



Appendix 1

Step-by-Step Guide for a Model United Nations Session:

1. Roll Call:

Just at the beginning of the model, the moderator must introduce itself and the chair. Then he/she proceeds to read the rules and then starts with the session.

- Begin the session with a roll call of all participating delegations.

The moderator must call the delegation name and just one delegate per delegation responds with: "The Delegation of _____ is Present." Note: All the representatives from the delegation must rise.

2. Setting the Topic:

- The moderator opens the floor and asks for points or motions:

"Delegates, the floor is open, is there any point or motion on the floor?"

-A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to set the agenda on topic A, Abortion"

Moderator: "That`s in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against, abstentions?" Votes must be done **per delegation**. Just one member can vote.

The chair must count the votes and in case of a majority of votes in favor, the motion passes, and that topic is established.

Moderation: "The motion passes. The topic of discussion is topic A abortion"

3. Setting Speaker Time:

- Determine the time allocated to each speaker. Common durations are 1-2 minutes per delegate. The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to set the speaker`s time for(2 minutes)"

Note: the recommended speaking time is between 2 to 3 minutes per delegation. Moderator: "That`s in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against, abstentions?" Votes must be done **per delegation**. Just one member can vote.

The chair must count the votes and in case of a majority of votes in favor, the motion passes, and that time is established.

Moderation: "The motion passes. The speaker`s time is 2 minutes "



4. Opening the Speaker's List:

- Allow delegations to sign up for the speaker's list. This list determines the order of speaking during formal debate.

The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to open the speaker's list"

Moderator: "That's in order. Those delegations that want to be included, please raise your placards"

Note: Just one placard **per delegation** should be raised. If a delegation wishes to speak, this can be done through **one or all** of its members. The members of the delegation will **decide freely**.

In case there is need for further information:

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to open an extraordinary sessions of # questions and # follow ups"

Moderator: "That's in order. Who wants the second question?" Yes, the delegation of Japan has the second question. Delegation of Mexico, please come again to the floor"

The members of the delegation will **decide freely who answers the questions (more than one member can be involved)**.

5. Moderated Caucus (Limited to 2 Extensions):

- After at least 50% of the delegations have signed up for the speaker list, a moderated caucus may be open.

- Delegates may request to speak more freely on the topic and discuss it for a specified time.

-**All** delegates are allowed to participate at that moment.

- The moderated caucus can be extended **twice** with a specified duration each time.

The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to open a moderated caucus for 10 minutes" (15 minutes is the **maximum time** to request)

Moderator: "That's in order. Who seconds the motion?"



The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against, abstentions?" Votes must be done **per delegation**. Just one member can vote.

If a delegation abstains, **none** of its members will be allowed to participate in that caucus. Moderator: "Now we are in a moderated caucus for 10 minutes"

Delegates present their thoughts, proposals, or solutions related to the specified topic following a formal speaking order, with the moderator maintaining control.

When the time of the moderated caucus is **over** the moderator says:

Moderator: "Delegates, the time for the moderator caucus is over".

The moderated caucus can be extended for additional rounds if needed. Delegates may propose and vote on these extensions.

In case delegates want to extend the moderated caucus this must be done: The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to extend the moderated caucus for 10 minutes" (15 minutes is the maximum time to request)

Moderator: "That`s in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against, abstentions?" Votes must be done **per delegation**. Just one member can vote.

If a delegation abstains, **none** of its members will be allowed to participate in that caucus. This can be done just **one more** time.

6. Simple Caucus (Limited to 3 Extensions):

- Open a simple caucus, during which delegates may engage in informal discussions and collaborate to draft a working paper.

- Delegates can request to speak, and the caucus can be extended **three times** with a specified duration each time.

The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to open a simple caucus for 15 minutes" (**20 minutes** is the maximum time to request)

Moderator: "That`s in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against?" Votes must be done **per delegation**. Just one member can vote.

Here abstentions are **NOT IN ORDER**. All delegations must vote either **in favor or against**.



If the motion passes. The moderator will tell the delegates that the floor is on a simple caucus for the time allowed. Delegates are free to discuss the topic without the need to be on a speaker's list. They can raise points, ask questions, express their opinions, or propose ideas in a less structured manner. The official language must be English.

NOTE: In case nobody asks for that motion or the motion fails, automatically the committee must continue with the speaker's list (NO MOTIONS are needed for that).

During the simple caucus Delegates can propose draft resolutions, amendments, or ideas. These proposals can serve as a basis for resolutions later in the session.

The Chair, Moderator or/ and the Runners must monitor the simple caucus to ensure that discussions remain **respectful and focused on the topic**. They can also extend the duration if needed three times.

When the time of the moderated caucus is over the moderator says:

Moderator: "Delegates, the time for the moderator caucus is over, please go back to your places".

The moderated caucus can be extended for additional rounds or for a longer duration if needed.

Delegates may propose and vote on these extensions.

In case delegates want to extend the simple caucus this must be done:

The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to extend the simple caucus for 10 minutes" (20 minutes is the maximum time to request)

Moderator: "That's in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor..... against?"

Votes must be done **per delegation**. Abstentions are **not in order**.

This can be done just two more times.

7. Working Papers Submission:

- During the simple caucus delegations collaborate to draft working papers that outline potential solutions or actions.

- These working papers are submitted for review to the Chair. They can be just sent to the Chair through a Runner adding a formal note requiring the submission.

The format of a working paper in a Model United Nations (MUN):

Title: The title should clearly reflect the topic or issue the working paper addresses.

Sponsor(s): List the delegations that are sponsoring or contributing to the working paper. Maximum three countries.



Committee: Mention the name of the committee or body where the working paper is being presented.

Date: Include the date of submission.

Preamble:

- Provide a brief introduction to the issue or topic.
- Explain the background and context of the problem.
- Include any relevant statistics, facts, or historical information.

Operative Clauses:

- List proposed actions or solutions to address the issue.
- Start each clause with a verb (e.g., "Recommends," "Calls upon," "Urges").
- Clearly state the actions to be taken by member states or relevant entities.
- Use bullet points or numbering for clarity.

Signatories: Delegations that support the working paper can sign below it.

-The chair will make corrections on the document and give it back to the alliance through a runner. Then it must be corrected and sent again to be finally accepted. Once accepted, the Chair sends it back again through a Runner.

NOTE: The Chair can make **as many** corrections and send it back as many times as it considers necessary.

8. Resolution Paper Introduction:

- Once working papers are accepted, introduce a motion to present a possible resolution paper.
- A delegation or alliance presents their resolution paper, outlining their proposed solutions. The moderator opens the floor:

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of an alliance raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to introduce the possible resolution paper of alliance A" Moderator: "That`s in order. Please the main sponsors of alliance A come to the front to introduce your proposal" JUST **one representative of each country** in the alliance will introduce the document.

9. Unlimited session of questions and comments:

- Oce the main sponsors have read their possible resolution paper it must be open an unlimited session for questions and comments on the introduced resolution paper.
- Delegates can seek clarifications or express their opinions.

The moderator opens the floor:

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of an alliance raises its placard and when the moderator gives the floor to it, the representative says:



Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to introduce start a session of unlimited questions and comments" Moderator: "That's in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Now we are in a session of unlimited questions and comments, Delegation of (The country that opened the motion) has the first question or comment, the Delegation of (The country that seconded) has the second question or comment.

Note:

Each delegate can ask questions or make comments independently if they belong or not to the same delegation.

Each delegate has the right to ask or say unlimited questions or comments in a row and if later in the same moment of the session wants to participate again, it will be possible.

10. Introduction of Additional Resolution Papers:

- If there are other resolution papers to introduce, follow the same procedure as in **steps 8 and 9**.
- In case more time is needed to finish the document, the floor must continue with the speaker's list. (No motion for this is needed)

11. Motion to Vote for Resolution Paper (Three Rounds):

- Open a motion to vote for the resolution paper(s).
- Conduct three rounds of voting, with each delegation casting one vote.
- The resolution paper must pass by a specified majority (e.g., two-thirds).

The moderator opens the floor:

Moderator: "Delegates, the floor is open, is there any point or motion on the floor?" A representative of an alliance raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to vote for the possible resolution paper A"

Moderator: "That's in order. Who seconds the motion?"

The motion must be seconded by a **different delegation**.

Once seconded, the moderator continues:

Moderator: "Motion seconded by the delegation of China" Votes in favor..... against?" Votes must be done **per delegation**. Abstentions are **not in order**.

The voting process in a Model United Nations (MUN) is conducted in three rounds, and involves the following steps:

Round 1: First Vote

Moderator: "The Delegations will vote to determine the acceptance or rejection of the possible resolution paper A by responding "For," "Against," or "Abstain."

NOTE: The votes must be done **per delegation**.

The Chair tallies the votes, recording the number of "For," "Against," and "Abstain" responses. The Chair or the moderator announces the results of the first vote.

Round 2: Second Vote



The Moderator repeats the voting procedure as described in Round 1, this time by responding "For," "Against," or "Abstain." and with an **option** of adding a brief explanation of the decision taken. NOTE: The votes must be done **per delegation**.

The Chair tallies the votes, recording the results of the second vote.

The Chair announces the results of the second vote, stating the number of votes in each category. **Round 3: Final Vote**

The Chair repeats the voting procedure as described in Round 1 for the final version of the resolution or motion this time just by responding "For" or "Against."

The Chair tallies the votes, recording the results of the final vote.

The Chair announces the results of the final vote, stating the number of votes in each category.

The outcome of the final vote determines whether the resolution is accepted or rejected. The decision is made based on the total number of "For" and "Against" votes. If the resolution receives the required majority, it is adopted. If not, it is rejected. In case of being rejected a voting session for an alternative possible resolution paper is in order.

In the event that both possible resolution papers are rejected:

1. Delegates may opt to continue discussions, negotiations, and collaboration to draft new resolution papers. If the floor chooses to follow this path a motion to start an unmoderated caucus will be in order.

2. Delegates may explore alternative approaches or solutions to address the issue at hand. This could involve revisiting working papers, brainstorming, or seeking compromise on contentious points. If the floor chooses to follow this path a motion to start an unmoderated caucus will be in order.

3. Delegates may decide to ask for external assistance to help delegates reach a consensus. This assistance will be provided by the Secretary or/ and the Undersecretary. If the floor chooses to follow this path a **motion to ask for external assistance to resolve a deadlock situation** will be in order.

Upon the adoption of a successful resolution paper, it is incumbent upon the three principal representatives of the sponsoring delegations to proceed to the General Office with the purpose of formally presenting the document to the Secretary, the Undersecretary, and the relevant staff for its official acceptance.

12. Motion to Adjourn the Session:

- Finally, open a motion to adjourn the session. Delegations vote on this motion.

The moderator opens the floor.

Moderator: "Delegates, the floor is open, is there any point or motion on the floor? The only motion in order is to adjourn the session."

A representative of a delegation raises its placard and when the moderator gives the floor to it, the representative says:

Delegate: "motion of procedure"

Moderator: "Yes delegate"

Delegate: "Motion to adjourn the session"

Moderator: "That's in order. Who seconds the motion?"



The motion must be seconded by a **different delegation**. Once seconded, the moderator continues: Moderator: "Motion seconded by the delegation of China" Votes in favor, against, abstentions?" (All delegates are required to vote)

Moderator: "The motion passed. The session is adjourned."

13. Request to leave due to Personal Reasons:

- If a delegate finds it necessary to leave the committee session due to personal reasons, the delegate should follow the established procedure.

- The delegate must raise their placard to request recognition.

Delegate: "Point of Personal Privilege."

Moderator: "That's in order."

Delegate: "To be excused"

The Chair will accept or refuse the point.

Delegates may request permission to temporarily exit the committee session in accordance with the daily school rules. It is important to note that only one individual is permitted to exit at any given time.

14. Use of Points of Order:

- Points of Order are parliamentary motions or statements used by delegates to raise concerns about procedural irregularities during a session.

- Delegates use Points of Order to draw the Chair's attention to violations of rules, breaches of decorum, or deviations from established procedures.

- These points are typically addressed by the Chair to maintain the order and fairness of the debate.

- These can't be used as a means of intimidating or targeting any individual.

15. Use of Right of Reply:

- The Right of Reply is a parliamentary privilege that allows a delegate to respond briefly to personal attacks or offensive remarks made by another delegate during the debate. -Delegates are required to formally request the Right of Reply in instances where they perceive a personal attack, and the established protocol does not allow for an immediate response. The granting of the Right of Reply by the Chair typically hinges upon the gravity of the offensive statement and its direct relevance to the ongoing debate.

16. Use of Points of Information:

- Points of Information (POIs) are used by delegates to ask questions or seek clarifications from a delegate who is currently speaking.

- POIs are typically raised during speeches or presentations and are a way for delegates to engage in interactive dialogue with the speaker.

- The speaker can choose to accept or reject POIs based on their preference and the rules of the conference.

17. Participations:

- Participation points are based on delegate's active engagement in committee sessions. - Participation points are awarded for making substantive speeches, asking or responding to POIs, and contributing constructively to debate.



18. Warnings:

- Warnings are issued by the Chair or Moderator in response to violations of rules, decorum, or disruptive behavior by delegates.
- They serve as official notices that a delegate's conduct is not in line with conference guidelines or parliamentary procedures.
- Repeated warnings may lead to sanctions such as loss of speaking time, expulsion from the session, deduction or loss of participation points or other penalties depending on the severity of the violation.

19. Additional Rules:

- It is imperative to reach agreements through diplomatic means, and any aggressive approach or behavior is strictly prohibited.
- Direct contact between delegates during the session is restricted, except during the simple caucus.
- Delegates must communicate through written messages delivered by runners, except during the simple caucus..
- All communication, both spoken and written, shall be conducted in English, in alignment with the procedures of the United Nations.