



PROTOCOL AND
PROCEDURE

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WELCOME

President: On behalf of the Instituto Cultural Tampico and the Secretariat we welcome you to the ___ (number of the session) of the _(Committee)_ of Model United Nations Instituto Cultural Tampico 2021.

I will now introduce the members of the Chair.

As the Moderator, Mr. /Ms. _____, as your Secretary, Mr. /Ms. _____, and I'm your President Mr./Ms. _____.

Now I yield the word to the Secretary.

Secretary: Thank you Mr. /Ms. President. I will now proceed to call the roll. Please open your microphones and say "Present" or "Present and voting".

Remember that cameras should always be on and microphones silenced when not participating.

In case of a microphone or camera malfunction, please contact the Committee's President via Whatsapp.

Delegation of _____ (every delegation listed is called).

- *All delegations must be listed by alphabetical order.*
- *The delegation must be called twice for its complete name, if the delegation is absent, it must be mentioned: "(Full name of the character) _____ is absent".*
- *If a delegate only says "Present", he/she can participate in the debates, but if it is a session in which the working / resolution paper is voted, their vote will not be taken into account. Therefore, it must be mentioned: "We are sorry delegate, since you said present you cannot vote in this session."*

Once the roll call is finished:

Secretary: I now yield the word to the moderator.

Moderator: Thank you Mr./Ms. Secretary.

OPENING OR REOPENING THE SESSION

Moderator: Delegates, the Chair recommends a motion in order to open the session. The floor is now open. Are there any points or motions on the floor?

Moderator: Yes, delegate/delegation of _____?

Delegate: The delegation of ____ would like to make a motion in order to open the session.

Moderator: Thank you delegation of _____. Delegates, there has been a motion to open the session. Who seconds the motion? (Delegate raises his/her hand). Thank you delegate of _____/ Thank you multiple seconds. Votes in favor? (The President counts the votes). Votes against? (The President counts the votes). Abstentions? (The President counts the votes).

If the motion passes:

Moderator: Thank you delegates, the motion has passed.

If the motion fails:

Moderator: Sorry delegate, the motion has not passed.

- *The Moderator has to give the word to the delegate who has raised his hand first, or to the delegate who raises his hand and has not participated significantly.*
- *The delegate has to be with the camera on.*
- *The floor must be open when making a motion.*

SPEAKER'S LIST

Moderator: Delegates the session and speaker's list are now open. For the time of ____(time the Chair considers)_____ with 2 questions and 1 follow-up.

- *2 questions and 1 follow-up can be made by any delegate after a speaker reads his/her Position Paper)*

President: Delegates that want to be added to the speaker's list, please raise your hand.

Thank you delegate from____, Thank you delegate from____, Thank you delegate from____, Thank you delegate from____, Thank you delegate from____. (5)

Any delegate who wants to be added to the speaker's list please make a formal request on the session's chat.

- *The message should have the name of the country followed by the sentence "... would like to be added to the speaker's list".*

Ex. "The delegation of Tanzania would like to be added to the speaker's list"

Moderator: Delegates, are there any points or motions on the floor?

At this point, delegates can only establish points for PERSONAL PRIVILEGE, ORDER, or PARLIAMENTARY INQUIRY.

Any other, the Moderator must say...

Moderator: Sorry Delegate you're out of order.

Moderator: Since not / seeing none, the delegate of ____ (who opened the Speaker's list) is recognized to unmute his/her microphone and speak for 1 minute.

President takes time while delegates read their position paper. Once he / she finishes speaking:

Moderator: Delegate you have __ seconds/minutes left, what would you like to do with your time?

The delegate has 2 options:

- Yield it to the chair.
 - Yield it to questions.
1. If the delegate yields the time to questions, he / she must: answer any question. A question cannot be rejected or answered in a moderated caucus).
 2. If by any means, the delegate while speaking had a technical issue to continue in the session the participation must be paused continuing with the second delegate. Once the delegate returns to the session he/she will be allowed to resume his/her participation.

If the delegate that lost connection returns to the session:

Moderator: The delegation of _ (Name of the country) _ is recognized to continue in the session. The chair will point when to resume his/her participation in the speaker's list.

When the chair allows the delegate to resume his/her participation, say this:

Delegate: Thank you Mr./Mrs. Moderator. Continuing with my participation: _ (Continues reading) _

If the delegate runs out of time:

Moderator: Sorry delegate, your time has expired.

The chair recommends a motion to let the delegate finish reading his/her position paper. So, delegates... Are there any points or motions on the floor?

Yes, delegate of _____?

Delegate: The delegation of _____ would like to make a motion in order to let the delegate finish reading his/her position paper.

Moderator: Thank you delegate.

There has been a motion in order to let the delegate of _____ finish reading his/her position paper.

Votes in favor? Votes against? Abstentions?

(Secretary counts the votes)

(Every voting process will be counted by the Secretary)

(If the motion passes the delegate finishes reading.)

Once the delegate is finished.

Moderator: Delegates, are there any points or motions on the floor?

Looking for questions

If there are questions

Moderator: Yes delegate of _____?

- If there are NO questions Moderator should pass to the next delegate that was written in the Speaker's List.

For questions during the time of speaker's list, he/she has to say:

Delegate: Point of information.

(Delegate must wait until the moderator says establish in order to ask any questions)

Moderator: Established.

Delegate: _____?

Moderator: Delegate of _ (who read the position paper) _ do you accept the question?

Delegate who read, answers

Delegates can or cannot make follow ups according to time.

Delegate: Follow-up?

Moderator:

If possible: Established.

If not possible: Sorry delegate, you're out of order

(Moderator must follow the number of questions (2) and follow-ups (1) agreed when the speaker's list was opened)

Moderator: Delegates, are there any points or motions on the floor?

Looking for more questions, if not:

Since not, seeing none, the delegation of _____ is recognized to close his/her participation by muting off his/her microphone.

...And so on...

It is preferable that ALL delegates have the chance to read their position papers.

MODERATED CAUCUS

Moderator: Delegates, a moderated caucus with the purpose of discussing _____ is now open for the time of _____ minutes. You may proceed to deliberate about the topic.

- *Every time the committee reaches the beginning of a moderated caucus, it will be upon consideration of the moderator to whom the first and second participation of the debate will be given.*

Moderator must give the word to the delegate who raises his/her hand first but trying to give everyone a chance to speak.

Delegates participate:

Example: The Russian Federation wants to ask the delegation of Mexico what are the protocols followed in the country taking in consideration its deficient attention to clean energies.

When the time expires:

Moderator: Sorry delegates, the time for the moderated caucus has expired. Are there any points or motions on the floor?

- Delegates can establish time extensions by motions if the Chair considers it possible. The new period of time must be shorter than the previous one. Also only points of personal privilege are considered.

UNMODERATED CAUCUS

Moderator: The Chair recommends a motion in order to open an unmoderated caucus for the time of ___ with the purpose of ___.

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

Delegate: The delegation of ___ would like to make a motion in order to open an unmoderated caucus for the time of ___ with the purpose of ___.

Moderator: Thank you delegate.

There has been a motion in order to let the delegate of ___ finish reading his/her position paper.

Votes in favor? Votes against? Abstentions?
(Secretary counts the votes).

- In the unmoderated caucus delegates will be sent to a breakout session in the Committee session's chat. This is the time when delegates are supposed to write either the Working Paper or Resolution Paper. If it's the Working Paper they should write it with their corresponding alliance, if it's the Resolution Paper it should be written with the whole committee.
- Delegates SHOULD NOT speak in first person or Spanish.
- Delegates are NOT allowed to leave the room without the Chair's permission.
- If by chance any delegate has connectivity issues, the President will send the delegate to the breakout session.

The unmoderated caucus takes place

When the time expires:

Moderator: Sorry delegates, the time for the unmoderated caucus has expired. Please return to the committee session.

Once every delegate has returned

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

- Delegates can establish time extensions by motions if the Chair considers it possible. The new period of time must be shorter than the previous one. Also only points of personal privilege are considered.

READING THE WORKING AND RESOLUTION PAPERS

Moderator: Delegates, now is the time to read the Working/Resolution paper. The Chair requests two supporting delegates for each working paper to come up front and read their Possible Working/Resolution Paper.

President: Delegates who want to read the Possible Resolution Paper A1 please raise your hands.

Thank you delegate of _____, thank you delegate of _____.

Now delegates who want to read the Possible Resolution Paper A2 please raise your placards.

Thank you delegate of _____, thank you delegate of _____.

If more than two delegates per block raised their hand, an informal voting process can be held in this case:

President: Delegates who vote for the delegate of ____ to read the possible working paper A1/A2 please raise your placards...

(The Secretary counts votes; the two delegates with the most votes are the ones who read).

Moderator: Delegates of _____ and of _____, you are recognized to open your microphones and read the Possible Resolution Paper A1.

Once delegates are finished reading

Moderator: Thank you delegates. Are there any points or motions on the floor?
(For questions it is not necessary to establish a point of information)

Delegates make questions

When there is no more time left for questions:

Moderator: (To the ones who read). Thank you delegates, you may mute your microphones.

Moderator: Delegates of _____ and of _____, please come to the front and read the Possible Resolution paper A2.

Once they've finished

Moderator: Thank you delegates. Are there any points or motions on the floor?

- *For questions it is not necessary to establish a point of information.*

Delegates make questions.

When there is no more time left for questions:

Moderator: (To the ones who read). Thank you, delegates, you may mute your microphones.

VOTING PROCESS

During the voting process it is very important for the Chair to keep a careful record of each round of voting. The one that really matters is the LAST VOTING PROCESS, but it is still important for the sake of the committee, that this procedure is done properly. Two rounds of voting are held per Resolution Paper.

Moderator: We are going to start the first round of the voting process.

I now yield the word to the Secretary Mr. /Ms. _____ to explain and hold the voting process.

Secretary: I will now proceed to hold the voting process.

Voting process for Working/ Resolution paper A1.

Please raise your hand and say how you would like to establish your vote:

- In favor
- Against
- In favor with right of explanation
- Against with right of explanation
- Pass / Abstention

Delegate of ____?

Delegate: (votes)

When delegates finish voting:

Call-up to the ones who established a vote with the right of explanation.

Secretary: Delegate of _____, you have 1 minute to give your explanation. Please be brief. (1-minute maximum) and so on...

Secretary: I will now proceed to hold the voting process.

Voting process for Working/ Resolution paper A2.

Please raise your hand and say how you would like to establish your vote:

- In favor
- Against
- In favor with right of explanation
- Against with right of explanation
- Pass / Abstention

Delegate of _____?

Delegate: (votes)

When delegates finish voting:

[Call-up to the ones who established a vote with the right of explanation.](#)

Secretary: Delegate of _____, you have 1 minute to give your explanation. Please be brief (1 minute maximum) and so on...

Secretary: I will now proceed to hold the second round of the voting process for Working/Resolution Paper A1.

Please raise your hand and say how you would like to establish your vote:

- In favor
- Against
- In favor with right of explanation
- Against with right of explanation
- Pass / Abstention

Delegate of _____?

Delegate: (votes)

[When delegates finish voting:](#)

Secretary: I will now proceed to hold the second round of the voting process for Working/Resolution Paper A2.

Delegates, please raise your hand and say how you would like to establish your vote:

- In favor
- Against
- In favor with right of explanation
- Against with right of explanation
- Pass / Abstention

Delegate of _____?

Delegate: (votes)

When delegates finish voting:

President: Delegates please remain quiet while the Secretary holds the counting process.

Secretary: Thank you delegates.

With____ votes in favor and____ votes against, Working Paper _____ passes. Congratulations delegates, we have a possible resolution paper.

Moderator: Delegates please start working on the Final Resolution paper.
(ONE SESSION)

- *At this point delegates are supposed to gather as a whole to realize the final paper in which they establish the solutions to the main topic as well as the crisis each committee has.*

Moderator: Delegates, The Chair requests 2 delegates to be chosen in order to be redirected to the General Assembly to read the Final Resolution Paper _____.

Delegates who want to go to the General Assembly please raise your hands.
Thank you delegate of_____. Thank you delegate of_____.

If more than one delegate raises his/her placard the chair must hold the mini-voting process to choose just two of them:

Moderator: Delegates, please put your placards down.

Delegates who vote for the delegate of _____, raise your placard. (President counts)
Thank you all.

Delegates who vote for the delegate of _____, raise your placard. (President counts)
Thank you all.

Delegates who vote for the delegate of _____, raise your placard. (President counts)
Thank you all.

President: Delegate of _____ and Delegate of _____, you are recognized to leave the breakout room in order to be sent to the GA and read the resolution paper. Please standby, you will be told when to abandon the breakout room.

- *The President and the two chosen delegates will proceed to abandon the breakout room to be sent to the general session and then they will be redirected to the General Assembly's breakout room.*

CLOSING OR POSTPONING THE SESSION.

Moderator: Delegates, the Chair recommends a motion to close/postpone the session. The floor is now open. Are there any points or motions on the floor?

Delegate: The delegation of _____ wants to make a motion in order to close / postpone the session.

Moderator: Delegates there has been a motion in order to close/postpone the session. Who seconds the motion?

Thank you delegate of _____? Votes in favor? Votes Against? Abstentions?

The motion clearly passes. Delegates you are now recognized to exit the Session Hall.

MODEL CLOSURE

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

No points or motions are allowed anymore except for PERSONAL PRIVILEGE, or PARLIAMENTARY INQUIRY.

Moderator: Since not, I yield the word to Mr. / Ms. President.

President: I invite those present to remain muted in order to make the closing statement.

President: After successfully reaching our purposes, The (Committee) proudly finalizes today (day / month / year), its work on the seventh edition of Model United Nations Instituto Cultural Tampico. The Model is officially over.

TECHNICAL ISSUES

If delegate that had technical issues connection returns to the session:

Moderator: The delegation of _ (Name of the country) _ is recognized to continue in the session. The chair will point when to resume his/her participation.

Delegate: Thank you Mr./Mrs. Moderator. Continuing with my participation: _
(Continues reading)

ENTRANCE/DEPARTURE FROM THE COMMITTEE OF A MEMBER OF THE SECRETARIAT

President: Delegates, pardon me for interrupting. A member of the Secretariat is about to enter/leave the Session Hall.

Members / Member of the Secretariat: Thank you delegates. Thank you, Mr./Mrs. President. You may continue.