



ENGLISH PROCEDURE

A. Opening Session

President: Delegates, 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 “LASALLECUNMUN2025”. Delegates, you may be seated.

(President’s speech)

I will now introduce the members of the chair. To my left is our moderator.

Moderator: (Moderator’s speech)

President: To my right is our conference officer.

C.O: (Conference officer’s speech)

C.O: I will now proceed with the roll call, please raise your placards and state “present and voting”, unless your delegation is not allowed to take a vote, then please just state “present”.

(Roll Call)

C.O: 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

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

Moderator: Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

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

Moderator: That is in order. Who seconds the motion?

Moderator: You are in order delegate. Who seconds the motion?

(Delegation seconds the motion)

Moderator: The delegation of _____ has seconded the motion. Thank you, delegate. Votes in favor *(delegates raise their placards)*, against *(delegates raise their placards)*, abstentions *(delegates raise their placards)*.

If the motion passes:

Moderator: Thank you, delegates. The motion clearly passes. The Speaker's List is now open.

If the motion does not pass:

Moderator: Sorry delegate, the motion did not pass.

C. Speaker's List

Moderator: The delegates who want to be added to the Speaker's List, please raise your placard.

(delegates raise their placards)

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

At this point, the Conference Officer goes through the delegations to fetch the Position Papers, if they were not delivered at the registration.

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

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

If there are points or motions.

Moderator: Yes, delegation of _____?

Delegate: Point or motion *(The delegate may revise their placard)*

Moderator: Establish

Delegate: To _____

Moderator: Yes delegate, you are in order. (simple voting process) / Sorry delegate, you are not in order.

If there are no points or motions.

Moderator: Since not, the delegation of _____ you have the right to speak for (time)

(The moderator waits for the delegate who comes to the front)

Moderator: Delegate, when you have 10 seconds left you will hear this sound *(mallet sound)* and when your time comes to an end you will hear this other sound *(mallet sound twice)*.

(Once the delegate has finished)

Moderator: You have ___seconds left, what do you want to do with your time? *(The delegation has 2 options: to yield his/her time to the chair or to yield his/her time to another delegation.)*

1. Yielding time to the chair

Moderator: Thank you delegate. You may be seated.

2. Yielding time to another delegation

Delegate: I yield my time to the delegation of _____

Moderator: Delegation of _____, do you accept the time?

*(The delegate 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 delegate rejects the time, the delegation who yielded the time will get a direct warning.) *This procedure is repeated as many times as delegates are in the Speaker's List unless any other point or motion is requested. **

E. Opening an Extraordinary Session of Questions

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

Moderator: Delegates, the floor is open. Are there any points or motions?

Delegate A: Motion of procedure

Moderator: Establish

Delegate A: To open an extraordinary session of questions

Moderator: How many questions delegate?

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

Moderator: Delegation of _____ do you accept the questions?

Delegate B: Yes / No

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

if the question or issue was not resolved

Delegate: Follow-up

Moderator: (If in order) Please, establish.

(If the Chair decides, or if this point has already been used in the extraordinary session of questions by another delegation, the motion will not be in order.)

F. Simple Voting Process

Moderator: Delegates, the floor is open. Are there any points or motions on the floor? Moderator: Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

Delegate: To _____

Moderator: Yes delegate, you are in order. Who seconds the motion?

Moderator: Thank you delegate of _____

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.

G. Opening a Moderated Caucus

Moderator: Delegates, the floor is open. Are there any points or motions on the floor? *Moderator:* Yes, delegation of _____?

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To open a Moderated Caucus

Moderator: For how long?

Delegate: For _____minutes

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

Moderator: Yes delegate, you are in order. *(simple voting process)* / Sorry delegate, you are not in order.

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.

H. Moderated Caucus

Moderator: Delegates, we are now in a Moderated Caucus for the time of _____minutes.

(Always the first person to speak is the delegate who requested the caucus. Then, the second speaker is the delegate who seconded the motion. After this delegate has finished talking, the

moderator will proceed to give the word to a delegate who has its placard raised.) During the Moderated Caucus, the delegations discuss the topic. Each one located in their seats, while the moderator gives the word to them, if placards raised.

When the time is over

Moderator: Delegates, the time for the moderated caucus has expired. The chair recommends a motion to extend the time of the Moderated Caucus. The floor is open.

Are there any points or motions on the floor?

I. Opening Simple Caucus.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor? *Moderator:* Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

Delegate: To open a Simple Caucus

Moderator: For how long?

Delegate: For ____ minutes

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

Moderator: Yes delegate, you are in order *(simple voting process)* / Sorry delegate, you are not in order.

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate the motion did not pass

J. Simple Caucus (non-moderated debate)

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

Moderator: Delegates the time for the Simple Caucus has expired, please take your seats. The chair recommends a motion to extend the time of the Simple Caucus. The floor is open. Are there any points or motions on the floor?

K. Extending the time of the Moderated/Simple Caucus

Delegate: Motion of procedure

Moderator: Establish

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

Moderator: For how long?

Delegate: For _____minutes

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

Moderator: Yes delegate, you are in order. *(simple voting process)* / Sorry delegate, you are not in order.

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.

L. Introduction of The Working Papers

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 sign by the president.

President: Delegates, the Chair has received a Possible Working Paper and has approved it. From now on, it should be referred to as Working Paper Resolution A1/A2.

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

M. 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.

Moderator: Delegates, the floor is open. Are there any points or motions on the floor? *Delegate:* Motion of procedure

Moderator: Establish

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

Moderator: Yes delegate, you are in order. / Sorry delegate, 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: Delegation of _____ and Delegation of _____, you proposed and seconded the motion. Do you want to introduce the Draft Resolution independently or with a third

delegation? *(The delegate responds; a maximum of three delegations can read it.)* Thank you, delegate. We will now proceed to read the Draft Resolution A1/A2

(Once they finished)

President: Please raise your placards on case you want to ask any questions. *(The moderator is in charge of the asking process)*

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

N. Opening the Voting Process

Moderator: Delegates, the floor is open. Are there any points or motions on the floor? *Moderator:* Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

Delegate: To open the Voting Process.

Moderator: Yes, delegate you are in order. (simple voting process) / Sorry delegate, you are not in order

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.

O. Voting process

President: Delegates, 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: Thank you Mr./Ms. President. Delegates, 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: I will now proceed to hold the voting process. I will now hold the first round for Draft Resolution A1/A2.

Secretary: Delegation of _____, 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 delegate 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: Delegate from (first delegation 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 delegate has finished.

Secretary: Thank you delegate. 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: 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: Delegates, with ___ votes in favor and ___ votes against, Resolution A1/A2 clearly passes. Congratulations, delegates, 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.

P. Postponing the Session

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

Delegates, the floor is open. Are there any points or motions on the floor? *Moderator:* Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

Delegate: To postpone the session.

Moderator: Yes delegate, you are in order (simple voting process) / Sorry, delegate, you are not

in order.

If the motion passes.

Moderator: The motion clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.

Q. Closing the session

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

Moderator: Delegates, the floor is open. Are there any points or motions on the floor?

Moderator: Yes, delegation of _____?

Delegate: Motion of procedure

Moderator: Establish

Delegate: To close the session

Moderator: Yes delegate, you are in order (simple voting process) / Sorry delegate, you are not in order.

If the motion passes.

Moderator: the motions clearly passes

If the motion does not pass.

Moderator: Sorry delegate, the motion did not pass.