11TH

MUN ICT

WORLD HEALTH ORGANIZATION
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.

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.

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.

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.

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

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).*

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.

Moderator: Sorry Delegate you're out of order.

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.

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.

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?

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.

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?

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.

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?

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.

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.

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:

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.

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 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.

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.

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 World *Health Organization* proudly finalizes today *(day / month / year)*, its work on the 2025 Model of United Nations Instituto Cultural Tampico.

The Model is officially over.