

11<sup>TH</sup> MUN  
ICT



# UNITED NATIONS GENERAL ASSEMBLY PROTOCOL

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

**President:** Delegates, please all rise. A member of the Secretariat is about to enter/leave the Session Hall.

**Members / Member of the Secretariat:** Thank you delegates. Thank you, Committee Chair. You may be seated.

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## WELCOME (At the start of each session)

**President:** Delegates please all rise. On behalf of the Instituto Cultural Tampico, and the Secretariat, we welcome you to the \_\_\_\_\_ session of the \_\_\_\_\_ (*Full name of the committee*) of the eleventh edition of the Model United Nations Instituto Cultural Tampico MUNICT 2025. Delegates you may be seated. I will now introduce the members of the Chair. To my left stands Mr./Mrs. Moderator, \_\_\_\_\_ (*Full name*) and to my right stands Mr./Mrs. Secretary, \_\_\_\_\_ (*Full name*). My name is. \_\_\_\_\_ (*Full name*) and I will be your President.

*Only in the first session:* Being the \_\_\_\_\_ hours with \_\_\_\_\_ minutes of \_\_\_\_\_, I declare our period of sessions officially open.

Now I yield the word to the Secretary.

**Secretary:** Thank you Mr. /Mrs. president. I will now proceed to call the roll.

Please raise your placards and say “Present” or “Present and voting”.

Delegation of \_\_\_\_\_ (*every delegation listed is called*).

I now yield the word to the Moderator.

**Moderator:** Thank you Mr./Mrs. Secretary.

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## 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?

*\*Delegates raise their placards\*.*

**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 placard).*

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:** The motion clearly passes. We are now in session.

*If the motion does not pass:*

**Moderator:** Sorry delegate, the motion did not pass.

*\*For delegates to make a motion, they must remain standing up until the Moderator says the motion has passed\*.*

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## TOPIC SELECTION VOTING PROCESS

*\*The topic is chosen in the first session by a formal voting process before reading the position papers\*.*

**Secretary:** I will now proceed to hold the voting process for choosing the topic. Delegates willing to vote for (Topic 1) please raise your hand.

*(The Secretary proceeds to count the votes).*

**Secretary:** Delegates willing to vote for (Topic 2) please raise your hand.

*(The Secretary proceeds to count the votes).*

**Secretary:** Thank you delegates, now we will proceed to count the votes.

*(The Secretary proceeds to read the votes and chooses the topic with the most votes).*

**Secretary:** The voting process has been finished. The chosen topic is *(Mentions the chosen topic)*.

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## OPENING THE SPEAKER'S LIST

**Moderator:** Delegates, the Chair recommends a motion to open the speaker's list, for the time of \_\_\_\_ minutes.

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

Yes, delegate/delegation of \_\_\_\_\_?

**Delegate:** The delegation of \_\_\_\_ would like to make a motion in order to open the speaker's list.

*If the delegate does not specify time, number of questions or follow-ups:*

**Moderator:** For how long? And with how many questions and follow-ups?

**Delegate:** For \_\_\_\_ minutes. With \_\_\_\_ questions and \_\_\_\_ follow-ups.

*If the Committee's Chair considers it is too much time:*

**Moderator:** Sorry delegate, the Committee's Chair recommends \_\_\_\_ *(less time)*. Delegate, please reestablish.

*If the delegate is in order:*

**Moderator:** There has been a motion to open the speaker's list for \_\_\_\_ minutes.

Who seconds the motion? *(Delegate raises his/her placard).*

Thank you delegate of \_\_\_\_\_.

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:** "The motion clearly passes. We are now in the Speaker's List".

**President:** Delegates that wish to be added to the speaker's list please raise your placards.

*(The President must write each delegation's name on the board starting with the delegate who opened the speaker's list and in second place the one who followed).*

*Looking at the delegates' placards and writing only up to 5 countries, say this:*

Thank you delegate from\_\_\_\_, Thank you delegate from\_\_\_\_, Thank you delegate from\_\_\_\_, Thank you delegate from\_\_\_\_, Thank you delegate from\_\_\_\_.

Anyone else who wants to be added to the speaker's list please send a formal message to the chair.

**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\*.*

*If any other points or motions are established, the Moderator must say:*

**Moderator:** Sorry Delegate you're out of order.

*If there are no more points or motions:*

**Moderator:** Since no other points or motions were established, the delegate of\_\_\_\_ *(who opened the speaker's list)* is recognized to come to the front and speak for \_\_\_\_ seconds.

*\*The President takes the time while delegates read their position paper\*.*

*\*When the delegate finishes speaking\*.*

*If the time is enough:*

**Moderator:** Delegate you have\_\_ minutes left. What would you like to do with your time?

*The delegate has 2 options:*

- *Yield it to the Committee's Chair.*
- *Yield it for questions.*

*(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).*

*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? *(Counts the votes)*.

*If the motion passes, the delegate finishes reading.*

*(Once the delegate is finished).*

**Moderator:** Delegates, are there any points or motions on the floor? *(Moderator must look for a question)* Yes, delegate of \_\_\_\_\_?

**Delegate:** Point of information. *(In order to establish the question)*.

*(Delegate must wait until the Moderator says establish in order to ask any questions).*

**Moderator:** Established.

**Delegate:** \_\_\_\_\_?

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

*\*The delegate who read the position paper answers the question\*.*

*Number of questions and follow ups are tied to the session's remaining time.*

**Delegate:** Follow-up?



**Moderator:** *(If possible):* Established.

*(If not possible):* Sorry delegate, you are out of order.

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

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

*\*Awaiting more questions\*.*

*\*If no more questions are asked\*.*

**Moderator:** Since there are not any, the delegation of \_\_\_\_\_ is recognized to take his/her seat.

*\*Repeat until all delegates read their position papers or the time for the speaker's list is over\*.*

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

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## ORDINARY SESSION OF QUESTIONS

**Moderator:** Thank you, delegate. Delegates, the Chair recommends a motion in order to open an ordinary session of questions. Delegates, the floor is now open, are there any points or motions on the floor?

**Delegate:** (Raise placard)

**Moderator:** Yes delegation of \_\_\_\_\_?

**Delegate:** This delegation would like to make a motion in order to open an ordinary session of questions with \_\_\_\_\_ questions and \_\_\_\_\_ follow-ups.

- *The delegate must specify the number of questions.*
- *The maximum number of questions is 5 and the minimum is 3, with 2 follow-ups.*
  - *The follow-ups are optional and are per delegate.*
  - *They are established after a question and must be related to it. If the question was accepted, the follow-up must be answered as well.*

**Moderator:** Delegates, there has been a motion in order to open an ordinary session of questions with \_\_\_\_\_ questions and \_\_\_\_\_ follow-ups.

Delegates who seconds the motion?

**Delegate:** (Raise placard).

**Moderator:** Thank you, delegate. Votes in favor? Against? Abstention?  
(Votes are counted).

*If the majority votes against:*

**Moderator:** Sorry, delegate, the motion did not pass.

*If the majority votes in favor:*

**Moderator:** The motion clearly passes . Delegation of \_\_\_\_\_ since you made the motion, you can start with the questions.

- *The first delegation to ask is the one who made the motion, the next will be the one who seconded it. The next delegations will be the ones who raised their placard.*

- *In order to make a question, the delegates must establish a point of information.*

*If the delegate does not establish a point of Information:*

**Moderator:** Sorry, delegate you are out of order, you have to establish a point of information in order to ask a question. Please reestablish.

**Delegate:** Point of information.

**Moderator:** Establish.

**Delegate:** (Makes its question).

*Brief preamble:*

- *If the delegation wants to give previous information, context, or an argument, the delegate has to ask to open a brief preamble first. In this case, this is the procedure:*

*If the delegate gives their explanation without opening brief preamble:*

**Moderator:** (Interrupts). Sorry, delegate you are out of order. If you want to give an argument you must ask: "Permission to open a brief preamble" first. Please reestablish.

**Delegate:** Permission to open a brief preamble.



**Moderator:** Establish

**Delegate:** (Gives their explanation. At the end the delegate must establish a point of information to ask the continuous question).

**Moderator:** Delegation of \_\_\_\_\_ (referring to the delegation who read the position paper), do you accept the question?

*If the delegate does not accept the question:*

**Moderator:** (referring to the delegation who asked the question) Sorry delegate, it is not in order.

*If the delegate accepts the question:*

**Moderator:** (referring to the delegation who read the position paper)

Thank you delegate, you have the word.

*Once the number of questions has expired:*

**Moderator:** Sorry, delegates, the number of questions has expired.

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

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## EXTRAORDINARY SESSION OF QUESTIONS

- *Delegates can make (or not) a motion to open an extraordinary session of questions.*
  - *The President can decide whether to accept the motion or not, depending on the time.*
  - *There cannot be 2 consecutive extraordinary sessions.*
  - *The maximum and minimum number of questions is the same as the ordinary session. (Maximum 5 and minimum 3), the same with the follow-ups (optional and maximum 2).*

**Delegate:** This delegation would like to make a motion in order to open an extraordinary session of questions.

**Moderator:** With how many questions and how many follow-ups, delegate? Please reestablish.

**Delegate:** With \_\_\_\_\_ questions and \_\_\_\_\_ follow-ups.

**Moderator:** Delegates, there has been a motion in order to open an extraordinary session of questions with \_\_\_\_\_ questions and \_\_\_\_\_ follow-ups. Delegates who seconds the motion?

**Delegate:** (Raise placard).

**Moderator:** Thank you, delegation of \_\_\_\_\_. Votes in favor? Against? Abstention? (Votes are counted).

*If the majority votes against:*

**Moderator:** Sorry, delegate, the motion did not pass.

*If the majority votes in favor:*

**Moderator:** The motion clearly passes. Delegation of \_\_\_\_\_ you have the word, since you open the motion.

**(From this point on, the procedure is similar to the ordinary session of questions)**

*After the extraordinary session of questions:*

**Moderator:** Delegates, the floor is now open, are there any points or motions on it?

**(Delegates can only make a point of personal privilege and parliamentary inquiry).**

**Moderator:** Since not, the chair recognizes the delegation of \_\_\_\_\_ (Next delegation in the speaker's list) to come to the front and read their position paper.

*Once all the delegations have passed/there is no time left for the speaker's list*

**Moderator:** Delegates, the Chair recommends a motion in order to close the speaker's list. Delegates, the floor is now open, are there any points or motions on the floor?

Yes delegation of \_\_\_\_\_?

**Delegate:** This delegation would like to make a motion in order to close the speaker's list.

**Moderator:** Thank you, delegate, you are in order. Delegates there has been a motion in order to close the speaker's list. Votes in favor? Against? Abstentions?

*The motion must pass regardless of the votes:*

**Moderator:** The motion clearly passes.

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## MODERATED CAUCUS

*\*This procedure repeats in every moderated caucus\*.*

**Moderator:** Delegates, the Committee's Chair recommends opening a moderated caucus with the purpose of \_\_\_\_ for \_\_\_\_ minutes. The floor is now open. Are there any points or motions on the floor?

**Delegate:** The delegation of \_\_\_\_\_ would like to make a motion with the purpose of \_\_\_\_\_ for \_\_\_\_ minutes.

*If the delegate does not specify purpose / time:*

**Moderator:** For what purpose and for how long? Delegate please reestablish.

*\*The delegate reestablishes\*.*

**Moderator:** Delegates there has been a motion in order to open a moderated caucus with the purpose of \_\_\_\_, for \_\_ minutes. So, delegates, who seconds the motion?

Thank you, delegate, of \_\_\_\_\_. Votes in favor? Against? Abstentions?

*\*The President counts the votes\*.*

*If the motion passes:*

**Moderator:** The motion clearly passes. We are now in a moderated caucus.

*If the motion does not pass:*

**Moderator:** Sorry delegate, the motion did not pass.

*\*ALWAYS the first turn to speak is given to whoever made the motion; the delegate that speaks next, is the one who seconded the motion. The third turn to speak is directly given by the Moderator to any delegate who raises his/her placard\*.*

*\*The Moderator must give the word to the delegate who raises his/her placard first, but trying to give everyone a chance to speak\*.*

## **----\*MODERATED CAUCUS\*-----**

**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 last one\*.*

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## **UNMODERATED CAUCUS**

**Moderator:** The Committee 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 to open an unmoderated caucus for the time of \_\_\_\_ minutes with the purpose of \_\_\_\_.

*If the delegate does not specify time or purpose:*

**Moderator:** "Delegate please reestablish"

*\*Delegate reestablishes\**

*If the delegate is in order:*

**Moderator:** Delegates, there has been a motion in order to open an unmoderated caucus. For the time of \_\_\_\_ minutes, with \_\_\_\_ as purpose. Who seconds the motion?

*\*Delegate raises their placard\**

Thank you, delegate of \_\_\_\_\_.

Votes in favor? *(The President counts the votes)*

Against? *(The President counts the votes)*

Abstentions? *(The President counts the votes)*

*If the motion passes:*

**Moderator:** The motion clearly passes. We are now in an unmoderated caucus.

*If the motion does not pass:*

**Moderator:** Sorry delegate, the motion did not pass.

*\*In an unmoderated caucus delegates are allowed to stand up, speak to other delegates and gather together in alliances holding formal chats regarding the topic\*.*

*\*Delegates are NOT allowed to leave the room without the Committee Chair's permission, speak another language than the one spoken officially at the committee, maintain informal conversations (use of first person, restricted words, etc.) or any inadequate / non-diplomatic attitudes\*.*

*\*The Committee's Chair still has to evaluate delegates at this point\*.*

## **----\*UNMODERATED CAUCUS\*----**

**When the time expires:**

**Moderator:** Sorry delegates, the time for the unmoderated caucus has expired. Please return to your seats.

*\*Once every delegate has taken their seat\*.*

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

*\*If Delegates consider they need more time they can establish time extensions using motions. The chair will approve or dismiss the motion if there is no more time left. The time requested by the delegate must be shorter than the last time requested (if there are more than 1 extensions)\*.*

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## **READING THE WORKING AND RESOLUTION PAPERS**

**Moderator:** Delegates, the Committee's Chair recommends a motion in order to read the Working/Resolution papers.

Are there any points or motions on the floor?

**Delegate:** The delegation of \_\_\_\_\_ would like to make a motion in order to read the Working/Resolution papers.

**Moderator:** Delegates, there has been a motion in order to read the Working/Resolution papers. Who seconds the motion?

Thank you delegate of \_\_\_\_\_.

Votes in favor? *(The President counts the votes).*

Against? *(The President counts the votes).*

Abstentions? *(The President counts the votes).*

**Moderator:** The motion clearly passes.

**Moderator:** The Committee's Chair requests two supporting delegates for each working paper to come up front and read their Possible Working/Resolution Paper.

Delegates who want to read the Possible Resolution paper A1 please raise your placards. 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 placards, an informal voting process can be held in this case:*

**Moderator:** Delegates who vote for the delegate of \_\_\_\_ to read the possible working paper A1/A2 please raise your placards.

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

**Moderator:** Delegates of \_\_\_\_\_ and of \_\_\_\_\_, you are recognized to come to the front and read the Possible Resolution paper A1.

*\*Once they finish 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 were reading)*. Thank you, delegates, you may be seated.

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

*\*Once they finish reading\*.*

**Moderator:** Thank you delegates. Are there any points or motions on the floor?  
*(Points of information are not allowed).*

**Moderator:** *(To the ones who read)*. Thank you delegates, you may be seated.

*\*Process is repeated for both working papers\*.*

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## 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're now going to start the first round of the voting process. I now yield the word to the Secretary Mr. /Mrs. \_\_\_\_\_ 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 placard 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 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 placard 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 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 placard 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 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 A2.

Delegates, please raise your placard 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 \_\_\_\_?

*When delegates finish voting:*

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

**Secretary:** Delegate of\_\_\_\_, you have 1 minute to give your explanation. Please be brief

*(1 minute maximum) and so on...*

**President:** Delegates please remain quiet and seated 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.

(1 SESSION)

*\*At this point, the Final Resolution Paper chosen by the committee is immediately sent to the Secretary General to be signed. The Secretary General will return it to the Chair. Then, two delegates from each committee must go to the United Nations General Assembly to read it, and hope it to be approved\*.*

**Moderator:** Delegates, The Chair requests 2 delegates to be chosen to read the Final Resolution Paper \_\_\_\_.

Delegates who want to read the Resolution Paper please raise your placards.

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.

*(The President counts).* Thank you all.

Delegates who vote for the delegate of \_\_\_\_\_, raise your placard.

*(The President counts).* Thank you all.

Delegates who vote for the delegate of \_\_\_\_\_, raise your placard.

*(The President counts).* Thank you all.

**President:** Delegates of\_\_\_\_\_ and Delegate of \_\_\_\_\_, you are recognized for reading the resolution paper in front of the secretariat.

*\*The President must wait for the Secretariat to arrive. In the meantime, The Chair can give some advice to the delegates about what to read, as well as helping them divide the resolution paper\*.*

*\*After reading the resolution paper, the secretariat will ask around 5 questions about the resolution paper to the delegates. After that the Secretariat will exit the room and deliberate if the paper is approved\*.*

*\*If the paper is approved the Secretariat will inform it to the committee, if disapproved the committee must redo the paper\*.*

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## COMMITTEE'S RESOLUTION PAPER

*\*After reading the resolution paper, members of the World Health Organization and Economic and Social Council (WHO, ECOSOC) will come to the United Nations General Assembly hall.*

*They will read their resolution paper and afterwards delegates must ask questions about the topic (Ideally the moderator will ask the committee to read about this topic beforehand). When the other committees arrive and leave please ask the delegates to stand up\*.*

*\*Delegates will finish asking their questions and they will vote to determine if they will approve or reject the resolution paper\*.*

**Moderator:** Delegates please rise up, the delegates from *(name of the committee)* are entering the session hall.

*After delegates enter:*

**Moderator:** Delegates, you may be seated.

**Moderator:** Delegates, the Chair recommends a motion in order to let the delegates from the *(name of the committee)* read their resolution paper, are there any points or motions in the floor.

*(Delegate raises placard).*

**Moderator:** Yes delegation of \_\_\_\_\_.

**Delegate:** The delegation of \_\_\_\_\_ would like to make a motion in order to let the delegates from *(name of the committee)* read their position papers.

**Moderator:** Thank you delegate. Delegates, there has been a motion in order to let the delegates from the *(name of the committee)* read their position papers, Who seconds the motion?

*(Delegates raise placards).*

**Moderator:** Thank you delegation of \_\_\_\_\_.

**Moderator:** Votes in favor. *(Counts votes).*

**Moderator:** Votes against. (*Counts votes*).

*If motion passes:*

**Moderator:** The motion clearly passes, the delegates are recognized to come to the front to read their resolution paper.

*If motion does not pass:*

*(\*Should not happen\*)*.

**Moderator:** Sorry, delegate the motion does not pass.

*\*If the motion does not pass, repeat this process. If the process has been repeated various times, inform the delegates that the model can not continue if they do not vote in favor\*.*

*\*Delegates read they are asked questions and then the secretary holds the voting process\*.*

*When delegates finish reading and questions are asked:*

**Secretary:** I will now proceed to hold the voting process for the Resolution Paper of the (*name of the committee*). Delegates, please raise your placard 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 \_\_\_\_?

*When delegates finish voting:*

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

**Secretary:** Thank you delegates. With\_\_\_\_ votes in favor and\_\_\_\_ votes against, the Resolution Paper passes / is rejected.

Congratulations delegates, the Resolution Paper has been approved / We are sorry delegates, the resolution paper has been rejected.

Please return to your committee in order to make the appropriate changes . You are now recognized to exit the session hall.



**Moderator:** Delegates, please all rise, the members from the *(name of the committee)* are about to exit the session hall.

*(When the delegates leave).*

**Moderador:** Delegates you may be seated.

*(Procedure is repeated with the rest of the committees).*

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## LLEGADA DE COMITÉ (EN ESPAÑOL)

*\*Llegado el momento de la lectura del papel de resolución de Oficina del Alto Comisionado para los Derechos Humanos (DDHH), irán a la Asamblea General de las Naciones Unidas a leer su documento.*

*El proceso será igual al de los demás comités solo que se hará un cambio de idioma al llegar el comité\*.*

**Moderator:** Delegates please all rise, the delegates from the are about to enter the session hall.

*(After delegates enter the hall).*

**Moderator:** Delegates you may be seated.

**Moderator:** Delegates, the Chair recommends a motion in order to change the official language of this committee from English to Spanish. Are there any points or motions in the floor?

*(Delegate raises placard).*

**Moderator:** Yes delegation of \_\_\_\_\_.

**Delegate:** The delegation of \_\_\_\_\_ would like to make a motion in order to change the official language of the committee from English to Spanish.

**Moderator:** Delegates, there has been a motion in order to change the official language of the committee. Who seconds the motion? *(delegate raises placard).*

Thank you delegation of \_\_\_\_\_.

**Moderator:** Votes in favor (*Counts votes*).

**Moderator:** Votes against (*Counts votes*).

*If motion passes:*

**Moderator:** The motion clearly passes. Ahora el idioma oficial del comité será el Español.

*\*A partir de este momento se hablará Español en el comité\*.*

*If motion does not pass:*

*(\*Should not happen\*)*

**Moderator:** Sorry delegate, the motion does not pass.

*\*If the motion does not pass, repeat this process. If the process has been repeated various times inform the delegates that the model can not continue if they do not vote in favor\*.*

**Moderador:** Delegados, el/la Presidente del comité recomienda una moción para permitir a los delegados del (*nombre del comité*) pasen a leer su papel de resolución. Delegados, el foro está abierto ¿hay algún punto o moción en ello?

*(Delegado levanta su placa).*

**Moderador:** Sí delegación de \_\_\_\_\_.

**Delegado:** La delegación de \_\_\_\_\_ quisiera hacer una moción para permitir a los delegados de (*nombre del comité*) leer su papel de resolución.

**Moderador:** Gracias delegación de \_\_\_\_\_. Delegados, se ha hecho una moción para permitir a los delegados de (*nombre del comité*) puedan leer su papel de resolución. ¿Quién secunda la moción?

*(Delegados levantan su placa).*

**Moderador:** Gracias Delegación de \_\_\_\_\_.

**Moderador:** ¿Votos a favor? (*Cuenta votos*).

**Moderador:** ¿Votos en contra? (*Cuenta votos*).

*Si la moción es aprobada:*

**Moderador:** La moción ha pasado. Los delegados son reconocidos para pasar a leer su papel de resolución.

*Si la moción no es aprobada:  
(\*No debería pasar\*)*

**Moderador:** Lo sentimos delegado, la moción no ha pasado. Restablezca.

*\*Si la moción no es aprobada se repite el proceso. De repetir muchas veces el moderador deberá recordarles a los delegados que el modelo no puede continuar si no aprueban la moción\*.*

*\*Después de leer el documento los delegados de la Asamblea General les harán preguntas a los delegados (nombre del comité)\*.*

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## PROCESO DE VOTACIÓN (EN ESPAÑOL)

*\*Cuando los delegados acaben de leer y se hagan las preguntas\*.*

**Secretario:** Ahora procederé a realizar el proceso de votación para la aprobación del papel de resolución del (*nombre del comité*). Delegados, por favor levanten su placa y mencionen como desean establecer su voto:

- A favor
- En contra
- A favor con derecho de explicación
- En contra con derecho de explicación
- Abstención

**Secretario:** Delegación de \_\_\_\_\_?

*\*(Repetir hasta pasar por todos los delegados)\*.*

*Cuando los delegados acaban de votar:*

**Presidente:** Delegados por favor permanezcan en silencio mientras el/la Secretario(a) realiza el conteo de los votos.

**Secretario:** Gracias Delegados. Con \_\_\_\_\_ votos a favor y \_\_\_\_\_ votos en contra, el papel de resolución ha sido aprobado/rechazado.

*Si el papel es aprobado:*

**Secretario:** Felicidades delegados el papel de resolución ha pasado. Delegados pueden salir de la sesión.

*Si el papel es rechazado:*

**Secretario:** Los siento delegados, el papel de resolución no ha pasado. Por favor regresen a su comité para realizar los cambios pertinentes. Delegados pueden salir de la sesión.

**Moderador:** Delegados, favor de ponerse de pie, los delegados del *(nombre del comité)* están por salir de la sesión.

*(Después de que los delegados se vayan).*

**Moderador:** Delegados, pueden tomar asiento.

**Moderador:** Delegados el foro está abierto el/la Presidente del comité recomienda una moción para cambiar el idioma oficial de la sesión de español a inglés. ¿Hay algún punto o moción en él?

*(Delegado levanta su placa).*

**Moderador:** Sí Delegación de \_\_\_\_\_.

**Delegado:** A la delegación de \_\_\_\_\_ le gustaría hacer una moción para cambiar el idioma oficial de la sesión de español a inglés.

**Moderador:** Gracias delegación de \_\_\_\_\_. Delegados, ha habido una moción para cambiar el idioma oficial de la sesión. ¿Quién secunda la moción?

*(Delegado levanta su placa).*

**Moderador:** Gracias Delegación de \_\_\_\_\_.

**Moderador:** ¿Votos a favor? *(Cuenta los votos).*

**Moderador:** ¿Votos en contra? *(Cuenta los votos).*

*Si la moción es aprobada:*

**Moderador:** La moción ha pasado. Delegates now the official language is english.

*Si la moción es rechazada:*

*(\*No debería pasar\*).*

**Moderador:** Lo sentimos delegado, la moción no ha pasado. Restablezca.

*\*Repetir hasta que se apruebe. Recordar a los delegados que el modelo no puede continuar si no aprueban la moción\*.*

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## CLOSING OR POSTPONING THE SESSION

- *The session must be POSTPONED if the time of the Speaker's list/Moderated/Unmoderated Caucus has not expired. The next session moderator will REOPEN it.*
  - *Since the time did not expire, it will be continued when the session is reopened.*
- *The session must be CLOSED whenever the time of the session expires. The next session, the moderator will OPEN the session.*

**Moderator:** Delegates, the Chair recommends a motion in order to postpone/close the session. 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 postpone/close the session.

**Moderator:** Thank you delegate, you are in order. Delegates, there has been a motion in order to postpone/close the session. Who seconds the motion? Thank you, delegation, of \_\_\_\_\_ / Thank you multiple seconds. Votes in favor? Against? Abstentions?

(Votes are counted).

The motion  
clearly passes. Delegates, we are now out of session.

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## 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. / Mrs. President.

**President:** I invite those present to stand up to make the closing statement.

After successfully reaching our purposes, the *committee of the General Assembly* proudly finalizes today (*day / month / year*), its work on the 2025 Model of United Nations Instituto Cultural Tampico.

The Model is officially over.