



FIFA PROCEDURE

A. Opening Session

President: Directors, please all rise.

On behalf of the Universidad La Salle Cancún and the Academy of English we welcome you to the first session of the _____ Model United Nations “LASALLECUNMUN2024”. Directors, you may be seated.

(President's speech)

I will now introduce the members of the chair. To my left is our vice president. *Vice president: (Vice president's speech)*

President: To my right is our secretary.

Secretary: (Secretary's speech)

Vice president: I will now proceed with the roll call, please raise your placards and state “present and voting”, unless you are not allowed to take a vote, then please just state “present”. *(Roll Call)*

Secretary: President, we have enough quorum.

President: Thank you, since there is enough quorum, the session is declared

open. (*President hits mallet*)

B. Open the Speaker's List

Vice president: Directors, the chair recommends a motion to open the Speaker's List. The floor is open, are there any points or motions on the floor?

Vice president: Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To open the Speaker's List for the time of _____ (*1.30 min max.*)

Vice president: That is in order. Who seconds the motion?

(*If placards raised, the vice president chooses who seconds the motion*)

Vice president: Thank you director _____. Votes in favor?

Vice president: Votes against?

If the motion passes:

Vice president: The motion clearly passes. The Speaker's List is now open.

If the motion does not pass:

Vice president: Sorry director, the motion did not pass.

C. Speaker's List

Vice president: The directors who want to be added to the Speaker's List, please raise your placard.

Vice president: Thank you director... *(Every director that raises his/her placard) *Is important to know that the order in which the Speaker's List is set, starts with the director who made the motion, follows with the director who seconded it, and then with the directors who raised their placards. **

At this point, the Secretary goes through the directors to fetch the Position Papers, if they were not delivered at the registration.

Vice president: Any other director who wishes to be added to the Speaker's List, please send a diplomatic note to the chair.

Directors, the floor is open, are there any points or motions on the floor?

If there are points or motions.

Vice president: Yes, director _____?

Director: Point or motion *(The director may revise their placard)*

Vice president: Establish

Director: To _____

Vice president: Yes director, you are in order. (simple voting process) / Sorry director, you are not in order.

If there are no points or motions.

Vice president: Since not, the director _____ you have the right to speak for

(time)

Once the director has finished.

Vice president: You have ___ seconds left, what do you want to do with your time? *(The director has 2 options: to yield his/her time to the chair or to yield his/her time to another director.)* 1. Yielding time to the chair

Vice president: Thank you director. You may be seated.

2. Yielding time to another director

Director: I yield my time to the director _____

Vice president: Director _____, do you accept the time?

*(The director to whom the time is offered can accept it, in which case it will be immediately used, or reject it, continuing with the normal process of yielding the time to the chair. If the director rejects the time, the delegation who yielded the time will get a direct warning.) *This procedure is repeated as many times as directors are in the Speaker's List unless any other point or motion is requested. **

E. Opening an Extraordinary Session of Questions

In case a director A wants to ask any questions about a director B's position in the Speaker's List.

Vice president: Directors, the floor is open. Are there any points or motions? *Director A:* Motion of procedure

Vice president: Establish

Director A: To open an extraordinary session of questions

Vice president: How many questions director?

Director A: *(Number of questions, 2q's minimum)*

Vice president: Director _____ do you accept the questions?

Director B: Yes / No

Vice president: Yes director, you are in order. *(simple voting process)* / Sorry director, the motion is not in order.

F. Simple Voting Process

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Vice president:* Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To _____

Vice president: Yes director, you are in order. Who seconds the motion?

Vice president: Thank you director _____

Vice president: Votes in favor?

Vice president: Votes against?

Vice president: Abstentions?

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

G. Opening a Moderated Caucus

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Vice president:* Yes, director _____?

Director: Motion of Procedure

Vice president: Establish

Director: To open a Moderated Caucus

Vice president: For how long?

Director: For _____ minutes

(The time is always revised and determined by the chair.)

Vice president: Yes director, you are in order. *(simple voting process)* / Sorry director, you are not in order.

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

H. Moderated Caucus

Vice president: Directors, we are now in a Moderated Caucus for the time of _____

minutes. *(Always the first person to speak is the director who requested the caucus. Then, the second speaker is the director who seconded the motion. After this director has finished talking, the vice president will proceed to give the word to a director who has its placard raised.)* During the Moderated Caucus, the directors discuss the topic. Each one located in their seats, while the vice president gives the word to them, if placards raised.

When the time is over

Vice president: Directors, the time for the moderated caucus has expired. The floor is open. Are there any points or motions on the floor?

I. Opening Simple Caucus.

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Vice president:* Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To open a Simple Caucus

Vice president: For how long?

Director: For ____ minutes

(The time is always revised and determined by the chair.)

Vice president: Yes director, you are in order *(simple voting process)* / Sorry director, you are not in order.

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

J. Simple Caucus (non-moderated debate)

During the Simple Caucus the directors are free to stand up (but not to leave the room) and to speak and negotiate with other directors. No intervention from the moderator is needed. When the time is over

Vice president: Directors the time for the Simple Caucus has expired, please take your seats.

The floor is open. Are there any points or motions on the floor?

K. Extending the time of the Moderated/Simple Caucus

Director: Motion of procedure

Vice president: Establish

Director: To extend the time of the Moderated/Simple Caucus.

Vice president: For how long?

Director: For ____ minutes

(Even though the director can choose freely the length of the extension, it always has to be less than the original time for the Moderated/Simple Caucus.)

Vice president: Yes director, you are in order. *(simple voting process)* / Sorry director, you are not in order.

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

At this point, the committee has to have at least one Working Paper written. This (these) working paper(s) has (have) to be sent to the chair to be read over and if it (they) is (are) acceptable, it (they) will be signed by the president.

Once the chair has approved the working paper(s), delegates MUST turn it into a possible draft resolution by giving it the appropriate format.

L. Motion to introduce the Draft Resolution

This can only happen once the possible draft resolution has been approved by the chair, turning this paper into draft resolution A1/A2.

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Director:* Motion of procedure

Vice president: Establish

Director: To introduce the draft resolution (A1/A2)

Vice president: Yes director, you are in order. / Sorry director, you are not in order. *President:*

The chair requests 3 sponsors of the draft resolution (A1/A2) to come to the front and read it.

(Sponsors read draft resolution A1/A2)

President: Directors, now would be in order to ask any questions regarding draft resolution

A1/A2. Please raise your placards in case you want to ask any questions. (*The vice president is in charge of the asking process*)

In case there are two, this procedure is repeated for both draft resolutions

M. Opening the Voting Process

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Vice president:* Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To open the Voting Process.

Vice president: Yes, director you are in order. (simple voting process) / Sorry director, you are not in order

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

N. Voting process

President: Directors, we are going to start the voting process. I will now yield the word to the Secretary General Mr./Ms. _____ to explain and hold the voting process.

Secretary General: Thank you Mr./Ms. President. Directors, to choose the Resolution there will be up to three rounds by Draft Resolution A1/A2. In the first two rounds you may establish your

vote in favor, against, in favor with right of explanation, against with right of explanation, abstention or pass. In the last round you may establish your vote in favor or against only. In the case you establish your vote pass, you will be asked at the end of that round to establish your vote again, in which case you can establish it in favor, against, in favor with right of explanation, against with right of explanation or abstention. If you establish your vote in favor or against with right of explanation, you will be asked in alphabetical order to come to the front to give a brief explanation about your vote after all the delegations have voted in the current round. I shall remind you that Sponsors from any of the Draft Resolution A1/A2 cannot vote against their own Draft Resolution. Finally, I remind you that the Resolution has to be approved by an absolute majority (50%+1) of the committee at least.

Secretary General: I will now proceed to hold the voting process. I will now hold the first round for Draft Resolution A1/A2.

Secretary General: Director _____, how you like to establish your vote? *This procedure is repeated as many times as delegates are. If there is a vote established as “pass”, the director who establishes his/her vote in that way will be asked at the end of the current round to establish again. When there are rights of explanation, they are called after every vote has been established in the current round. *

Secretary General: Director (first director in alphabetical order) please come to the front to give your explanation. We asked you to please be brief. *(The standard time for an explanation is one minute and a half, but it may vary according to the secretary's criteria.)*

Once the director has finished.

Secretary General: Thank you director. You may be seated.

This procedure is repeated as many times as rights of explanation were established. When the first round of the voting process for Draft Resolution A1/A2 has finished and all the rights of explanation have been explained, the second and third round may be held. (The second round is held exactly in the same way that in the first round)

Secretary General: I shall remind you that in the last round you may establish your vote in favor or against only.

Once the third round is completed.

Secretary General: Directors, with ___ votes in favor and ___ votes against, Resolution A1/A2 clearly passes. Congratulations, directors, we have a Resolution.

President: Now the chair recommends a motion to close the debate
At this point, the Resolution made by the committee is immediately sent to the Secretary General to be signed.

O. Postponing the Session

When the estimated time for a session has expired and the committee is programmed to leave, any director can postpone the session to have recess or continue the following day. *Vice*

president: Directors, the floor is open. Are there any points or motions on the floor? *Vice*

president: Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To postpone the session

Vice president: Yes director, you are in order (simple voting process) / Sorry, director, you are not in order.

If the motion passes.

Vice president: The motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.

P. Closing the session

This motion is only used once. Is the final motion made in the Model.

Vice president: Directors, the floor is open. Are there any points or motions on the floor? *Vice president:* Yes, director _____?

Director: Motion of procedure

Vice president: Establish

Director: To close the session

Vice president: Yes director, you are in order (simple voting process) / Sorry director, you are not in order.

If the motion passes.

Vice president: the motion clearly passes

If the motion does not pass.

Vice president: Sorry director, the motion did not pass.