- President.
- Moderator.
- Conference Officer.
- Diplomatic Emissaries.

**Article 11.** The president of the United Nations Economic and Social Council (ECOSOC) will have the next attributions:

- I. Open and close session in accordance with the established within the agenda of CONGRESMUN XII.
- II. Approve the speaking times of the speakers list.
- III. Give warnings to any delegate for inappropriate behaviour or any other reason listed in the Rules of Procedure.
- IV. Recognize those delegates or representatives who arrive late to the forum and, if necessary, give a warning to them.



- V. Guide the debate in academic terms when needed, as well as give feedback to the committee in general.
- VI. Resolve any academic and procedure questions that may arise.
- VII. Recognize Working papers and Resolution Projects or their equivalents, always respecting the document recognition process.
- VIII. Give directions for the correct development of the event.
- IX. Ensure diplomatic and respectful written communication.
- X. Maintain contact with the faculties to explain what is happening within their committee.
- XI. Review the Official Position Papers of the delegates and, if deemed necessary, return them to meet the academic requirements established by the Organizing Committee.
- XII. Ask a delegate to leave the session in accordance with the accumulation of warnings established in this Rules of Procedure.

**Article 12.** The moderator will have the next attributions:

- I. Coordinate the debate within the forum, following the rules of procedure previously established.
- II. Grant the use of the word respecting the various phases of the debate.
- III. Maintain the order within the debate.
- IV. Declare the topic open, after the delegates voting.
- V. Remind delegates of the rules of procedure when they request it to through a point of parliamentary inquiry.
- VI. Give the word and coordinate the participation of the delegates during a moderated caucus.
- VII. Address any point or motion, and determine, with the presidents' approval, whether it is in order or not.
- VIII. Replace the president in case of absence and assist him in the exercise of its functions during the sessions.
- IX. Assist in the review and approval of documents elaborated and delivered by the delegates.





**Article 13.** The Conference Officer will have the next attributions:

- I. Perform the roll call at the beginning of each session.
- II. Announce with a non-verbal signal when the time determined for the participation of a delegate is about to end.
- III. Count the votes and determine if the motions pass or not, according to the Rules of Procedure.
- IV. Coordinate the speakers list.
- V. Assist in the review of the Official Position Papers.
- VI. Coordinate the work of diplomatic emissaries.
- VII. Receive the messages delivered by the diplomatic emissaries and determine if the content is appropriate, in case it is not, appeal to the President.
- VIII. Assist the President and Moderator in their functions.

**Article 14.** The diplomatic emissaries will have the next attributions:

- I. Facilitate the communication of delegates through written messages. The Chair must review and approve de content of the diplomatic notes.
- II. Report to the President the misuse of diplomatic notes.
- III. Support the Chair in logistics matters.

### CHAPTER III – THE DELEGATES

**Article 15.** For CONGRESMUN XII, delegates are those who have voice and vote or just voice within a Committee. Therefore, delegates are divided in:

- I. Member States delegates: They represent the States that are part of the Organism and have voice and vote within the committee.
- II. Representations: They are representatives of International Organizations or Non-Governmental Organizations that only have voice within the Committee.
- III. Delegates from Non-Member States: They are recognized as "observers", and are representatives of those countries invited to participate for the debate on the Committee without being recognized as Member States.



**Article 16.** Delegates must wear an identification badge at all times, proving their participation in the event.

## CHAPTER IV – THE PROCEDURE AND DEBATE

**Article 17.** The official language of the United Nations Economic and Social Council (ECOSOC) is English. Delegates cannot modify the official language of the committee under any circumstance or motion.

**Article 18.** Delegates must express themselves in third person at all times within the forum, since they are representatives of States. The use of the first person is prohibited and may cause a warning if it is used repeatedly.

**Article 19.** Direct contact between delegates during the sessions is prohibited. Delegates will be able to communicate with each other and with the chair by sending diplomatic notes, through the Diplomatic Emissaries, within the limitations established in this Rules of Procedure.

**Article 20.** Delegates may not leave the forum during a formal session. If necessary, the delegate may withdraw momentarily if the Chair approves it. The delegate should inform the reasons through a diplomatic note and wait for the Chair's authorization.

**Article 21.** At the beginning of each session, the Conference Officer will start with the roll call. Delegates must answer to confirm their presence and status in the committee by raising their placard and standing up when they are mentioned. Therefore, delegates can answer:

- "Present and voting": Will apply for any delegation that is a Member State of the Committee.
- "Present": Apply for any observer representation or delegation that has voice but no vote in the Committee.





**Article 22.** The Conference Officer will start the roll call in alphabetical order; at the end, he will inform the president if there is enough quorum to open the session. The President will declare that the Committee may develop its functions and allow the debate to proceed when at least 25% of the delegates are present. The participants must arrive on time to the sessions with the exception of those who previously asked permission to the President to be absent or arrive late to the session.

**Article 23.** Delegates who arrive during and after the roll call must wait for the President to recognize them to enter and participate in the development of the debate. Likewise, they will receive a warning, which may be reconsidered by the Chair, in case the late arrival has been justified.

**Article 24.** Delegates cannot establish direct contact with the Chair during the debate; however, they may only communicate, ask, request or inform something through points and motions listed on the following articles, as well as through diplomatic notes.

**Article 25.** The motion of procedure can be used to propose an option on procedure during the normal course of the debate, for example, an extraordinary session of questions, open a simple caucus or moderate caucus, introduce a document, close the session; among other procedures.

**Article 26.** The Motion of Procedure cannot interrupt a delegate or the Chair when he/she is addressing the floor or when a procedure is already in process. The motion can be made only while the floor is open.

**Article 27.** Delegates may request the following Motions of Procedure:

- I. **To open a topic:** It will be in order only when the Chair mention this motion. At the time of proposing this motion, the delegate will have to specify which of the topics on the agenda he / she proposes to be open to begin the debate. Then, the voting will take place, the sense of the votes can only be for or



against, there will be no abstentions. If there are votes against, an extraordinary list of speakers will be opened, where two delegates will speak in favor and only in favor of opening the specific topic, as well as two delegations to speak against. It will be strictly forbidden to demerit the importance of the topic or refer to the other topics on the agenda. Once the speeches have been issued, the final vote will be taken to open the topic.

II. **To open a Speakers List:** When introducing this motion, the delegates must specify the time they wish to have for each intervention. If the Chair considers it in order, it will be voted on. If the motion is approved, a list will be opened initiating with the person who proposed and seconded the motion, then those delegates who wish to take the floor.

III. **To open an Extraordinary Session of Questions:** When introducing this motion, the delegate must specify the number of questions for the session, it must have a minimum of two questions and a maximum of five. This motion must be seconded first and the accepted by the speaker. If the speaker accepts the questions, the motion will be put to a voting process and will require an absolute majority to be approved.

If this is in order to establish, for each question, a subsequent, as long as it is related to the speaker's response. A subsequent question will not be in order when the delegate's response is a monosyllable.

Delegates may also request, through a point of personal privilege, to establish a brief preamble in their first question and only in their first question. In case of not having requested this right or of being in a subsequent one, the delegate should establish his question directly.

IV. **To open a Moderated Caucus:** The delegate who proposes the motion must mention the total time of the Moderated Caucus, which may have a duration of at least 5 minutes, without exceeding 20 minutes. The motion must be seconded and voted on. The delegate who established the motion and the one who seconded it will be the first to address the forum, continuing with those who request their participation to the Moderator by raised placard.





- V. **To open a Simple Caucus:** The delegate who establishes the motion must suggest the total time of the Simple Caucus, which may have a minimum duration of 5 minutes and a maximum duration of 20 minutes. The Simple Caucus is an informal meeting where direct contact between delegates is allowed, as long as they do not use the first person and continue to maintain a diplomatic and respectful behaviour. The purpose of the Caucus is to share the proposals made in the debate, by compile them into any of the documents described in these Rules of Procedure.
- VI. **To extend the time of the Moderate or Simple Caucus:** At the end of a Moderate or Simple Caucus; a Motion of Procedure may be introduced to extend the time of the Caucus. The extension may not exceed the time of the original caucus. The motion must be seconded and put to a vote in the same way as the original procedure.
- VII. **To introduce a Working Paper:** If the President recognizes the Working Paper, a maximum of three delegates will be asked to come forward to read the document.
- VIII. **To introduce a preliminary draft resolution:** If the document is approved by the Approval Board and recognized by the President, a maximum of three delegates will be asked to come forward to read the document.
- IX. **To close the debate:** It is a motion to close the topic under discussion and proceed to the final voting procedure on the Draft Resolution. If there are votes against this motion, an extraordinary list of speakers will be opened with two delegates who will speak in favor and only in favor of closing the debate and two delegates against and only against it. At the end of the list of speakers, the vote will be repeated.

**Article 28.** In order for the Chair to consider a motion procedure, there will have to be at least a delegate who seconds it. The Delegation that asked for this motion may not second it. The Chair may deny or accept and vote the proposal. In case of voting it, the motion will pass with the existence of an absolute majority in favor. Likewise, if it does not get 50% plus 1 of the votes in favor, it cannot be considered in order.



**Article 29.** When a motion of procedure is proposed to open an extraordinary session of questions to a delegate (**Article 27, section III**) and there is another delegate who wants to extend the number of questions of the proposed session, he or she may request it to the Chair through a point of personal privilege. This request shall be considered when it is carried out before the voting of the original motion. This procedure needs the approval of the President and its decision is unappealable. If the extension of the number of questions is approved, it will be asked to the delegate who proposed the motion if he/she wants to reestablish. In case the answer is affirmative, the normal process will continue. If the answer is negative, the original motion should continue in order.

**Article 30.** The delegations may make use of the following points:

- **Of Personal Privilege:** This point will be used whenever a delegate experiences personal discomfort, which impairs his/her ability to participate in the debate. The point cannot be denied until it has been heard. It may interrupt a speaker as well as the Chair. The Point of Personal Privilege must be used with the utmost discretion; moreover, it is preferred to send this motion to the Chair by written means. This right may be restricted at any moment by the Chair. The Chair will determine the way to satisfy the required issue.
- **Of Order:** During the discussion of any matter, a delegate may raise a Point of Order to call on the improper application of the Rules of procedure. The Moderator, in accordance with the Rules of Procedure, shall immediately decide upon the motion. The Moderator may overrule these points, whenever these are dilatory or improper; such a decision is not refutable. A representative raising a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure. When a delegate is not respecting the official position of the country represented, no representative may raise a Motion of Order but can signal so in a written form to the delegate that is making an inappropriate statement. A point of order that deals with the same subject as previously established will not be in order.





- **Point of parliamentary inquiry:** When the floor is open, a delegate may raise a Point of Parliamentary Inquiry to ask the Moderator a question regarding the Rules of Procedure. A Point of Parliamentary Inquiry may never interrupt a speaker.

**Article 31.** The following rules shall be considered in the use of Points and Motions:

- I. They may interrupt the speaker:
  - a) Point of Order.
  - b) Point of Personal Privilege.
- II. They can only be entered when the forum is open:
  - a) Motion of Procedure.
  - b) Point of Parliamentary Information.

**Article 32.** If a delegate who has been recognized to speak in the forum during the Speaker's List does not use all the time established for his speech, he may assign his remaining time at the end of his speech in one of three possible ways:

- I. **Yield time to another Delegate:** The remaining time may be transferred to another delegate just when both delegates agreed in advance. In the case that the delegate does not accept the remaining time, the delegation that yield it will be entitled to a direct warning.
- II. **Yield time to questions or comments:** The remaining time of a speaker can be used for questions. The Moderator will choose the delegates who will ask the questions or comments depending on the remaining time.  
In the case of the questions, they should be about the speech made by the delegate who gave the time. Only the time that elapses during the responses of the delegate will be deducted.  
In the case of comments, they should be related to the content of the speech that has just concluded.  
The delegates must be diplomatic and respectful during either questions or comments.



- III. **Yield time to the Chair:** Time will be given to the Chair when the delegate does not want to make another use of his remaining time; this procedure does not affect the development of the debate. The time granted to the Chair, may be used for what it deems appropriate.

**Article 33.** The delegation whose national or personal integrity has been affected by another delegate, may request a Right of Reply through a diplomatic note, addressed to the Chair. The note should specify that a right of reply is being requested, include the textual comment for which the delegate was offended and mention the delegation that issued that comment. The Chair will analyze the case and decide if this right will be granted, its decision is unappealable.

In the event that the Chair considers it to be in order, the delegate who has offended another delegation must come to the front of the forum and offer apologies only; any other comment will be taken as a serious fault and will be given a warning automatically. Likewise, any other Delegation that does not maintain a diplomatic and respectful behaviour during this procedure will receive a warning.

**Article 34.** A Right of Reply over another Right of Reply is considered out of order.

## CHAPTER V - THE DOCUMENTS AND THEIR PROCEDURES

**Article 35.** The delegates must deliver their Official Position Paper during the first working session. In this document, the delegate will record their respective research on the topics, the official position of their country or the organization they represent and their proposals for each of the topics. In case of not being delivered in a timely manner, the delegate will receive a warning; moreover, they must deliver it, at the latest, the first session of the second working day, in order to continue participating in the development of the Committee. The format of the Official Position Paper of CONGRESMUN XII must be downloaded from the official website.

**Article 36.** In case of finding any type of plagiarism within the documents presented to the Chair, or it is incorrect referenced, the Delegate will receive a direct warning.



**Article 37.** The delegates may propose Working Papers for the consideration of the committee where the different proposals poured by the delegates into the forum are contained. When delivering the document to the Chair, it has the name of Possible Working Paper and until the Chair's approval; it will be recognized as a Working Paper. This document does not need a resolution format.

**Article 38.** The Possible Working Paper must be submitted to the Chair for its review and approval. Subsequently, a Motion of Procedure will be introduced for it to be recognized. When it is recognized, it will be assigned the name "Working Paper", and the letter of the topic and number of recognized Working Papers. Example: "Working Paper A1".

**Article 39.** After the introduction of the Working Paper, at least one or max. three delegates read the document in front of the Committee. The readers should be delegates involved in the elaboration of the document. The Working Paper must be read without making any changes; in case any of the delegates change the wording when reading, they will receive a direct warning.

After a Working Paper is introduced, a Motion of Procedure is in order to open a Moderate Caucus or an Unlimited Session of Questions in order to discuss the content.

**Article 40.** Once the delegates discussed the Working Paper, the document may start to become into a Possible Draft Resolution. This document must be done in a specific format, following the characteristics of the following article. Likewise, in **annex one** of this Rules of Procedure you can find an example of the official format for CONGRESMUN XII.

**Article 41.** The Possible Draft Resolution must be presented to the Chair, following these characteristics:





- I. It must have the format of **annex one** of the Rules of Procedure, which includes the following parts: Heading, introductory phrases, operative phrases and signatories.
- II. It must have the endorsement of, at least, an absolute majority of the members of the Committee (50% + 1 of the members).
- III. It should be based on the proposals made in the Committee and be in concordance with the attributions of the Committee.
- IV. It must contain a maximum of five delegations sponsoring the document, which should have contributed to the creation of this document.

**Article 42.** After submitting the Possible Draft Resolution to the Chair, the Approval Board will review this document. General Secretariat, Academic Secretariat and the Committee's Chair form the Approval Board.

**Article 43.** The Approval Board will review the document to verify that it complies with the requirements; likewise, if considered necessary, they can suggest modifications. The sponsors of the document should have to do all the changes of the document.

If the Approval Board considers that the Possible Draft Resolution is well done, then it will be recognized as a Preliminary Draft Resolution by means of the introduction of a Motion of Procedure.

**Article 44.** In those cases, in which the Approval Board detects that a Delegate or Working Group has committed plagiarism, copy-paste or taken as its own an old resolution of some other Organism; the Delegate or Group of Delegates will receive an automatic warning and the document presented will be automatically discarded.

**Article 45.** The Chair may recognize a maximum of three delegates to present the Preliminary Draft Resolution in front of the Committee and read it. The document must be read verbatim; in case any of the delegates change the wording when reading, they will be entitled to a direct warning. After a Preliminary Draft Resolution



is submitted, a motion of procedure may be introduced to open a Moderate Caucus or an Unlimited Session of Questions in order to discuss the content.

**Article 46.** Once a Preliminary Draft Resolution is recognized, the only procedure to modify specific parts of the document will be through the Amendment process. However, this procedure may only modify the form of the Preliminary Draft Resolution and may not change the background of the document. This procedure will be at the discretion of the Chair, and its determination will be unappealable.

**Article 47.** Each Delegation may submit a maximum of one amendment for the Preliminary Draft Resolution of each topic in the Agenda.

**Article 48.** Amendments must be sent written via diplomatic note to the Chair for review. These should contain the following:

- I. The line where the change is proposed and detail the proposed change.
- II. Have, at least, 25% of the signatures of the delegations represented in the Committee. The endorsement of the signatures represents the intention to debate the amendment but is not indicative of a vote for or against it.

**Article 49.** If the Chair approves the amendment, then it will be presented to the Committee and an informal vote will be taken of it. Only the votes for and against are in order, there will be no abstentions. In case there is an absolute majority (50% + 1 of the voters) the amendment will be approved; otherwise, the procedure contained in Article 50 will be initiated. This procedure will be repeated with each of the amendments received by the Chair and approved to be voted by the Committee.

**Article 50.** In the case that the vote of the amendment does not reach an absolute majority, a Speakers' List will be opened with at least two delegates in favor and two delegates against of the amendment; each speaker will have a minute for his speech and will be recognized alternately to each of the delegates to speak in the forum. At the end of the List of Speakers, the voting will be held again with the same



characteristics of Article 49. In case of reaching an absolute majority, the amendment will be approved, otherwise it will be discarded.

**Article 51.** The Chair if deemed necessary may suspend the amendment process at any time. The decision of the Chair will be unappealable.

**Article 52.** At the end of the amendment process or after the Preliminary Draft Resolution is presented, a motion of procedure to close the Debate may be introduced. The Chair should consider if the motion is in order; the motion shall be seconded and voted. For a Motion to Close Debate, delegates can only vote for or against, abstentions are not allowed.

The Motion to Close the Debate must have an absolute majority (50% + 1 of the voters) to be approved. To consult the process, refer to Article 27, paragraph IX.

**Article 53.** After a procedural motion to close the debate is approved, the Preliminary Draft Resolution will be automatically recognized as a Draft Resolution and the Final Voting will proceed.

**Article 54.** Before the beginning of the Voting Process, the Diplomatic Emissaries, Faculties, Observers, Representatives and Observer Delegations or Non-Members of the Committee will be asked to leave the room.

## CHAPTER VI – THE FINAL VOTING

**Article 55.** The Voting Process will begin after a Motion to Close the Debate is approved by the Chair.

**Article 56.** No person may enter or leave the premises during the closing process of the debate and final voting. However, prior to initiating this procedure, the Chair shall carry out the actions mentioned in **Article 54** of these Rules of Procedure.





**Article 57.** The Final Voting of the Draft Resolution will be made differently from traditional voting. This procedure will be a formal vote, so the list will be taken in alphabetical order of the members of the Committee and will be asked about the meaning of their vote one by one, this procedure will be repeated in the three voting rounds that make up the Final Voting Process.

**Article 58.** The Voting Process is composed of three rounds:

- **First round:** Delegations may vote for, against, abstention or pass. The votes in favor, against and abstention may request the right to an explanation.
  - a) Between the first and second round of voting, those delegations that requested a right to explanation will come forward and establish their speech for 1 minute.
- **Second Round:** Once the explanatory rights that have been requested have been completed, the delegates who voted "pass" will be asked to define their vote, that is, they will only be able to vote in favor, against or abstention.
- **Third Round:** This will be the final round of the voting process, where delegates can vote only for, against or abstention from the Draft Resolution.

**Article 59.** At the end of the last round of voting. The president will announce the results and announce if the Draft Resolution is approved or rejected. In case it is approved, it will be officially recognized as the Resolution to the topic in question.

**Article 60.** In order for the Draft Resolution to be approved, an absolute majority must be obtained in the voting (50% + 1 of the voters). To decide if the Project is approved by the Committee, only the votes of the Third Round of voting will be considered.

**Article 61.** Once the result of the voting on the Draft Resolution has been announced, regardless of its result, a short break will be given for the time determined by the Chair. After that time, the debate will resume with the next topic on the agenda.



**Article 62.** In the event that the result of the Final Voting has decided that the Draft Resolution is not approved, the provisions of the preceding Article will be followed. The foregoing is due to the fact that the subject under discussion has been closed and, therefore, will be declared a matter without Resolution. It shall proceed to resume the debate with the next topic on the agenda.

## CHAPTER VII - FACULTIES AND OBSERVERS

**Article 63.** All Faculties and Observers participating in CONGRESMUN XII, must wear an identification badge at all times, proving their participation in the event.

**Article 64.** The Faculties and Observers have the right to enter the discussion rooms to witness the development of the Committees. Their stay in the premises must be silent and respectful at all times.

**Article 65.** The Faculties and Observers can freely enter the Committees, but they will not be able to participate in the debate or have contact with the delegates during the sessions.

**Article 66.** In case the Faculties or Observers establish contact with a Delegate, both parties will be asked to refrain from doing so. If this fault is incurred again, the Faculty or Observer will be asked to leave the room and the Delegate will receive a warning.

**Article 67.** The Faculties must attend the Meetings scheduled for them in the Agenda of the event. The Faculty Meetings are a space for communication between the representatives of the participating educational institutions and the CONGRESMUN Secretariat to publicize the different situations or needs that may arise in the development of each committee's debate.

**Article 68.** Only the representatives of educational institutions, professors and / or delegations who are duly accredited and wearing their identification badge may enter



the Faculties meeting. No participant who is registered as a delegate or observer will be admitted to the meeting, unless there is prior authorization from the General Secretariat.

## CHAPTER VIII - THE DRESS CODE

**Article 69.** The dress code is formal and must be respected at all times during the event.

**Article 70.** For men, the use of suit, jacket, shirt, tie and formal shoes will be considered appropriate. Failing this, he can wear dress pants, sweaters, formal vests, trench coats and other accessories, as long as they adhere to the dress code. However, the use of a tie will be mandatory at all times.

**Article 71.** Women may wear a tailor suit, dress pants, dress or skirt (three fingers above the knee), formal trousers, coat or trench coat and formal shoes. Likewise, the use of plain colored stockings, sweaters or any other accessory will be allowed as long as it respects the formality of the event.

**Article 72.** The use of denim trousers, shorts, baggy pants, short pants, miniskirts, cropped pants, colored or showy socks, open tops, tennis shoes, sandals, sports or casual shoes, t-shirts, blouses or printed dresses are prohibited as well as informal or with pronounced necklines, ties with inappropriate and informal designs or motives, sunglasses and / or cap during the event.

**Article 73.** If any participant wishes to use some typical or traditional clothing of the country he represents; he shall have to request authorization at least, fifteen days in advance of the first working day of CONGRESMUN. The request must be via email, specifying the outfit.



**Article 74.** In the case that a participant does not comply with the dress code, will be subject to a sanction, which may range from a reprimand to deny participation in the event, until his dress meets the provisions of this Rules of Procedure.

## CHAPTER IX - RULES OF BEHAVIOUR

**Article 75.** All CONGRESMUN XII participants must conduct themselves with respect and diplomacy at all times. This includes Delegates, Faculties, Observers, Diplomatic Emissaries, Board of Directors and all the Members of the Organizing Committee, inside and outside the facilities of the Legislative Palace of San Lázaro.

**Article 76.** All participants must respect the facilities and heed the indications of the Authorities of the Chamber at all times. If they do not do so, they will be sanctioned and may be expelled from all activities of CONGRESMUN XII.

**Article 77.** Any assistant to the event must respect the indications regarding the use of clothing, formality and safety instructions determined in this Rules of Procedure.

**Article 78.** Any type and / or modality of violence is strictly prohibited. Including verbal, psychological, emotional, physical and sexual. Anyone who incurs any act of violence will automatically be expelled from all activities of the Model and will be consigned with the corresponding authorities.

**Article 79.** The schedule established by the Organizing Committee in the Agenda of the Event must be respected; except when the Chair or the Organizing Committee indicate any modification.

**Article 80.** The use of electronic devices, tablets, computers or any other communication device that interfere with the development of the debate during the work sessions will not be allowed. In case any delegate considers it necessary to use these, he / she must request it beforehand to the Chair, the use of which is for the consideration of the President, as long as they do not have access to the internet.



If a delegate is caught making improper or unauthorized use, he will be subject to a direct warning.

**Article 81.** Delegates may not eat, drink or smoke during sessions or inside the rooms. Food can only be consumed at the times marked for it in the Agenda; likewise, smoking should only take place in the authorized areas within the legislative enclosure.

**Article 82.** Delegates and faculties may not drink alcoholic beverages during the days that the event is developed. Likewise, if any participant is caught consuming, transporting or selling alcoholic beverages or prohibited substances, they will automatically be expelled from the event and will be consigned with the corresponding authorities.

**Article 83.** Warnings are sanctions imposed by the Organizing Committee to warn of inappropriate behaviour or outside of these Rules of Procedure.

**Article 84.** The grounds for a warning may be the following: violating the rules of behaviour, respect, dress code, plagiarism, unnecessarily interrupting the development of the debate, incurring disrespectful attitudes, being late to a session, amongst others stipulated in the present Regulation or considered by the Organizing Committee.

**Article 85.** In case of accumulating two warnings during the same session, it will cause the delegate to leave the committee and will not be able to re-enter until the next session.

**Article 86.** In case a delegate accumulates 3 warnings throughout the event, it will cause the definitive expulsion of the participant. The participation badge will be removed, and he will be accompanied to leave the facilities of the Legislative Palace;



only the Executive Committee and / or the authorities of the Chamber will be authorized to carry out this procedure.

**Article 87.** Any warning must be communicated to the General Secretariat so that they have knowledge of it and can resolve any disputes that may arise.

**Article 88.** A warning is a sanction to the violations to the present Rules of Procedure; however, it will not be the only sanction that can be implemented. In cases of serious misconduct, the Secretariat will decide if the situation warrants a stronger sanction, such as direct expulsion from the event.

**Article 89.** The Organizing Committee reserves the right of registration and / or admission to any person who fails to comply with the provisions of this Rules of Procedure.

## CHAPTER X - THE AWARDS

**Article 90.** At the end of the working sessions of the event, during the closing ceremony, 3 recognitions will be granted to the outstanding delegates of each committee. These will be the following:

- I. Best delegate
- II. First Honorable Mention
- III. Second Honorable Mention

**Article 91.** The Chair will decide the delegates who deserve an award and only they will have the final decision on the awarding of their Committee.

**Article 92.** The Chair must consider the following criteria to be evaluated in order to make the final decision on the awarding of their Committee:

- I. Language and diplomatic position,
- II. Official Position Paper,
- III. Participation in the flow of the debate,





- IV. Viable proposals,
- V. Attachment to the official position of the represented country,
- VI. Negotiation skills,
- VII. Punctuality,
- VIII. Leadership,
- IX. Accumulation of warnings and sanctions.

**Article 93.** The Chair will consider the delivery of the three prizes. In case they have detected that the delegates have not complied with the necessary requirements to receive a recognition, they may deliver a smaller number of the prizes stipulated in the present Rules of Procedure.

## CHAPTER XI - FINAL PROVISIONS

**Article 94.** The present Rules of Procedure will be mandatory for all the participants of CONGRESMUN XII.

**Article 95.** The General Secretariat, together with the competent authority to the situation in question, will resolve any situation not contemplated in the present Rules.



## ANNEX ONE. DRAFT RESOLUTION FORMAT GUIDE

The resolutions are the actions, decisions or position statements of the different international organizations represented in the work of CONGRESMUN XII. In general, the resolutions state the policy of the Member States on the topic in question, and may include references to pre-existing resolutions, declarations or conventions. Depending on the simulated Committee, they can condemn the actions of a country, make a collective call or demand economic or military sanctions, among other things; however, the resolutions must be realistic and be attached to the functions and competences of the Committee.

Resolutions must be divided into the following sections: Header, introductory or pre-ambulatory part, operative part, and signatories.

- The header will indicate the name of the resolution, the Committee, the topic and the sponsors of the document. The header should be centered and written in capital letters.
- The purpose of the introductory part is to justify the actions that will be taken in the following section; it generally denotes authorized actions of the Organization, refer to previous resolutions of the Committee, make statements about the purposes or objectives of the Organization to take a certain action, etc.
- The operative section is the part that shows the actions that will be carried out by the Committee on the topic in question; each sentence must begin with a verb and must be an idea broken down into a logical and progressive order.
- Finally, a sheet with the signatory countries of the Resolution Project must be attached.



## SAMPLE RESOLUTION

UNSC / CONGRESMUN XII / RESOLUTION A1

### RESOLUTION A-1

**COMMITTEE:** United Nations Security Council

**TOPIC:** The situation in the Korean Peninsula

**SPONSORS:** United States of America, United Kingdom of Great Britain and Northern Ireland, Ethiopia, the Netherlands, Poland, Sweden.

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- 1) **Taking into account** that the tense situation in the Korean Peninsula may result in a
- 2) large-scale conflict,
- 3)
- 4) **Seeking** to preserve international peace and security,
- 5)
- 6) **Fully aware of** the ideological differences of the involved nations,
- 7)
- 8) **Having considered** that the proliferation of nuclear, chemical and biological weapons
- 9) continues to constitute a threat to international peace and security,
- 10)
- 11) We decide the following:
- 12) **1. Supports** the efforts of the Council and other States to ease a complete and peaceful
- 13) solution through dialogue, highlight the importance of continuing to work in order to
- 14) reduce tensions in the Korean Peninsula and other places;
- 15)
- 16) **2. Urges** to continue the work to reduce the tensions in order of promoting the
- 17) perspectives on a global arrangement;
- 18)
- 19) **3. Emphasizes** the necessity to achieve a complete denuclearization, verifiable and
- 20) irreversible from the Korean peninsula in a peaceful way;
- 21)
- 22) **4. Calls upon** the governments of the Republic of Korea and the People's
- 23) Democratic Republic of Korea to preserve peace;
- 24)
- 25) **5. Decides** to continue dealing with the issue.



## ANNEX TWO. INTRODUCTORY AND OPERATIVE PHRASES

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### Introductory Phrases

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Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its	Noting further
Appreciation	Expressing its satisfaction	Noting with approval
Approving	Fulfilling	Noting with deep concern
Aware of	Fully alarmed	Noting with regret
Bearing in mind	Fully aware	Noting with satisfaction
Believing	Fully believing	Observing
Confident	Further deploring	Reaffirming
Contemplating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognizing
Deeply concerned	Having considered	Referring
Deeply conscious	Having considered further	Seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking note
Deeply regretting	Having heard	Viewing with appreciation
Desiring	Having received	Welcoming
Emphasizing	Having studied	

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### Operative Phrases

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Accepts	Draw attention	Reaffirms
Affirms	Emphasizes	Recommends
Approves	Encourages	Regrets
Authorizes	Expresses its appreciation	Reminds
Calls	Expresses its hope	Requests
Calls upon	Further invites	Resolves
Condemns	Further proclaims	Solemnly affirms
Confirms	Further recommends	Strongly condemns
Congratulates	Further reminds	Supports
Considers	Further requests	Takes note of
Declares accordingly	Further resolves	Transmits
Deplores	Have resolved	Trusts
Designates	Notes	Urges
Decides	Proclaims	





# CONGRESMUN XII