



CONGRESMUN

MODELO DE NACIONES UNIDAS DEL H. CONGRESO DE LA UNIÓN



UNITED NATIONS ENTITY FOR GENEDER EQUALITY AND THE EMPOWERMENT OF WOMEN

Rules of procedure

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#ELMODELODETODOS



THE UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN

I. Scope.

Article 1. The rules of procedure shall be effective only and exclusively in the United Nations Entity for Gender Equality and the Empowerment of Women at CONGRESMUN 2018. This document contains the specific provisions for carrying out protocols for discussion protocols, as well as references to the code of conduct and etiquette. These rules will be considered approved always, being invalidated all the different provisions.

The Secretariat of Protocol and the General Secretariat reserve the right of final decision in the event of any controversy in its application.

Article 2. The official language and work during all Spanish sessions. The representatives do not have to go to the Board of Directors to the forum in another language. The use of expressions in another language is allowed, and is happening immediately by its translation into Spanish.

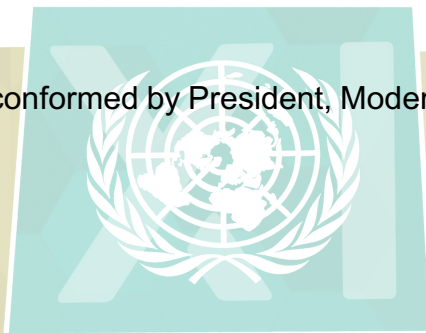
II. Executive committee.

Article 3. The Executive Committee is composed of the Deputy General Secretariat, Academic Secretariat, Secretariat of Protocol, Secretariat of Linkage, Secretariat of Logistics.

Article 4. The General Secretariat as a whole, can address the forums in a personal way to a participant at the moment it deems necessary, in case of absence, it may do so through a member of the Executive Committee designated by the same.

III. Board of Directors.

Article 5. The Bureau will be conformed by President, Moderator and Conference Officer.



Article 6. To be a teacher of the Board to guide the participants of the forum on academic matters and protocols always. It will ensure an environment of order and courtesy within it; Its final decisions are non-appealable.

Functions of the President:

- a) Establish in a formal manner the opening and closing of each working session.
- b) To give at the beginning of the first working session a brief academic review on the topic that is decided to discuss.
- c) Monitor the correct application of the rules of procedure
- d) Academically guide the flow of the debate.
- e) Establish the time limit for interventions and for procedures that require this.
- f) Communicate to the forum any necessary information.
- g) Accept or reject any procedure that in their judgment agrees for the correct development and use of the debate.
- h) Suspend procedures if their use becomes repetitive and interrupts the flow of the debate.
- i) Make calls and warnings.
- j) Declare recess during a session if in your opinion it is necessary.
- k) Review and recognize the resolution documents.
- l) Be part of the approval table.
- m) Announce the final result of the vote on the last resolution document.
- n) It will be the maximum authority within the forum.

Functions of the Moderator:

- a) Guide and attend to the timely implementation of the discussion procedures.
- b) To carry out the establishment of the agenda.
- c) To give the floor to the speakers.
- d) Open and close the forum.
- e) To request the participation of the speakers that the Bureau, in its judgment, considers necessary.
- f) To announce the decisions of the Bureau.
- g) Be part of the approval table.
- h) To fulfill the functions of the President in case of absence.

Functions of the Conference Officer:

- a) Establish the list pass at the beginning of each work session.
- b) Attend list of speakers.
- c) Manage and mark the times.
- d) Perform counting of votes.
- e) Record warnings and appeals.
- f) To carry out the functions of the President and / or Moderator when the approval table is in operation.
- g) Coordinate the work of the operational assistants
- h) Review the written communication of the forum, and, if appropriate, approve or reject it.
- i) Carry out with the President and the Moderator the process of the 3 voting rounds on a substantive issue of the last resolution document.
- j) Supplement the functions of the Moderator in case of absence.

IV. Participants.

Article 7. The committee shall be composed of the Board of Directors; by the Representatives of Member States, Observers and International Organizations invited.

- a) Representatives of invited International Organizations and States present that are not members of the United Nations Entity for Gender Equality and the Empowerment of Women during the year 2018 will be considered as observers, however, they will participate in the debate under the same conditions as the others.
- b) When speaking, all Member Representatives or Observers shall use the third person singular.
- c) Participants should always go to the forum with full courtesy.
- d) The establishment of direct contact is prohibited. All direct communication that prevents or interrupts the flow of the debate will be cause for a warning.
- e) It will be the obligation of each participant to submit to the Bureau the respective official position paper.



- f) They must, always, bear the badge that accredits them as participants in this forum. Failure to carry it will be a cause for attention.

Article 8. Advisers (Faculties). The purpose of the Faculty will be to establish a contact between the Organizing Committee and its participants in this forum, as well as their advice and coordination. The Faculties shall be prohibited from direct contact with any participant within the forum, unless they receive authorization from the Bureau or the Executive Committee.

Article 9. Visitors. Persons who are admitted by the Organizing Committee with prior authorization, may observe the debate without interfering in any way in the same. The Bureau reserves the right to deny access to any visitors during working sessions if it deems it appropriate. Any person who does not drive under the provisions hereof shall be sanctioned, either by the Bureau or by the Executive Committee in the last instance.

V. Label.

Article 10. The United Nations Entity for Gender Equality and the Empowerment of Women, as a high-level forum in which the image shown is of the utmost importance, requires the following norms of formality in the dress code:

- a) Men must wear a suit, or dress shirt, dress pants, belt, jacket, sweater or blazer, tie and dress shoes.
- b) Women may choose to wear a dress suit, dress, or skirt, dress pants and a sweater with bag, sweater or blazer whenever it is of a formal nature. Skirts and dresses should have a maximum length of four fingers above the knee. Casual shoes are not allowed.
- c) The use of blouses or dresses with a very pronounced neckline, blouses or sleeveless or halter dresses, denim pants, sandals or tennis shoes, hats, caps, leggings and / or piercings or any accessory of an informal nature, shall be strictly prohibited. .
- d) The use of traditional clothing of the country to be represented will be allowed, with the authorization of the Bureau. The use of typical footwear and representative headwear will be considered acceptable.



Article 11. A procedural question is anything that is not substantive or is related to any document of a final or resolutive nature. A procedural vote is one that decides a question of change during the debate.

Article 12. Vote. Each participant will have one vote for procedural matters, both those that are as members and those that are as observers. Voting will be carried out with a placard raised and each participant can vote in favor, against or abstain from the proposed motion. Abstentions will never count as effective votes in the outcome of any vote. All participants present must cast their votes. In case of not fulfilling the whole, the vote must be repeated.

Article 13. Criteria of majority. There are two criteria for considering an approved vote. In both cases, all participants present and accredited by the Bureau to participate in a given issue will be considered. Its alternative use is precise according to the question in question.

- ✓ Simple majority: 50% + 1 (fifty percent plus one) of participants present.
- ✓ Qualified majority: 2/3 (two thirds) of the participants present.

Article 14. Motions and points. When conducting the debate, in those occasions that the participants need to introduce some question to change the course of the debate, they will have to use motions or points as appropriate.

Motion of procedure:

- a) It serves to introduce any matter of form to the debate.
- b) For this motion to be considered in order, it must be seconded by another participant. Whoever introduced the motion cannot second it.
- c) The motion cannot interrupt a speaker or the Bureau when they are addressing the forum, or when a certain procedure is being carried out. It can only be entered when the forum is open.
- d) The Bureau may reject or accept the proposal as appropriate to the discussion.
- e) Every motion must go through a voting process. For the motion to pass, it requires a simple majority of votes in favor. In case of a tie, the criterion of simple majority is not met and the motion does not pass.



Point of order:

This will be used in case any participant indicates the incorrect application to the protocol, so it can be formulated at any time. The Board shall consider whether it is appropriate to declare it in order or out of order, and such decision is not subject to appeal.

- a) The participant introducing the point of order shall not be able to speak about the substantive content of the debate.
- b) The point can only interrupt a speaker when the speech is not meeting the requirements of the protocol or is not diplomatic. Causing a possible wake-up call or reprimand as required by the fault.
- c) There is no point of order on point of order, that is, a second point of order cannot emphasize the error of the first.
- d) All points of order must be heard, can never be denied. In case of excessive use within the forum, they may be suspended by the Bureau.
- a) There is no need to vote a point of order.

Point of personal privilege:

It will be used and proposed by any participant when he wishes to express any discomfort or personal need that causes him to continue developing fully during the debate.

Article 16. Official Position. All Representatives shall be responsible for conducting themselves in accordance with the foreign policy principles of the State assigned to them or the statutes of their Organization. Therefore, all the participants must deliver, in the first working session, a written speech that reflects the position of the State or Organization that they are to represent.

This document should be clear, concise and not exceed 3 pages. In case of not delivering said document in the first session, they will have tolerance until the maximum the second work session, failure to deliver it will be cause for reprimand.

Article 17. List Pass. At the beginning of each working session and before the President declares it formally open, the Conference Officer shall proceed with the statutory list pass in alphabetical order. Each Representative will be appointed pending a response to their attendance and the forum will be informed of their presence.



The Member Representatives will have to answer present and voting, whereas the Observers must answer simply: present.

Article 18. Agenda. If there is more than one topic proposed for discussion, setting the agenda will be the first task within the forum. Therefore, only a procedural motion for the opening of the topic to be discussed will be in order. This motion must be seconded and voted on. In case the motion is approved, but counts with votes against in the result of its voting, a special list of 4 speakers will be opened; 2 of which will be in favor and the remaining 2 against the opening of this topic. Each speaker shall enjoy such time as the President may determine in order to establish his position on the matter.

It will be considered that the people who must speak in favor of the opening of the topic will be the one who proposed the motion and who the second. The Moderator should ask the participants to select the two speakers who will decide against those who apply. Once the four speakers have been chosen, the Moderator will call one by one in an intercalated way so that they can establish their position in the forum. Once the extraordinary list of speakers has been exhausted, the Moderator will ask the participants to once again issue their final vote regarding the opening of the topic that was proposed. If the motion is approved, the proposed topic will be considered open. If the motion is discarded, the other item will be immediately opened in the agenda.

Article 19. List of speakers. Once the topic for discussion is determined, a list of speakers will be automatically opened with the time that the President determines for each intervention. The Moderator will ask the participants about their desire to be added to it, those who express this desire should raise their wardrobe and then the names of the participants to be added to the list will be pronounced aloud, the Conference Officer will oversee registering the list. No Representative may be entered on the list of speakers twice, it being necessary for him to complete his first speech in order to register again. They may do so again by means of a written message addressed to the Conference Officer and sent through the page service requesting such prerogative.

Article 20. Speeches. No participant can go to the forum without having previously obtained the permission of the Moderator. The intervention time will be monitored by the Conference Officer.



Once the speaker is in front of the forum and is about to conclude the time of his intervention, he will receive 10 seconds before, a non-verbal signal to indicate that he ends his speech. Otherwise, if you do not absorb all the available time and you have time left, you must tell the Moderator what you want to give that time and you can do it in four ways:

- a) To the Bureau: it will be absorbed for what it thinks fit.
 - b) To questions: The Moderator will ask the forum if there are questions to ask. In case of no questions the table will absorb the time. If there are questions, the participants will be chosen at the discretion of the participants who will issue such questions. Questions must necessarily revolve around the discourse of the speaker who has given way over time. The time necessary to answer them will be deducted from the time given, but not the time necessary to formulate them. The participant who asks the question will have a maximum of 30 seconds to do so, directly and without preamble, for no reason can a question be established subsequent to the first.
 - c) To comments: The Moderator will ask the forum if there are comments to make. In case of no comment the Bureau will absorb the time. If there are comments, the participants will be chosen, at their discretion, who will issue said comments. The comments must turn, necessarily, around the discourse of the participant that has given the time, in no case will be admitted retort to the commentary.
 - d) To another participant: The Moderator will ask who is wanted to give if he accepts the time given or not. If one participant gives up his time to another, and the latter does not accept the time given, the table will call attention to both participants by urging them to negotiate in advance the times given. A participant who has received the time given by another can not give that time to a third person, neither questions nor comments.
- b) There is no time limit for speeches issued in a moderate caucus. However, each time the President considers that this prerogative is being extended, he is entitled to call a participant to order to finish his speech.

Article 21. Open / closed forum. It is the distinction between protocol issues and debate. The forum will be open when it can propose motions, while the forum will be closed when the participants express themselves in their turn.

The forum will be open for five seconds after the Moderator declares its opening, at any other time the forum will be considered closed. The opening of the forum will be declared when concluding any type of procedure or dynamics in the debate.

Article 22. Special session of questions. Participants have the right to formulate a series of extraordinary questions (minimum 2 questions and maximum 4 questions) to the speaking participant in the list of speakers on the immediately preceding shift. Said prerogative will be made through a procedural motion, which should indicate the number of questions to be asked. The first question will be given to the person proposing the motion, the second to whom he / she has seconded the motion.

If there are more than two questions, a personal privilege point should be requested to extend the number of questions, if the Chair considers that request to be appropriate, the Moderator will ask the forum who wishes to ask the other questions and will choose at his discretion. In this way, a motion to re-establish the motion for the new extraordinary session of questions will be requested.

Each Representative who asks a question may use a preamble to contextualize their questioning; requesting said prerogative to the Bureau through a point of personal privilege. Any questions raised may be followed by a subsequent question put by the same speaker. To access this prerogative, it is enough that the placard is lifted, as soon as the questioned participant finishes with his first answer, and the word "subsequent" is said.

In all subsequent questions, the question must be asked directly, without the possibility of a preamble. In case the questioned participant answers a first question with a monosyllable, the possibility of requesting a subsequent one will be canceled. In case the approval is fulfilled and after closing the debate, no modification can be done to the last operative document that has been drafted within the forum.

VI. Admonitions and Cautions.

Article 27. The Bureau is entitled to call attention to the participants - regardless of their status and diplomatic investiture - that violate the rules of protocol.



- a) If a participant commits a serious misconduct to the protocol, he / she will be granted a direct warning.
- b) If a participant incurs two calls for attention will be credited to a warning.
- c) A participant who accumulates 2 warnings in the same session will be expelled from the same and can return to the next one.
- d) A participant who accumulates 3 reprimands will be expelled, invariably, from the Model and will not be able to return to any subsequent session.
- c) The use of physical or verbal violence by any participant will merit direct expulsion, the same rule will apply to the commission of serious offenses that could be considered as crimes or disturbances against a participant, visitor, the integrity of the venue and / or the staff that works in its facilities. The members of the Executive Committee and the Boards of Directors; are empowered to impose sanctions within and outside the sessions, such sanctions shall take effect immediately.

VII. Resolutive Documents.

Article 28. Worksheet. The worksheets will be the official documents without any specific format in which general proposals are presented, all of them resolutive ideas of the subject. Participants may propose such documents for evaluation by the Bureau.

A document of this type cannot be recognized as a worksheet until it is approved by the Bureau as such. It will refer to that document not yet approved as "possible worksheet". Any document that, drafted by the participants, intends to be approved as a worksheet, will require to fulfill the following characteristics:

- a) The document must have a third of the signatures of the participants present in the forum. Participants will be able to sign more than one possible worksheet, without that action linking them in their support or promotion.
- b) It must be approved by the President through his signature.
- c) The Bureau shall be entitled to make observations and / or corrections on any possible worksheet, as many times as it deems necessary and may be of form or substance.
- d) The participants, in turn, must correct the deficiencies that the Bureau, if it exists, find pertinent.



Once acknowledged by the President, considering that the document meets all the requirements satisfactorily will let the forum know and accept it before the plenary as a worksheet, giving a specific nomenclature. Both Member Representatives and observers will be able to support, draft, promote and introduce worksheets within the forum.

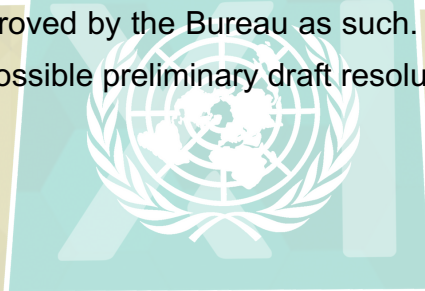
As long as the President deems it appropriate, there may be more than one worksheet within the forum.

Introduction process:

It will be understood by the introduction of worksheet to the process by which a participant, or group of participants, read to the forum the full content of the worksheets approved by the Bureau. Once the President has declared acceptance of a document as a worksheet, the Moderator will proceed to the opening of the forum, where a procedural motion for the introduction of the worksheet will be in order.

The Bureau will be responsible for selecting those who will read the worksheet. The participants must read fully the document, any modification, elimination or addition to the content of the worksheet will entice the reader to a direct warning. Once the reading of the worksheet is completed, the forum will open, indicating that a procedural motion for the opening of an unlimited moderated caucus or an extraordinary unlimited session of questions will be in order, for the purpose of discussion of the page of work. The unlimited moderated caucus or unlimited extraordinary session of questions will be declared concluded when there is no participation within the forum, or when the President deems it convenient.

Article 29. Proposed draft resolution. The preliminary draft will be the ex officio document with the format that the Bureau determines in which specific proposals, divided into two blocks, will be drawn: the first one related to contextual (pre-ambulatory) ideas that will give frame and intention; the second will be operative ideas of the theme. The participants may propose this document, for evaluation by the Bureau, once an approved worksheet is available, as the ideas contained in this worksheet will be the basis for the drafting of a preliminary draft resolution. A document cannot be recognized as a preliminary draft until it is approved by the Bureau as such. Therefore, it will refer to that document not approved as "possible preliminary draft resolution".



Any document that is written by the participants and intends to be approved as a preliminary draft resolution, will require to fulfill the following characteristics:

- a) Comply with the format determined by the Bureau.
- b) The document must contain a third of the signatures of the participants present in the forum.
- c) The participants, in turn, must correct the deficiencies that the Bureau, if it exists, find pertinent.
- d) It must be signed by the President.

Once recognized by the President, considering that the document meets all the requirements satisfactorily will let the forum know and accept it before the plenary as a preliminary draft resolution, giving its specific nomenclature. Both the Member Representatives and the Observers may support, draft and sign the preliminary draft resolution within the forum. However, only the Representatives as members with full right to voice and vote may sponsor, promote and introduce the preliminary draft resolution. Never more than a preliminary draft resolution can coexist within the forum.

Introduction process:

A preliminary project will be understood as the process by which a participant or group of participants read to the forum the full content of the preliminary draft of the collaboration agreement approved by the Bureau. Once the President manifests acceptance of a document as a preliminary draft, the Moderator will proceed to the opening of the forum, where a procedural motion will be in order for the introduction of the preliminary draft to the forum. The Bureau will be in charge of selecting those who will read the document.

The participants must read fully the document, any modification, elimination or addition to the contents of the preliminary draft will entitle the reader to a direct warning. A favorable majority will be necessary for the approval of the draft collaboration agreement. Finally, the official document may be called a resolution. After this, the President must call the forum to those participants who should have been absent during the process and inform the forum of the outcome of the vote on the resolution and, where appropriate, recognition. If there is time available in the working session and / or subsequent, there will be a continuation of the discussion of the remaining item on the agenda.

I. Particularities.

Article 32. Electronic Devices. The use of electronic devices will be allowed during the course of the debate. Access to the Internet is strictly prohibited, if the Bureau or the logistic assistant finds a participant in breach of this, will be entitled to a direct admonition. It will be for Mesa's consideration to restrict the use of the same in case it considers it necessary. Under no circumstances will those responsible for the organization of CONGRESMUN 2018 be liable for loss, theft, damage or loss of devices or valuables.

Article 33. Food. Participants will be strictly prohibited from entering the rooms with food or drinks, as well as any type of candy.

Article 34. Delays. Delay will be considered as the later arrival of any participant, at the beginning of the list pass. Any participant who arrived at the forum with delay will have to remain in the entrance until the President recognizes it.

Any delay that does not have prior authorization from the Bureau will be punished with a warning, in case of recidivism it will merit a admonishment.

Any situation not contemplated in the present regulation will be resolved by the General Secretariat and / or Secretariat of Protocol CONGRESMUN 2018, being its decision unappealable.

