

# **Delegate's Handbook**

---

## **MODELO ONU ASOBILCA**



## 01. Introduction

1.1. What is a Model United Nations?	03
1.2. Objectives of a Model United Nations	04
1.3. About the ASOBILCA Model UN	04
1.4. Purpose of the Delegate's Handbook	05

## 02. Model Structure

2.1. Functions and Responsibilities: Steering Committee, General Secretary, Advisors, Heads, Presidents, Delegates, Teams, Teachers, among others.	06
--	----

## 03. Rights and Duties

3.1. Participants' Rights	09
3.2. Duties of the Participants	10
3.3. Code of Conduct	11
3.4. Dress Code	13
3.5. Warnings	14

## 04. Parliamentary Procedure

4.1. Order of Activities During the Committee	16
4.2. Basic Procedure	18
4.3. Motions and Requests	19
4.4. Procedure Chart	22
4.5. Parliamentary Language	24

## 05. Draft resolution

5.1. Content	25
5.2. Pre-ambulatory and Resolutive Clauses	27

## 06. Tools for Excellent Model Development

6.1. Key Activities for Delegates	29
6.2. Diplomatic Techniques	29
6.3. Fundamentals of Good Oratory	29

# 1. Introduction

## 1.1 What is a Model United Nations?

A Model United Nations is an academic activity that simulates the workings of United Nations committees. During this activity, students assume the role of delegates representing different countries or international actors, debating and discussing local and international issues in committees chaired by leaders who guide the participants' development. The topics covered by these committees can address regional, national, or international issues, focusing on current problems of concern to the international community and aligned with the Sustainable Development Goals (SDGs). Similarly, the committees can be bilingual, special, or based on the regular United Nations procedure.

The negotiation methods follow the protocols established by the United Nations; therefore, during a Model UN, students must prepare documents (position statements and resolutions) and vote according to the interests of the delegation they represent.

During a Model UN conference, participants set aside their personal beliefs and assume the role of a diplomat/delegate. From this perspective, they must defend the most appropriate arguments, taking into account the delegation they represent. In this way, students learn to understand, respect, and tolerate different ways of thinking. Additionally, they acquire knowledge of international politics and geography, negotiation, project writing, public speaking, leadership, and protocol. Therefore, it is very important that students familiarize themselves with the workings of the United Nations and its member states before participating. Beyond the educational experience, Model UN offers the opportunity to interact with others, allowing students to be part of an intercultural environment where they encounter delegates from diverse regions and backgrounds.

## 1.2 Objectives of a Model United Nations

The main objectives of a Model UN are:

- To understand, from a different perspective, the concerns and hopes of people living in different regions of the world.
- Learn how the UN can contribute to improving the lives of people around the world.
- To foster a spirit of cooperation through skills and behaviors.
- Develop negotiation, agreement and consensus skills as fundamental instruments in the resolution of international differences.
- Strengthen research, argumentation, public speaking, leadership and writing skills that contribute to the academic level of the delegates.
- Interact with students from diverse educational institutions, regions, and contexts to foster an intercultural environment.
- Ensure that the topics covered in each edition fall within the thematic line defined by its organizers.

## 1.3 About the ASOBILCA Model UN

The ASOBILCA Model United Nations is a high-impact academic initiative promoted by the Association of Bilingual Schools of Cali (ASOBILCA), made up of the German School, Bolívar School, Colombo British School, Cañaverale International School, Jefferson School, La Colina Gymnasium and the Paul Valéry French Lyceum.

This model originated in 1993 after the participation of Colegio Bolívar in the model of Colegio Nueva Granada in Bogotá, and quickly became the most important and largest Model UN in the southwest of the country, with the annual participation of more than 500 students from public and private educational institutions.

Since 2009, the organization of the event has been shared by two ASOBILCA member schools, one responsible for the academic component and the other for the logistical component, for a two-year term. It takes place at university campuses or at the headquarters of one of the association's member schools.

#### 1.4 Purpose of the Delegate's Handbook

The ASOBILCA Model UN Delegate's Handbook constitutes the essential regulatory framework upon which the event is structured and governed. Its purpose is to provide all participants with a clear and coherent set of rules and guidelines that ensure order, respect, and academic excellence during the model.

Through its provisions, this manual promotes an environment of collaboration, dialogue, and diplomacy, ensuring that debates and other aspects of the event are conducted respectfully, effectively, and in accordance with the principles that inspire the United Nations and ASOBILCA schools. This manual aims to provide delegates, presidents, staff, and organizers with guidance on expected conduct both within and outside of committees.

In addition to regulating parliamentary procedures and principles of conduct, this document also includes guidelines on dress code, the roles and responsibilities of participants, and other operational aspects that contribute to the success of the model. Compliance is mandatory for all attendees and forms the basis for the smooth running of the event.

## 2. Model Structure

### 2.1 Functions and Responsibilities

The ASOBILCA Model UN operates under an organizational structure that includes the Directive Committee, the Secretariat, the Chairs, the staff, and the delegates. This team is renewed for each edition of the model, with the exception of the sponsors, who rotate among the institutions responsible for organizing it each year. The functions of the different entities within the model are:

- **Directive Committee:** This is the highest authority of the Model. Any proposed changes to the bylaws, as well as authorization for certain procedures, will be granted solely by this committee. It is composed of the Secretary General and the organizing faculty.
- **Secretariat:** This team is composed of the General Secretary, the General Advisor, the Academic Advisor, the Head of Logistics, and the Head of Press. Together with the faculty, this team manages the academic, logistical, and press areas and is responsible for coordinating and planning the event.
- **Secretary General:** This is the highest authority within the Model's secretariat. They lead the organizing team, oversee each area of the model, and ensure that all decisions are aligned with the association's principles. They are responsible for ensuring compliance with parliamentary procedure (as the highest authority in this regard) and for coordinating the secretariat.
- **General Advisor:** Functions as support for the Secretary General and the members of the Secretariat, advising the decisions of all committees and teams, always ensuring better performance.
- **Academic Advisor:** This person is responsible for coordinating, along with the lead instructor, the preparation and academic quality of the event. They guide the academic team and the chairpersons and coordinate the work of each of the respective committees.
- **Logistics Director:** Organizes and supervises (along with the supervising instructor) all operational aspects of the Model, including spaces, food, and materials, ensuring efficient and orderly development during the simulation. Must coordinate the Logistics Team and the Skaters.

- **Press Coordinator:** Responsible for the model's public relations, leading its communication and outreach, coordinating the Press Team, managing social media, updating the website, and creating content to promote the event and its results. Must work closely with the lead instructor.
- **Committee Chairs:** Chairs are responsible for drafting their respective committee's academic guide, directing the delegates' preparation process, receiving and evaluating the portfolios they must submit within a set timeframe, assessing delegates' performance using a pre-established rubric, and selecting the delegates who will receive recognition. They have the duty to guide the work of their committees, ensuring compliance with parliamentary procedure.
- **Organizing Teachers:** They are responsible for the functioning of the Model both academically and logistically, therefore, any request relevant to the development of the Model should be directed to them.
- **Accompanying Teachers:** They must support their delegates during the drafting of their portfolios, guide the participating delegations, and act as observers within the committees. It is also their responsibility to call their delegates' attention to the fact that they are not acting in accordance with the regulations and requirements of the Model.
- **Delegates:** They will be responsible for preparing, conscientiously and responsibly, their delegation's position on the proposed topics. Furthermore, they will submit, within the established deadline, a portfolio to their respective chairpersons, which must include their opening remarks, position statements, and a profile or information about the delegation they represent. They will maintain order in the committee, respect parliamentary procedure and punctuality, and act at all times in accordance with the Model's rules.
- **Runners:** These are students from the organizing schools whose responsibility is to act as messengers between the delegations in each committee. They must ensure that the content of the messages is related to the committee's discussion. In addition, they must assist the committee chairs with any logistical support tasks that may be assigned to them.

- **Logistics Team:** These are students from the organizing schools whose responsibility is to guide and support the needs of each committee (sound, temperature, equipment, etc.). They must assist the committee presidents with any assigned tasks and guide participants to their respective rooms, also being able to answer their questions regarding the event's logistics.
- **Press Team:** It is made up of students from the organizing schools, whose responsibility is to support the Press Officer in the preparation and coverage of the event (interviews, reports, videos, photographs, classifieds, among others).
- **Academic Team:** This team is responsible for providing academic guidance to the delegates and other participants in the Model UN. Led by the Academic Advisor, they oversee the presidents and ensure the proper completion of their academic duties. They play a supporting and supervisory role for each of the steering committees and guarantee compliance with parliamentary procedure.
- **Disciplinary Committee:** The disciplinary committee will make decisions, when appropriate, regarding the conduct of a delegate or, if necessary, a delegation. It is composed of the ASOBILCA Secretariat and Faculty members.

## 3. Rights and Duties

### 3.1 Participants' Rights

3.1.1 Participants have the right to express any disagreement, doubt or suggestion to the members of the organizing team.

3.1.2 They have the right to request guidance on schedules, locations, materials and any other aspect necessary for the development of the event.

3.1.3 They have the right to an experience free from discrimination, harassment, or unequal treatment for personal reasons. Should such incidents occur, they should contact their sponsors or the Secretariat for prompt intervention.

3.1.4 They have the right to have their special needs or disability conditions addressed with respect and responsibility.

3.1.5 The presidents and the Secretariat have the power to apply sanctions to those who fail to comply with the rules of the Protocol Manual, the regulations of the Model or the code of conduct of their school.

3.1.6 They have the right to receive care in emergency situations or incidents that compromise their integrity, always in coordination with their respective sponsors.

3.1.7 They have the right to access all official information about the model in a clear and timely manner.

3.1.8 Delegates have the right to receive certificates of participation or recognition, if so arranged by their presidents.

3.1.9 All participants have the right to be heard and respected on equal terms, promoting inclusion and collaboration regardless of their previous experience.

3.1.10 They have the right to a safe, organized and respectful environment, both during the sessions and in the informal spaces of the event.

### 3.2 Duties of the Participants

3.2.1 Participants must comply with all the rules established by the ASOBILCA Model UN, including the Delegate's Handbook, the Code of Conduct of their respective institution, as well as the instructions of the Secretariat, presidents and other responsible parties.

3.2.2 They must attend punctually all sessions, activities and events scheduled during the model.

3.2.3 All participants are responsible for their personal belongings. Security precautions will always be taken, but neither the ASOBILCA Model UN, nor the organizing schools, nor the event venue are responsible for lost or stolen items.

3.2.4 Computers (and/or other similar tools) are permitted under the sole responsibility of their owner during the Model.

3.2.5 Delegates have the duty to actively participate in their committees, with respect, willingness and commitment to the development of the debate.

3.2.6 They must treat all participants with courtesy, regardless of the role they occupy within the model.

3.2.7 They are obliged to respect the rules of conduct and act in accordance with the values of the model.

3.2.8 They must take care of the facilities, materials and resources used during the event, avoiding damage or misuse.

3.2.9 Your conduct must remain professional at all times, both inside and outside of sessions.

3.2.10 They must act proactively and collaboratively in the face of any conflict or difficulty.

3.2.11 They have the obligation to report inappropriate, discriminatory or unlawful conduct to the event organizers.

3.2.12 They must formulate their requests responsibly, respectfully and within the established timeframes.

### 3.3 Code of Conduct

The conduct of participants in the Model United Nations of the Association of Bilingual Schools of Cali must adhere to the rules established in the Student Handbooks or internal regulations of each participating educational institution. Any participant who violates these rules will be subject to consequences determined by the Disciplinary Committee. All participants agree to comply with the following code of conduct:

3.3.1 Participants must remain within the Model's facilities throughout the day. Leaving without authorization will result in penalties.

3.3.2 Delegates must remain in their assigned spaces during committee working hours. No delegate may leave their assigned space without prior authorization.

3.3.3 All delegates must arrive on time to their committee meetings. Failure to do so will result in a reprimand. Depending on the case, repeated violations of this rule will be sanctioned.

3.3.4 All participants must respect each and every other participant in the Model. This includes using appropriate language and addressing others in a manner that is not offensive or defamatory.

3.3.5 The presidents, members of the academic team, the Secretary General, and/or members of the Secretariat have the authority and power to admonish delegates who violate disciplinary or procedural rules. If a participant commits a serious offense, regardless of whether it is the first, the Disciplinary Committee will decide on the appropriate sanction.

3.3.6 All participants must carry their document that identifies them as participants in the Model.

3.3.7 Within the facilities where the ASOBILCA Model United Nations will be held, the consumption and possession of cigarettes, vaporizers, narcotics, any type of alcoholic beverages and/or psychoactive substances is strictly prohibited. Violation of this rule will result in immediate expulsion from the Model.

3.3.8 Premeditated damage to the event facilities, as well as theft of material from the Model or the participants, will lead to expulsion from the Model.

3.3.9 The use of cell phones is strictly prohibited during the Model's activities. The only exceptions to this rule will be established by the Steering Committee. Any member of this committee may request participants to return their mobile devices if they are using them; in such cases, the device will be given to the teacher accompanying the delegate from their school.

3.3.10 Participants must use technology and artificial intelligence ethically, responsibly and in accordance with the academic purpose of the model, avoiding plagiarism, misinformation or any practice that threatens personal, academic or event integrity.

3.3.11 The carrying of weapons or objects resembling them is prohibited. All delegates and their belongings are subject to inspection by Campus security personnel.

3.3.12 Any misconduct, even if not explicitly detailed in this Manual, may be sanctioned at the discretion of the Disciplinary Committee.

3.3.13 Repeated offenses by a participant may result in expulsion from the Model.

3.3.14 Any type of physical or verbal aggression by participants in the Model towards attendees or other members of the educational community will be brought before the Disciplinary Committee, which will decide the appropriate sanction for the offender.

3.3.15 Harassment of any kind (verbal, physical, sexual) whether virtual or in person towards any participant, will be evaluated by the Disciplinary Committee, leading to the respective sanction.

3.3.16 Any instance of inappropriate conduct during the development of the Model, such as: repeated excessive noise in the room and repeated non-compliance with schedules, will result in a warning or in extreme cases, expulsion from the Model.

3.3.17 In plenary sessions, delegations cannot speak to each other without the explicit permission of the presiding officer of the respective commission.

3.3.18 All messages sent via messaging must be related to the topic being discussed.

3.3.19 Runners are required to read the notes before delivering them to the recipient. If any message is deemed inappropriate, it will be referred to the committee's Steering Committee, who will decide whether or not to deliver the message.

3.3.20 Repeated misuse of parliamentary procedure will be reprimanded by the committee chairs.

3.3.21 Any type of discrimination based on gender, race, religion, political position or any other characteristic is prohibited and will be sanctioned in accordance with the Model procedure.

### 3.4 Dress Code

The official protocol for the ASOBILCA Model United Nations states that all participants must dress formally. The dress code guidelines for each participant group are detailed below.

#### **MEN:**

- Men (delegates and directors) must attend in formal attire, which includes:
- Pants
- Closed shoes
- Bag
- Shirt
- Tie
- Correa
- Plain formal stockings above the ankle.
- Delegates from Junior and Middle Schools have the option of replacing the blazer with a formal sweater.



## WOMEN:

- Women (delegates and directors) must dress formally.
- The use of crop tops, shirts or blouses with plunging necklines and/or open backs is not permitted.
- The use of skirts whose length is more than 5 cm above the knee is prohibited.
- The use of open shoes is prohibited and heels must be a maximum of 10 cm.



## TEACHERS:

- All male teachers must wear a shirt, closed-toe shoes, and trousers other than jeans. All female teachers must wear formal attire.

**NOTE:** Delegates who wish to do so may wear attire alluding to the delegation they represent, provided it is not offensive and is related to their role as representatives of that country or person. Staff must adhere to the specific dress code assigned to them by the organizers.

Failure to comply with the dress code will allow event organizers to reprimand offending participants.

## 3.5 Warnings

- **Warnings:** Delegates who violate the regulations may be warned by their chairpersons, the academic team, or the Secretariat. The number of warnings accumulated during the Model UN may determine the severity of the sanction.

- Three (3) warnings: The delegate will be removed from the room for five (5) minutes.
  - Five (5) warnings: The delegate will be removed from the room for fifteen (15) minutes.
  - Seven (7) warnings: The delegate will be removed for the rest of the day.
  - Ten (10) warnings: The delegate will be removed from the model.
- 
- **Expulsion:** Behaviors such as aggression, harassment, consumption of prohibited substances or theft will be grounds for immediate expulsion, determined by the Disciplinary Committee.
  - **Institutional sanctions:** Offenses that also violate school rules will be reported to the corresponding directives, who will apply measures according to their regulations.
  - **Insubordination:** Ignoring or violating instructions from event organizers will be considered serious and may result in sanctions up to and including expulsion.
  - **Other sanctions:** The Disciplinary Committee may apply additional measures depending on the offense, always prioritizing the well-being of the event and its participants.

# 4. Parliamentary Procedure

## 4.1 Order of Activities During the Commission

Before addressing parliamentary procedure, it is important to note that the rules described below apply primarily to standing committees. Special committees may have variations on this procedure, which can be discussed with the presidents.

### Order of Activities During the Model

1. **Opening Speech:** This is the moment when each delegate briefly states their position, using the established format. All delegates will have 45 seconds to read their speech.
2. **Informal Debate:** This is where delegates have the opportunity to express their positions and ideas in a more extensive way, learning about the positions of the other participants in the committee and getting a general idea of the situation.
3. **Formal Debate:** This is a debate guided by a list of speakers to which all delegates can sign up. Each intervention has a limited time, during which delegates present arguments and defend their delegation's position and/or decision-making role, depending on when the motion is made.
4. **Lobby Time:** This is the space in which the commission goes into "rest" so that the delegations can form their blocs and draft resolution projects using the ASOBILCA format (available on the Model's website).
5. **Reading of the Resolutions:** In this phase, the group leaders present their resolutions to the entire committee. During the reading, other delegates may submit amendments.
  - **Amendments:** An amendment is a proposal made by a delegation, whether friendly or unfriendly, to modify or add a point to the resolution under discussion. The amendment is submitted in writing to the Chair before requesting the floor.
  - If the block leaders agree, the amendment will automatically pass.

- If the amendment is unfriendly to the bloc leaders, but friendly to the board, the board has the authority to approve it and explain the reasons why it is allowed.
- A resolution is issued if it has 8 amicable amendments.

6. **Voting:** Once the amendments have been finalized, the resolution is put to a vote. The vote is conducted by calling the roll of countries in alphabetical order from among those present. Delegates may vote in favor, against, or abstain (unless they have indicated "Present and Voting" during the roll call).

- The resolution will be adopted with a simple majority vote of the delegates present. Abstention does not imply support for or opposition to the resolution.
- The authors of a resolution can never vote against it; their options are: to vote in favor; or to abstain.
- Delegates may choose to "pass" during the voting to hear the votes of other delegations before casting their own. The votes of the delegations that "passed" will be required at the end of the voting.
- During voting, it is strictly forbidden to talk or establish any type of communication.
- Organizations, observers, or States that are not members of the United Nations will not be able to vote.

#### 4.2 Basic Procedure

- **Substantive Matters:** A “substantive matter” is any motion, request, intervention or document that occurs during the session.
- **Right to Vote:** Each delegate shall have one vote. Delegates may only abstain when voting on an amendment or a draft resolution. Abstentions shall not be considered when determining the majority of votes in decisions on substantive matters. Delegates representing organizations, observers, or States that are not members of the United Nations shall not have the right to vote on substantive matters. Similarly, persons participating as observer delegates shall not have the right to formally act as rapporteurs for resolutions or amendments, and shall not have the right to vote on substantive matters.
- **Roll Call:** At the beginning of the session, as well as after refreshments and lunch, committee chairs must call the roll. Delegations will be called in alphabetical order and may respond “Present” or “Present and Voting.” If a delegate is not present when the roll is called, the presiding officers must be notified upon their arrival. If the delegate is late to the session, they will receive a warning.
- **“Present and Voting”:** If a delegation responds “present and voting” to the roll call, it waives its right to abstain when substantive matters are voted on. Once a delegation has declared itself present and voting, it may not retract its statement for the remainder of the session. It may only change its position if there is a change to the agenda.
- **Quorum:** The presiding officer of each committee may declare a session open and proceed with the debate when at least a simple majority of the members are present. A two-thirds majority of the members is required for a vote on a substantive matter. Any delegate may request a quorum check, and the presiding officer must decide whether to take a roll call to verify it.
- **Definition of Majority:** A simple majority is achieved when there are more than half the votes. A two-thirds majority is achieved when there are at least twice as many votes in favor as against.

- **Setting the Agenda:** After roll call, the order in which the topics will be discussed must be defined. A motion may be made to establish a list of speakers to discuss the agenda order. This motion will pass with a simple majority vote.
- **Recess:** During committee proceedings, a delegation may move to recess the meeting. This motion may not be debated and must be voted on immediately if the presiding officers deem it appropriate. This motion requires a two-thirds majority to pass. After the recess, the committee will resume its deliberations according to its schedule. At the end of each session, a motion to adjourn the meeting must be made, which will conclude the committee's work for the day.

### 4.3 Motions and Requests

The following are the motions and requests that delegates may submit to the chairpersons. Chairpersons may reject any motion if they deem there is insufficient time to bring it to a vote. Requests and, in general, all interventions by delegates may be deemed "out of order" by the chairpersons if they contravene the rules of procedure. Motions and requests are submitted to the chairpersons by raising the call sign or by stating the name of the motion or request.

#### MOTIONS

- **Motion to Withdraw the Proposal:** Used to withdraw or amend any resolution, at any time before the vote.
- **Motion for Lobbying Time (Dialogue and Negotiation):** Any delegate who sees the need for a recess to discuss matters with other delegates outside of the Agenda may request it from the Board of Directors, who will propose it to the committee.
- **Motion to Close Debate:** Any delegation may propose a vote on a specific resolution before the debate time expires. If the motion is seconded, a ballot is taken. If there is a vote against, the motion fails.

- **Motion to Extend Debate Time/Lobbying:** Any delegation may request an extension of the debate time. This includes anyone at the podium. The presiding officers decide on its approval. The extension cannot exceed the initial debate time.
- **Motion for Voting:** Any delegation may request a general vote by list.
- **Motion to Divide the Question:** Any delegate may request that an amendment or resolution be divided into parts before voting.
- **Motion for a Formal or Informal Debate:** Any delegate may request that a formal or informal debate be initiated, chaired by the presiding officers. A formal debate consists of a list of speakers with a time limit per speaker determined by the presiding officers or the delegate who introduced the motion. An informal debate has no set order of speakers, and the floor is granted by the presiding officers to those delegates who request it by submitting their name tag; there is no time limit per speaker.
- **Motion to Table Down a Draft Resolution:** This motion is brought to the table when a draft resolution does not comply with the established order or is entirely inadmissible, or when it has a minimum of eight amicable amendments. This motion must be voted on, and if it passes, a brief formal debate must be opened both for and against tabling down the draft resolution.
- **Motion to Open Agenda:** Used to establish the order of discussion of committee topics.
- **Motion to Close Agenda:** Used to end the discussion of a topic.
- **Motion to Adjourn/Resume Session:** This motion is made when it is time to leave the committee for breakfast/lunch. Before making the motion to resume session, a roll call must be taken and a quorum must be present.
- **Motion to Add to Record:** To add something a delegate said to the record, a motion must be made, this can be passed by the table.
- **Motion to Use Space Freely:** This motion should only be made once during the entire session, but without it, delegates will not be able to move and will have to speak standing still in their place.
- **Motion to Relax Dress Code:** Delegates may remove their jackets, but must put them back on when speaking.

- **Motion to Divide the Room:** When many delegates wish to speak, this motion can be proposed to divide the room into sides A and B. When the chair calls for speakers, they will do so by "sides." Only delegates from that side will be allowed to speak.
- **Motion to Consider an Important Question:** When a resolution deals with matters of international peace or security, makes changes to the United Nations budget or finances, or revokes or grants credentials to a member state, the resolution may be considered an important question by the committee. This means that the resolution will no longer require a simple majority to be adopted, but rather a two-thirds majority.

## REQUESTS

- **Point of Order:** Any delegation that finds it necessary to object to the proceedings may raise its placard and proclaim this request. This point may be adjourned.
- **Point of Personal Privilege:** Used to request actions that affect only the delegate, such as permission to: go to the restroom, read their opening remarks at a specific time, change seats, or approach the table for private consultations. It is interruptible.
- **Point of Information to the Chair:** Used to request information from the presidents. It cannot be interrupted.
- **Point of Information to the Speaker:** Allows questions of syntactic order to be asked of the speaker with the permission of the presiding officers. It cannot be interrupted.
- **Point of Parliamentary Procedure:** This point may be raised if the delegate has a question regarding parliamentary procedure. It is not subject to interruption.
- **Right of Reply:** If a delegation has been directly and explicitly offended by another delegation, it may request the right of reply. The first right of reply is subject to interruption; thereafter, this request must be made in writing to the chair. The chair will decide whether to grant the right of reply. No right of reply is granted for another right of reply or for disagreements over arguments.

- **Point of Relevance:** This point applies if a delegate considers that another delegate's intervention is neither pertinent nor relevant to the debate. It is a point that can be interrupted and will be judged by the chair.

### 4.3 Procedure Chart

MOTION / REQUEST	IS IT NECESSARY TO SECOND?	¿INTERRUPTIBLE?	NECESSARY VOTE
Motion to withdraw the proposal	No	No	Simple Majority
Motion for Lobbying Time	Yes	No	Simple Majority
Motion to close debate	Yes	No	Unanimous
Motion to extend debate/lobbying time	Yes	No	Simple Majority
Motion for a vote	Yes	No	Simple Majority
Motion to split the question	Yes	No	Simple Majority
Motion for a formal or informal debate	Yes	No	Simple Majority
Motion to introduce a draft resolution	Yes	No	Simple Majority
Motion to open/close agenda	Yes	No	2/3
Motion to suspend/resume session	Yes	Yes	Simple Majority
Motion to add to the register	No	No	Chair
Motion to make free use of the space	No	No	Simple Majority

MOTION / REQUEST	IS IT NECESSARY TO SECOND?	¿INTERRUMPIBLE?	NECESSARY VOTE
Motion to relax dress code	No	No	Chair
Motion to divide the court	Yes	No	Simple Majority
Motion to consider an important issue	Yes	No	2/3
Order point	No	Yes	Chair
Point of Personal Privilege	No	Yes	Chair
Table information point	No	No	Chair
Speaker Information Point	No	No	Chair and Delegate who just spoke
Point of Parliamentary Procedure	No	No	Chair
Right of reply	No	Only the first time	Chair
Key point	No	Yes	Chair

#### 4.5 Parliamentary Language

- **Use of the Third Person:** At all times, delegates must address the Chair, other delegates, and the topics under discussion objectively, without resorting to the use of the first person ("I," "we"). Any idea or statement must be expressed in an impersonal and respectful manner.
- **Formality in Interventions:** Interventions must always be formal and serious, avoiding informal, colloquial or vulgar expressions.
- **Diplomatic Tone:** Interventions should maintain a diplomatic tone, acknowledging different perspectives and always seeking constructive dialogue. Criticism, if necessary, should be formulated respectfully, pointing out specific issues and avoiding any personal attacks.
- **Replacement of informal terms:** The use of certain terms and expressions that do not correspond to the formal context of a Model United Nations should be replaced. Some examples of these are:
  - War → Armed Conflict/Bellies
  - Drugs → Psychoactive Substances
  - Money/Silver → Monetary Resources
  - Guerrillas/Terrorists → Armed Groups / Outlaw Groups
  - Poverty → Scarcity of Resources
  - Power/First World → Developed countries
  - Third World → Developing countries
  - Corruption → Political Dishonesty

# 5. Resolutions

## 5.1 Content

### **DRAFT RESOLUTIONS**

A draft resolution is a formal document drafted by a bloc of delegations (comprising two bloc leaders and five responding delegations) that share similar perspectives on the topic under discussion. This document proposes concrete solutions to the issues raised in the committee and must follow the format found on the model's website. It consists of the following parts:

#### 1. Information

1. It establishes the resolution paper number, the name of the commission, the heads of the bloc and reacting delegations, and the topic discussed.

#### 2. Pre-ambulatory clauses

They contextualize the problem.

- There must be a minimum of 5 pre-ambulatory clauses.
- Each pre-ambulatory sentence should contain information relevant to the issues discussed in the committee.

#### 3. Termination Clauses

They present the solutions proposed by the bloc.

- There must be a minimum of 7 resolution clauses.
- They must respond directly to the problems mentioned in the pre-ambulatory clauses; that is, the resolution clause #1 must respond to the pre-ambulatory clause #1, and so on.
- Each solution must be specific, feasible, and aligned with the commission's capabilities.

## ANNEX

The annex is an additional document that must bear the signatures of all committee delegates. Delegates must sign the full official names of the countries they represent. This document is mandatory and must be submitted with the resolution; its absence automatically invalidates the resolution.

## PRESS RELEASE

The press release is an alternative document prepared by smaller blocs (with fewer than 7 delegations) or by delegations working individually. Unlike the official resolution, it is not put to a vote and its purpose is to express the position of the country or bloc on the topic under discussion. This document must be in its respective format (available on the website) and must contain:

1. Introduction: Brief description of the topic discussed in the committee.
2. Position of the Bloc/Delegation: Clear and substantiated explanation of the position of the delegation or bloc on the subject.
3. Reason for Independence: Justification for why the delegation or bloc is not part of a larger bloc.
4. Proposed Solutions: Concrete and realistic solutions that reflect the interests of the delegation or bloc.

## 5.2 Pre-ambulatory and Operative Clauses

PRE-AMBULATORY			
Furthermore, regretting	Emphasizing	Having received	Also remembering
Waiting	Regretting	Warning also	Expressing
Observing	Warning with concern	Expressing gratitude for	Observing with appreciation
Warning with regret	Expressing grave concern	Fully alarmed	Stating
Expressing their appreciation	Fully aware	Alarmed by	Cheerful
Expressing their satisfaction	Concerned about	Searching	Firmly convinced
Aware of	Deeply sorry	Seriously concerned	Guided by
Deeply aware	Considering	Having adopted	Deeply convinced
Considering that	Reaffirming	Convinced of	Having considered
Recognizing	Believing fully	Having studied	Remembering
Believing that	Having examined	Referring	Believing that
Declaring	Wishing	Taking into account	With this in mind

## OPERATIVE

Accepts	Designates	Use	It also invites
Praise	Observe	Furthermore, it proclaims	Emphasizes
Ask	It also recommends	Esteem	Proclamation
Also remember	He urges	Reaffirms	It also resolves
He expresses his appreciation.	Reject	He claims	Express your wish
Recommends	Encourage	Felicita	Recognizes
Encourage and exhort	Finally, condemnation	Remember	Support
It has resolved	Reiterates	Approve	It emphasizes
He reiterates his support	Authorizes	He calls on	Supports
Trust	Incites	Condemns	It points out
Consider	Insta	Decide	Invite
Send	Regrets	Deplores	Take into account

## 6. Tools for Excellent Model Development

### 6.1 Key Activities for Delegates

Read and consult on all aspects of the assigned delegation and the topics to be discussed in the different committees.

- Formulate and prepare documents based on the knowledge acquired in the research.
- Formulate possible solutions to the problems on the topic and prepare to debate and propose a resolution on it.
- Implement conflict resolution mechanisms to reach an agreement between diverse opinions and interpretations, and ultimately arrive at a resolution.
- To know and manage the techniques of public discourse and debate.

### 6.2 Diplomatic Techniques

Address and clearly define the problem.

- Prioritize negotiation over confrontation.
- Working towards reconciliation, avoiding condemnation and unnecessary rhetoric.
- Represent the delegation in a consistent manner, without putting personal interests first.
- Promote consensus for all decision-making.

### 6.3 Fundamentals of Good Oratory

Oratory is the art of persuading an audience of the "truth" of our arguments, proposals, or ideas. Socrates asserted that "everyone knows how to speak well about what they know"; therefore, to address an audience, one must have knowledge of the topic being presented. It is not a necessary condition, but a good orator should strive to be eloquent, and this means:

Speak clearly, expressing our ideas in an understandable way.

- To dissuade others from our truth by offering arguments, reasoning with data, pointing out errors or inconsistencies, and supporting hypotheses.

### Technical Aspects for an Effective Speech:

- Pronunciation or Diction: Clear pronunciation is essential. Therefore, it is important to avoid stuttering, omitting words, lack of voice projection, and incorrect syllable articulation. A good speaker should speak neither too quickly nor too slowly: excessive speed can lead to pronunciation errors, while too slow a pace can bore the audience. To improve pronunciation, it is helpful to practice in front of a mirror and make corrections, or to record your voice and repeat the speech until you achieve a satisfactory version.
- Pauses: Pausing is a good speaking technique; too many pauses interrupt the flow of the speech and cause listeners to lose track of the argument. However, when wisely placed, pauses help to think clearly, breathe, better capture the audience's attention, and generate anticipation for an important idea that is about to be expressed.
- Underlining or Emphasis: This involves highlighting, with special emphasis, those syllables or words that you wish to draw the listener's attention to. When delivering a speech, we can emphasize key terms, such as our proposals, critiques of opposing ideas, or conclusions. Each speaker can choose which words to emphasize, depending on what they wish to highlight.
- The Voice: The tone of voice is chosen according to the venue, the audience, and the topic. A high pitch is appropriate for large audiences; a medium pitch for lectures or presentations; and a low pitch for conversations. A raised intonation should be reserved only for moments when strictly necessary, such as when emphasizing certain ideas. Traditionally, speeches begin with a low pitch, which gradually rises to a medium pitch, then rises to emphasize points, and then falls again, strategically repeating this pattern.
- Gestures: The speaker should avoid excessive gestures, as listeners may pay more attention to them than to the ideas being expressed. However, this doesn't mean remaining still: a hand movement that accompanies a rise in tone of voice can be very appropriate. Raising a hand to call attention or urge the audience to action can be especially effective.

- Serenity: Beginner speakers must learn to manage fear, and proper preparation is essential for this. Pausing, taking deep breaths to relax, and mastering the topic are key tools for achieving this.
- Memory: A speaker must retain in their mind the main arguments of their speech, the key elements or fundamental ideas they want to communicate.

# MODELO ONU ASOBILCA



**ASOBILCA**

ASOCIACIÓN DE COLEGIOS BILINGÜES DE CALI