

**INTER
MUN
LUX 2027**



**4th INTERNATIONAL MODEL
OF THE UNITED NATIONS**

REPRESENTATIVES HANDBOOK

PROTOCOL FOR REPRESENTATIVES

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ROLES

THE HONORABLE CHAIR

The Honorable Chair will be composed of INTERPOL's President, who will preside over each session, making sure the debate flows smoothly respecting MUNIL's conduct and protocol rules. The Conference Officer will be in charge of supervising the development of the forum and making sure that its decisions are the most conscious and in accordance with the INTERPOL's protocol. The Moderator will be in charge of aiding to maintain the control and development of the forum, secondly, he or she will be the connection between representatives, the Conference Officer, and outside the world the crisis takes place in; meaning that he or she will have control of the solutions, actions, and resources that will be considered "credible" to be executed by the representatives.

THE REPRESENTATIVES

Representatives are in charge of investigating their positions in front of the topic to give an excellent debate, as a committee that is going to work as a crisis cabinet, they need to write the proposals to make decisions during the sessions, they always need to refer as the chair with respect and can't make interventions or propose solutions that are not close to reality.

THE MODERATOR

The moderator's role will encompass coordinating and providing guidance to delegates regarding the comprehensive committee strategy. This will involve devising approaches to address the topics under discussion, formulating strategies for coalition-building, and analyzing the positions of other countries.

Additionally, the moderator will assume the responsibility of furnishing direction for navigating diplomatic and tactical scenarios within the committee, all with the aim of securely advancing participants' interests.

Moreover, the moderator will oversee and regulate the actions undertaken by both the representatives and the committee. These actions are executed through documents such as proposals, which are prepared by the representatives.

The documents will initially undergo review by the chair (Conference Officer) as an initial filter for evaluation. Subsequently, they will be forwarded to the moderator for final decisions on the actions presented, including an assessment of their relevance in the ongoing debate.

Should a document receive approval, the moderator will then ascertain whether it proceeds to the voting process for potential endorsement by the High Command.

SERJEANT-AT-ARMS

In a Model United Nations (MUN) conference, the role of the "Serjeant-at-Arms" (also spelled Sergeant-at-Arms) can vary depending on the specific rules and procedures of the conference. Generally, the Serjeant-at-Arms is responsible for maintaining order and ensuring the smooth functioning of the committee sessions. Their duties may include:

- 1. Enforcing rules of procedure:** The Serjeant-at-Arms helps enforce the rules of procedure of the MUN conference. They may assist the chairperson in managing the flow of debate, speaking time, and adherence to the formalities of the committee.
- 2. Assisting with logistics:** They may help with logistical aspects of the committee, such as distributing documents, managing voting procedures, and overseeing the use of conference materials.
- 3. Assisting with voting:** The Serjeant-at-Arms may assist in the voting process, tallying votes, and ensuring that voting procedures are conducted correctly.
- 4. Managing the chambers:** They may coordinate the entry and exit of delegates, maintain order in the committee room, and address any technical issues that arise during the sessions.
- 5. Providing security:** In some conferences, the Serjeant-at-Arms may also have a role in ensuring the security and safety of delegates and conference facilities.

It's important to note that the specific responsibilities of the Serjeant-at-Arms can vary from one MUN conference to another, as each conference may have its own set of rules and procedures. Additionally, the position of Serjeant-at-Arms might not be present in all MUN conferences, and its duties could be performed by other members of the conference staff or Secretariat.

RULES FOR REPRESENTATIVES

- I. Representatives must maintain a respectful and diplomatic attitude toward other delegations, Heads of State, members of the Dais, members of the High Command, staff members, authorities, and facilities throughout the event. They must also comply with the dress code (see page 8) and the rules established throughout the XIII MUNIL 2027.
- II. Because each Committee has its protocol, participants must act by their title of representatives. This Representative's Handbook is specific to the Representatives Protocol.
- III. The Representatives must adhere to and fully comply with the following Protocol Rules:
 - a. The designation "Representation" must be used at all times, as members of the Dais will use the same terms to refer to the representatives of each nation. Representatives are allowed to speak in the first person, and to use terms that indicate ownership, for example: "my country", "our country", "our countries", "your country", "my government", or "your/his government."
 - b. Representatives may not display any behavior that could be considered hostile toward another representation and/or a member of the Dais, the High Command, the staff, etc.
 - c. English is the only language permitted during debate sessions.
 - d. All Rules contained in this Protocol also apply to written documents (Position Paper, Working Paper, Draft Resolution, etc.).

To see any details not specified in this section, see the Line of Procedure for Delegates (page 25).
- IV. Representatives are required to comply with all the Rules established in this Protocol in their entirety. In the event of significant non-compliance with these Rules, the representative in question will receive a warning. A warning is a sanction that may be imposed by any member of the Dais or the High Command in the event of:
 - a. Repeatedly violating the rules of the Protocol, or any other situation that the aforementioned authorities deem appropriate.

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V. In INTERPOL, the representatives can only be represented by just one participant, meaning, there cannot be repeated representatives or couples representing the same nation.

VI. Representations that:

a. Do not carry the required identification or identification information with them.

b. Fail to comply with the rules of conduct and/or the dress code.

Its designated consequence will be discussed by members of the high command

VII. To leave during the development of a session, the representative must tell the Serjeant-at-arms, who will ask the President for authorization, and may leave only if the President considers it prudent and authorizes the permission; in any other case, they must remain in the session until its conclusion. Requests to leave a session may only be made for the purpose of using the restroom, visiting the infirmary, and/or in the event of an emergency. During each period of the day, Representations may not leave the session more than three times.

VIII. Representations must arrive on time for all sessions.

a. For the first session of each day, there will be a five-minute grace period to allow entry into the Committee. If this period is exceeded, the Delegation must request permission from the Dais to enter. The Delegation may enter the Committee when the Chair indicates, while offering an apology to the other Delegations. If the aforementioned permission is not granted, entry will only be permitted once the current session has concluded.

b. After a break, there will be no grace period. Any late Delegations may enter the corresponding session (receiving a warning) when the Chair indicates, while offering an apology to the other Delegations.

IX. Representatives must attend all sessions. However, if a particular situation arises, the Representative must contact the Dais or the High Command.

X. Direct interaction between the representatives is not prohibited, but they must maintain a diplomatic position and diplomatic language during all the sessions. If any member of the Chair or the Serjeant-at-arms realizes that any Representative did not follow this, will accrue a warning.

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If necessary:

a. A diplomatic note should be sent to the Conference Officer via a member of the staff.

b. The note must be related to the topic under discussion; otherwise, the note will be intercepted and will not reach its intended recipient. The Committee and the staff must review the note in order to authorize its delivery (if one or more notes containing inappropriate content are sent, the Representation in question will receive a warning).

- XI.** The consumption of any liquid (other than water), food, or chewing gum is completely prohibited during the sessions or inside the classroom, if extremely necessary, ask the Serjeant-at-arms or for the Chair's permission through a point or motion to go out.
- XII.** The use of laptops, tablets, or any other mobile device is permitted only for research, note-taking, and other activities that enhance the performance of Representatives. The use of social media during sessions is strictly prohibited, as is any type of communication between Representations that does not take place through diplomatic notes.
- a. The use of cellular phones is not permitted, unless they are being used to share cellular data with the Representative's primary device and/or if such use is recommended by the Council.
- b. Tools such as Google Drive or Google Docs are permitted during an unmoderated caucus only for drafting documents such as the Working Paper or Draft Resolution.
- XIII.** Upon receiving a total of three warnings, the Representation in question will no longer be permitted to participate in the event. Warnings are cumulative throughout the entire event. In the event that a Representation receives a warning, it will not be eligible to receive the Best Representative award.
- XIV.** Any situation not covered herein will be reviewed by the members of the High Command and other authorities. Following this process, the appropriate consequences will be determined, and the individuals involved will be held accountable for their actions.
- XV.** If a Representative fails to maintain a respectful attitude during Special Forums, the Cultural Event, or any other official activity, their Dais may issue an advertisement.

DRESS CODE

Representatives are expected to dress in a manner that honors the culture, traditions, and nation they represent, while upholding an appropriate level of formality at all times.

MEN

- Wear a full suit or jacket with formal pants.
- Button-down collared shirts are allowed, and sweaters and vests are allowed.
- Always wear a tie or bow tie.
- Pants preferably dark or discreet colors.
- Always wear an appropriate belt or suspenders and keep the shirt tucked in.
- Dress shoes only.
- Appropriate and discreet socks only.
- Throughout the outfit, only wear appropriate (neutral) colors.
- T-shirts, jeans, sandals or flip-flops, and/or tennis shoes are not allowed.

WOMEN

- Blouses, sweaters, and low-cut shirts are allowed.
- Suit pants are allowed.
- Skirts and dresses are allowed only if the outstretched arm touches the edge of them (see image 1).
- Dress shoes are required. Only wear heels or flats if required.
- Throughout the outfit, only wear appropriate (neutral) colors.



Image 1.
The skirt must have this length, otherwise, the delegate will receive a

- Light makeup, do not use bright lipsticks or shadows. Avoid reddish tones.
- Crop tops, t-shirts, jeans, leggings, sandals or flip-flops, tennis shoes, boots, and/or cleavage are not allowed.
- Fluorescent colors are prohibited, whether glossy or matte.

USE OF THE COLOR RED

The use of the red color is only allowed for the following participants of the model:

- The High Command;
- Members of the Emergency Security Council (Chair and delegates);

The following guidelines apply to those previously mentioned when using the color red:

**The NOT allowed shades of red are (see image 2).*

a) Guide lines for men:

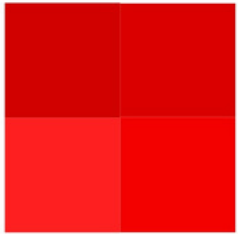
The only clothing or accessories allowed in red are:

- Ties, bows, handkerchiefs, cufflinks, and/or shoes.

b) Guide lines for women:

The only clothing or accessories allowed in red are:

- Dresses, blouses, skirts, heels, lipstick, and/or earrings.

SHADES OF RED PERMITTED	SHADES OF RED PROHIBITED
	 

All representatives and Heads of State (regardless of whether or not they are allowed to wear the color in clothing and/or accessories) may wear the color red in:

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- Laptops and electronic devices;
- Backpacks and/or briefcases;
- Bracelets and/or watches;
- Pins of the represented nation or committee.

Be careful with bright, flashy colors and red.

**Any member of the High Command reserves the right to decide if any point of the Dress Code is violated, including instances not mentioned in this manual.*

***To avoid conflicts or penalties for violating the Dress Code, please consult your Chair or High Command for any questions on this.*

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AWARDS

All representatives will receive recognition for their participation.

The awarded representatives will only be chosen by their corresponding Chair based on their scores. The Scoring System and its rubrics are established by the High Command, and the Chairs must follow, as well as respect this rubric throughout the event.

BEST REPRESENTATIVE (1 PER COMMITTEE)

Criteria to be awarded this recognition:

- Role of position (time liness, structure, and veracity).
- Participation in the entire model (quality).
- Punctuality in the sessions.
- Energetic and useful active participation in the drafting of any document.
- Energetic, respectful and active participation during the debate.
- Positive leadership.
- No warnings.

OUTSTANDING REPRESENTATIVE (1 PER COMMITTEE)

Criteria to be awarded this recognition:

- Role of position (time liness, structure, and veracity).
- Participation in the entire model (quality).
- Punctuality in the sessions.
- Active and useful participation in the drafting of any document.
- The consideration of reprimands is under the decision of the Chair.
- Energetic and active participation during the debate.
- No warnings.

HONORABLE MENTION (UP TO 2 PER COMMITTEE)

Criteria to be awarded this recognition:

- Role of position (time liness, structure, and veracity).
- Participation in the entire model (quality).
- Punctuality in the sessions.
- Active and useful participation in the drafting of any document.
- The consideration of warnings is under the decision of the Chair.



GENERAL INFORMATION

The information and basic data of a nation are key points. Get an overview of the history, culture, politics, economy, and demographics of the nation you represent. Some basic questions to master are:

a) Population and demographics: How much population does the nation have? What are the dominant ethnic and religious groups? Birth rate, death rate, literacy rate, migration rate, and life expectancy. Find the level of human development of the nation you represent.

b) National Security: What have been my country's biggest challenges to security in the last few years? How has the response to those been? What is the nation's defense budget? How many military and/or war resources does the nation have and/or use? Are there very strict defense and security protocols?

c) History: How has my country contributed to INTERPOL? Has it been involved in any investigations, and/or resolutions? Has my country had any representatives appointed to an executive position?

d) Stance: What is my country's stance on the issues the INTERPOL mediates and resolves?

e) Policy: What type of government does the nation have? Who are the representatives or Heads of State? Are there corruption problems?

f) Economy: What is the GDP? Identifies key aspects of how the nation's economy is sustained (agriculture, technology, tourism, etc.). Are there trade deals or relationships with other nations? How developed is the nation?

g) International relations: Are there very important relationships or alliances? Does the nation have enemies? What international agreements or treaties does the nation take part in? Does the nation have any ally that influences its position and decisions? Are there debts or other situations that lead the nation to certain behaviors or alliances? How involved has the nation been in the INTERPOL missions?

h) Structure: What are my country's police and NCBs structure? Are my country's police special response and emergency systems coordinated correctly? Who is the leader of my country's NCBs, Police Chief, or Senior Ministry Official? What important aspects of his or her life may play an important role in the crisis?

- i) **NCBs:** Where does my NCB and its divisions draw funds and permission to execute actions from? Does it have full control over its actions, or is there another power regulating it that I should ask the Backroom Staff to grant?
- j) **Others:** What previous Interpol resolutions may be of use to me for my proper development in the committee?



BACKGROUND

This document has general information on the background of the topics to be discussed identifies key concepts, and gives key questions to consider. Read this document very well and conscientiously, so that you can have a good basic knowledge of the topic. Your table will be in charge of sending you these documents through the means of communication that they choose, so it is of the utmost importance that you contact your table so that they can send you this document.

INVESTIGATE THE NATION IN QUESTION

This last area of research is the most important, and also the most demanding. Try to fully understand the relationship of the nation to the conflict to be resolved.

*Recommended database: <https://www.cia.gov/the-world-factbook/>

- How important is the topic to the nation?
- What position does the national police have regarding the topic?
- What is the solution that the representative wishes to arrive at?
- Does the nation have economic, social, or political interests involved in the topic?
- What actions, if any, has the nation taken to respond to the conflict?
- Is there any economic, political or social instance that leads the nation to a certain behavior?
- How much interest does the nation have in acting in the face of the conflict?
- Is there a document or treaty, in which the nation is a party, that is related to the topic?

To answer these questions, it is necessary to do a deep investigation of the nation and its characteristics. It can be found in the official media used by the nation to make statements or publications. UN and INTERPOL documents are also good sources of information.

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The greatest difficulty is found in discovering the nation's specific position on the topic. It is an implicit position since it may not be found written or declared anywhere. Rather, it is the culmination of the nation's history, politics, culture, and relations. The instances that influence the position of the nation are decisive for the debate.

It is also important to know that you must establish relationships with other Representatives.

A good relationship is based on:

- Understand other nations' intentions, knowledge, resources, and influences.
- Using the previous aspects to be able to negotiate, persuade the representatives that differ, and expand the interests and actions of the nation you represent to reach a solution.

COMMITTEE UNDERSTANDING

It's crucial to understand that different committees may not follow identical procedures or adopt the same measures.

In order to arrive at useful and functional solutions, it is necessary that the representatives have a good knowledge of the history, mission, actions, and ways of proceeding of the INTERPOL. A key point to always keep in mind and respect is the sovereignty of each nation.

**Note: INTERPOL is separate from the UN, and its representatives are neither cabinet members, delegations, nor COS participants. Therefore, all information shared within the chambers must be accurate, without aiming to outdo the representation of your country.*

DISCUSSION PROCESSES

SPEAKERS LIST

The Speakers List is a forum that is always open, in which the representatives of each nation can express their position on the topic or other various issues.

All the representatives will come forward and once they finish expressing themselves, the president will open the discussion in case representatives want to establish a point or motion.

The order of participation will depend on the chronological manner in which the representatives request to be added to the list and/or the order that best suits the committee.

Regardless of the fact that each time another phase begins (Moderated Caucus, Unmoderated Caucus, Voting Processes, etc.), the Speakers List is suspended until said phase ends.

MODERATED CAUCUS

A Moderated Caucus is an open forum where representatives can freely discuss issues related to the committee or the topic, following the Rules of the Protocol.

In order to talk, representatives must come forward and obtain the floor for the time the Chair recommends.

Always in order to discuss a defined aspect of the main topic of the committee (be it the position of the nation, academic aspects, territorial aspects, etc.). Its purpose is to discuss and start proposing solutions and reach a consensus on the topic.

UNMODERATED CAUCUS

An Unmoderated Caucus is a space in which some rules of formality and procedures are paused so that the representatives are free to interact. It is intended to generate a faster and more fluid discussion, arrive at concrete ideas, and write documents (such as proposals).

READING OF THE PROPOSALS

The said documents must be submitted before a break or before adjourning the session to the next day, so the Strategy-Center check in on them for its viability.

After its revision, the Chair will suggest a motion in order for two representatives to come forward and read the proposals that they developed (only from the same block or alliance). Once the representatives in question has finished reading, the president will open the discussion; this is the chance for representatives to obtain the floor, state a motion, ask a question or establish a subsequent.

The procedure is the same to read all the Working Papers, when applicable. For the proposals, the procedure only needs to be done once and the High Command must approve the document before it is read.

A Voting Process will be carried out at the end of reading the Working Papers, and also after reading the proposals.

VOTING PROCESSES

a) Voice note (Immediate voting process for motions): Refers to a method of voting in which members express their support or opposition to a motion verbally. When a motion is presented to the assembly, the chairperson or presiding officer will ask for a voice vote to determine if the motion is carried or defeated.

i) Division of assembly: Refers to a procedural method used to conduct a vote when the chairperson or presiding officer believes that the voice vote (a method of voting where members verbally call out "aye" or "no") was inconclusive or unclear. The purpose of a division is to provide a more accurate count of the votes.

b) Formal Process (for final draft of proposals): Its purpose is to reach an agreement on the solutions proposed by the committee. During this process, representatives must raise their plaques and state their position once asked by the Conference Officer (this will be done for three rounds).

During the first two rounds, the only positions allowed are: in favor, against, abstention, in favor with the right of reply, and against with the right of reply; those representatives that vote with the right of reply will be invited to do so once all the Delegations have voted, this done in alphabetical order. For the third and final round, the only positions allowed are: for, against, and abstention.

DIVISION OF ASSEMBLY

Here is how a division of the assembly is conducted:

- 1. Voice Vote:** The chair person will ask for a voice vote, and members will respond verbally with "aye" (in favor of the motion) or "nay" (against the motion).
- 2. Inconclusive Voice Vote:** If the chairperson is unsure about the result of the voice vote or if there is a challenge to the chair's assessment of the outcome, any member can call for a "division."
- 3. Rising Vote:** After a division is called, members will be asked to stand or raise their hands to indicate their vote. Members who support the motion will stand or raise their hands first, followed by those against the motion.
- 4. Counting:** The chairperson or a designated teller will then count the number of members on each side (those in favor and those against) and announce the result.

A division of the assembly allows for a more accurate count of votes and ensures that the will of the majority prevails. It is an essential tool in parliamentary procedure to maintain order and fairness during meetings and decision-making processes.

READ PROPOSALS IN OTHER COMMITTEES

For some committees, it is necessary to present their resolutions to another committee. Once the resolution has been approved in their own committee, two representatives are required to move on to other committees, to read and answer questions related to the proposals. Subsequently, a Voting Process will take place in the external committee, to approve or not the resolution (In the INTERPOL instance, INTERPOL must be coupled with the voting process of the committee that is being visited).

POSITION PAPER

A Position Paper is a brief written summary of the position the nation takes on the topic. It is an overview of the perspective of the nation represented on the committee.

The first part of the Position Paper must be the official information of the representative and the committee in question: the official name of the committee, the topic, and the official name of the nation. In addition to this, the logo of the committee and the official flag of the nation must appear.

Subsequently, a section thanking all the members of the committee (Chair and representatives) should appear. Then the introduction to the topic should begin. This introduction should be about the conflict in general and provide a glimpse at the root of it. It must be from the perspective of the nation. Try to emphasize data and facts very influential to the topic.

The next section should be a presentation of the nation's history or relationship to the topic. It must express:

- How the nation relates to the topic;
- How the nation has been affected;
- What does the nation think about the topic;
- How the nation has or has not treated the topic.

The next component is the most important since it is where points or ideas are exposed to resolve the conflict. Emphasize what actions can be taken and why it may be beneficial for other nations to act on them. Finally, a brief conclusion should be written.

Some recommendations or extra rules are:

- You must adhere to your Committee's own rules. This mainly means not speaking in the first person, using contractions or forbidden words,
- You must cite using APA format (plagiarism will be penalized),
- Must deliver a color copy of your Position Paper to the first session of the XIII MUNIL 2025.

A GOOD POSITION PAPER CONTAINS:

- A brief introduction to the history of the nation with the topic and with the Committee;
- How the topic affects the nation;
- The policies employed by the nation (mentioned by name, article, and/or document) regarding the topic and the reason for which the nation makes those decisions;
- Quotes from authorities of the nation regarding the topic;
- Data or statistics that justify the position of the nation;
- Actions taken by the government to resolve the conflict;
- Consensus or agreements in which the nation is involved;
- INTERPOL missions that the nation has carried out and/or supported;
- The actions that the nation deems prudent to resolve the conflict;
- The resolution that the nation wishes to achieve.

TIPS FOR YOUR POSITION PAPER

- a) Time your presentation.** The Position Papers are one to one-and-a-half-page documents, try to read them completely in the given time (the average time limit to read them is 1.5 minutes);
- b) Simplicity is better.** Stick to clear ideas and avoid using abstract language;
- c) Organize your ideas.** Give each point its proper development;
- d) Quote your sources.** Giving reference to where you investigated helps to see the veracity and professionalism of the information;
- e) It makes sense.** Analyze if what is written is easy to understand, and establish good and clear ideas. Check your spelling and grammar;
- f) Be interesting.** Make attractive and interesting sentences or statements;
- g) List your proposals.** Make a list of the ideas or plans that you propose to resolve the conflict, trying to make them effective and attractive.

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POSITION PAPER SAMPLE

	MUNIL 2022	W/POS/2022/10
Official information with flag and committee logo	 	World Health Organization
	Committee World Health Organization Topic Down Spiral of Health in Athletes Delegation Delegation of Canada	
Quote	<i>"I believe my emotional scars are no different than my physical ones. I believe it's just as masculine to talk about overcoming emotional pain as it is to talk about overcoming physical pain." — Andrew Jensen.</i>	
Greetings	Good afternoon honorable chair and delegates. In the name of prime minister Justin Trudeau, the delegation of Canada is thankful for the opportunity of standing here, in order to discuss the down spiral of health in athletes, hoping to improve the health of individuals and society at large.	
Introduction to topic (history and data)	It is concerning how still in the 21st century, the amount of issues related to the world of sports and those who practice them are continuing to happen. Athletes, coaches, and support staff deal with particular needs, pressures, and demands, that they must control, leading to diminished well-being and overall health, because of the high amount of stress, under-recovery, and lack of support (Durand-Bush. N, 2022).	
How is the country involved and its position	Canada has been engaged in promoting health since 1971. Therefore, it has been committed to ensuring athletes compete in a safe environment, addressing ethical issues in sports, such as harassment, doping, concussions, and safety-related matters (Government of Canada, 2022). And to ensure athletes' safety, Canada has developed different Institutions and Centres, in order to promote the importance of mental health, becoming one of the only two countries in the world that has a national mental health task force and a strategy for high-performance sports (University of Ottawa, 2021).	
Solutions to the issue (actions that will be held on the future)	Furthermore, preventing and managing concussions is a priority for Canada. Therefore, a law has been developed regarding athletes and head injuries that are mandatory for sports organizations, such as the requirement of rules to educate coaches, athletes, and parents about the risks of a head injury and the dangers of continuing to play after a concussion (Colleen, 2020). Moreover, Canada is willing to protect the integrity of sports and the health and well-being of athletes by educating its citizens with appropriate knowledge, skills, and support to manage their mental and physical health, improving their institutions and centres (University of Ottawa, 2021).	
Conclusion and thanks	Overall, to help athletes and coaches achieve their performance goals while preserving their health, delegation of Canada must need collaboration with all the delegations here reunited. Thanks.	
References	References 1. Colleen. (2020). What Are Canada's Laws Regarding Athletes and Head Injuries? - Wishart Brain & Spine Law LLP. Wishart Brain & Spine Law LLP. https://brainandspinelaw.com/what-are-canadas-law-regarding-athletes-and-head-injuries/	

POINTS AND MOTIONS

The Points and Motions are tools for the representatives to ask questions, contribute to the debate, ask doubts to the Chair, open spaces, etc. To make a point or Motion, just raise your placard and wait for the floor.

To make a point or Motion, just rise from your seat and go to the front, wait for the floor to be given to you. When a representative wishes to make a motion, he/she should first state "I wish to make a motion" and after acknowledgment by the chair, mention the action/purpose. For further clarification, see the Procedure Line.

MAIN MOTION					
<u>SAY THIS</u>	<u>FOR</u>	<u>INTERRUPT</u>	<u>SECOND</u>	<u>DEBATABLE</u>	<u>DECIDE</u>
I want to make a motion	To introduce your motion	No	No	No	Chair

MOTIONS				
<u>SAY THIS</u>	<u>FOR</u>	<u>INTERRUPT</u>	<u>SECOND</u>	<u>DECIDE</u>
I move to open/close/adjourn the session.	Open, close, or postpone the discussion.	No	Yes	Majority vote
I move to make roll call and adopt the official list of the NCBs representatives of the 13th MUNIL.	To make the roll call and update the official list of INTERPOL participants of the 13th MUNIL	No	Yes	Majority votes

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I move to open the Speakers List for a time of ___ seconds and ___ minutes.	Open the list of speakers.	No	Yes	Majority vote
I move to let the ___ representative finish reading their Position Paper.	Allow another delegation to finish reading their position paper.	No	Yes	Majority vote
I move to open a Moderated Caucus to discuss ____, for ___ minutes.	Open a Moderated Caucus.	No	Yes	Majority vote
I move to open an Unmoderated Caucus to discuss ____, for ___ minutes.	Open an Unmoderated Caucus.	No	Yes	Majority vote
To make the proposals	Read the proposals	No	Yes	Majority vote
To accept the proposal from A_	Kill the proposal of a representative	No	Yes	Majority vote
To kill the proposal from A_	Amend the proposal of a representative	No	Yes	Majority vote
To amend the proposal from A_	Amend the proposal of a representative	No	Yes	Majority vote
To adapt the proposal N.____	Adapt the proposal	No	Yes	Majority vote

POINTS / QUESTIONS OF PRIVILEGE					
SAY THIS	FOR	INTERRUPT	SECOND	DEBATABLE	DECIDE

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Point of Order	Object to a lack of protocol.	Yes	No	No	Chair
Point of Personal Privilege	Ask permission to a privilege, open the window, use the phone, etc.	Yes	No	No	Chair
Point of Parliamentary Inquiry	Request information from the Chair.	No	No	No	Chair
Point of Information	Ask a question through the Chair.	No	No	No	Chair

INCIDENTAL MOTIONS					
<u>OF ESTO</u>	<u>FOR</u>	<u>INTERRUPT</u>	<u>SECOND</u>	<u>DEBATABLE</u>	<u>DECIDE</u>
Appeal the decision of the Chair	Question the procedure of the Chair.	Yes	Yes	Yes	$\frac{2}{3}$ votes
Subsequent	Follow up a question with an extra one or two related to the original.	No	No	No	Chair
Obtain the floor	To secure permission to speak, the Chair establishes how much time yields	No	No	Yes	Chair

*4th International Model of the United Nations
Representative's handbook*

Right of reply (written and oral)	If the delegation feels personally offended in a cultural aspect, they should express it verbally or in a note to the Bureau.	Yes (orally you are given a maximum of 1 minute).	No	Yes	Chair
Set a short preamble	Express a brief perspective, comment, opinion, and/or fact before a question (a Personal Privilege Point is established first).	No	No	No	Chair

*If the President adds “*without objection*” after establishing a motion, there is no voting process.

PROPOSALS

The document referred to as "proposals" encompasses the comprehensive record of topics deliberated by the committee and the suggested remedies for these issues. Acquiring the skill of composing a proposal is of utmost significance, as the ultimate objective of both representatives and committees is to transmute the outcomes of their deliberations into tangible, written solutions.

Representatives have the option to organize into multiple alliances or blocs to collaborate on formulating proposals. Subsequently, a voice vote will be conducted to select the proposal that will serve as the foundational framework for the final draft.

Once the proposal to be used as the cornerstone has been designated, it becomes the responsibility of the representatives to introduce amendments and modifications to ensure unanimous agreement among all representatives.

**Please take note: The primary authors of this document will be acknowledged as Lead Representatives within the committee, a pivotal factor in determining awards and accolades.*

THE STRUCTURE

The structure is relatively simple since this allows an easier understanding of the committee's proposals. The document consists of the following parts:

a) The header:

Contains basic information: the official name of the committee, sponsors, signatures, and the name of the topic discussed.

It is easy to confuse the terms "sponsor" and "signature." The sponsors are the main authors of the document, those who contributed the most, as well as the most support and support they gave it; the signatures are the representatives that approve it, but did not necessarily contribute much and/or defend it sufficiently.

b) Preambulatory clauses:

Here in lies an overview of the history of the conflict, how it falls under the jurisdiction and/or authority of the committee, and the facts that demonstrate the need for a resolution. This can take the following structure:

- a) General background or facts about the topic, its importance, and its impact;
- b) References to the INTERPOL Charter or other international agreements;
- c) Previous efforts or attempts made to resolve the conflict,
 - Past INTERPOL resolutions, treaties, or agreements related to the topic;
- d) Establishments made by the UN Secretary-General or some other relevant agent.

There is a specific format for each preambulatory clause, where each sentence begins with a preambulatory phrase (written in italics) and ends with a comma (,). See Table 1 for preambulatory phrases.

c) Operative clauses:

It is the section that contains the solutions proposed by the Committee, made up of a series of paragraphs; each containing a specific solution. When writing the operative clauses, the representatives must take care not to exceed the capacities of the Committee.

The Operative Clauses follow a numerical order, beginning with an operative phrase (see Table 2), and followed by a trailing semicolon (;).

The details of an Operating Clause are extremely important since they leave all confusion aside and expose a clear and strong idea. Details like what, who, when, and how are very important to clarify, and can be answered with sub-clauses indicated by lowercase letters. Additionally, the representatives must contemplate short, medium, and long-term actions when drafting the operating clauses.

Table 1. Preambulatory phrases.

Acting under	Further regretting	Also remembering	Further warning
With regret	Warning with concern	Warning with satisfaction	Asserting
Thanking	Completely alarmed	By	Approving
Seeking out	Completely upset	Conscious	Considering
Contemplating	Deeply convinced	Disputed	Declaring
Wishing	Emphasizing	Fully aware	Waiting
Expressing this appreciation	Expressing this satisfaction	Guided by	Having adopted
Having considered	Having heard	Having studied	Having examined
Having paid attention	Having received	Watching with regret	Watching with deep concern
Watching with satisfaction	Deeply grateful	Reaffirming	Realizing
Acknowledging	Referring	Fully satisfying	Given
Keeping in mind	Keeping in mind	Taking into account	Taking note
Viewing with appreciation			

Table 2. Operative phrases.

Accepting	Welcomes	Also invites	It further proclaims
Also recommends	Also remember	It also solves	Warns
Affirm	Solemnly affirms	Encourages	Soul
Support	Approve	Authorizes	Condemns
Confirm	Trust	Considers	Decide
Emphasizes	Esteem	Exhorts	Require
Express appreciation	Express hope	Express your wish	Express your appreciation
Congratulate	Fix attention	Finally condemns	It has been resolved
Emphasizes	Makes a call	Invite	Regrets
Calls	Draw attention	Use	Asks
Also ask	Ask	Proclamation	Reaffirms
Recommends	Remember	Supports	Solve
Greets	Request	Underlines	Take into account
Take note	Transmit	Urge	

SAMPLE PROPOSALS

Resolution Paper _ WHO 10th.pdf

INTER
MUN
LUX 2027



PROCEDURE LINE

WELCOMING THE CHAIR FOR THE VERY FIRST SESSION

Serjeant-at-arms: Sub Secretary-General.

Sub-Secretary-General: The Sub Secretary-General recognizes the Serjeant-at-arms.

Serjeant-at-arms: The President and members of the Chair wish to enter the chamber.

Sub Secretary-General: So be it.

Serjeant-at-arms: All rise.

*THE SUB SECRETARY-GENERAL GRANTS THE TABLE TO
THE PRESIDENT WHILE THE REPRESENTATIVES REMAIN STANDING*

MAKING THE ROLL CALL

President: Representatives, on behalf of the Instituto Lux, the Language Coordination and the members of the Secretariat, we welcome you to the ___ session of the International Criminal Police Organization committee of the United Nations of the Instituto Lux.

President: Now, I will introduce you to the members of the Chair. On my right is your Moderator ____, and your Serjeant-at-arms ____, on my left is your Conference Officer ____. My name is ____ and I will serve as your President. Representatives, you may take a seat.

President: Representatives, the Chair recommends a motion to make the roll call of the INTERPOL for the 13th MUNIL. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to make the roll call of the INTERPOL for the 13th MUNIL.

4th International Model of the United Nations Representative's handbook

President: We have a motion on the floor, do I hear a second? Now, we are moving to the discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: The ayes have it, and the motion is carried. Now, I yield the floor to your Conference Officer for roll call.

Conference Officer: Thank you, President. I will now proceed with the roll call. representatives, please raise your placards and say "Present" or "Present and voting", according to your representative's position on this Committee.

Representative of _____ (COUNTRIES MUST BE CALLED BY THEIR OFFICIAL NAME, ex. United Kingdom of Great Britain and Northern Ireland).

Conference Officer: Thank you. Representatives, I now yield the floor to our President.

President: Thank you, Conference Officer.

OPEN THE SESSION

President: Representatives, the Chair recommends a motion to open the session. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to open the session.

President: We have a motion on the floor, do I hear a second? Now, we are moving to the discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: The ayes have it, and the motion is carried. We are now in session.

CLOSE OR ADJOURN THE SESSION

President: Representatives, the Chair recommends a motion to close/adjourn the session. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to close/adjourn the session.

President: We have a motion on the floor, do I hear a second? Now, we are moving to the discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: The ayes have it, and the motion is carried. Serjeant-at-arms, open the chambers, we are now out of session.

OPEN THE SPEAKERS LIST

President: Representatives, the Chair recommends a motion to open the speakers' list with a time of _____ minutes. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to open the speakers' list with a time of _____ minutes.

President: We have a motion on the floor, do I hear a second? Now, we are moving to the discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: The ayes have it, and the motion is carried. Now the speakers' list is open with a time of _____ minutes.

Moderator: Representatives wishing to be added to the Speakers List please raise your placards (representatives raise their placards, the Moderator and the Conference Officer only note the first five placards).

Thank you, representative of _____, thank you, representative of _____, thank you, representative of _____,... If any other representative wishes to be added to the Speakers List, please send a diplomatic note to the Chair.

SPEAKERS LIST

President: Representatives, the forum is now open, are there any points or motions on the floor?

At this point in the session, the representatives can establish points of "Personal Privilege", "Point of Order" and "Parliamentary Information". For any other type of motion, the president must say: "Out of order."

If there is no motion:

President: Since there is no point or motion, the representative of _____ (the one who made the motion to open the Speakers List) is allowed to come forward and read their position paper for ____ minutes (Representative comes forward).

THE REPRESENTATIVE WHO MADE THE MOTION WILL BE THE FIRST TO HAVE THE FLOOR/COME TO THE FRONT. THE REPRESENTATIVES WHO WERE ACKNOWLEDGED BY THE MODERATOR WILL BE THE NEXT ONES TO READ THEIR POSITION PAPERS.

Representative of _____, you may start.

Once the Representative has finished and there is time left:

President: Representative, your time is not up, what do you want to do with the remaining time? You can give it to the Chair or give it to questions.

1) Turn it over to the Chair.

President: Thank you, representative of _____.

2) Give it up to questions.

President: Representatives, the Representative of _____ has given up the remaining time to questions. If any Representative wishes to ask a question, please raise from your seat and come to the front and establish a point of information or ask to be given the floor.

If the representative runs out of time:

President: Sorry representative, time has run out.

President: Representatives, the forum is now open, are there any points or motions on the floor?

*4th International Model of the United Nations
Representative's handbook*

If a Representative wants the speaker to finish reading their Position Paper:

Representative: The Representative of ____ makes a motion to let the Representative of ____ finish reading its Position Paper.

President: Thank you, Representative. We have a motion on the floor, do I hear a second?

Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, the motion has clearly passed. Representative of _____ please continue reading your Position Paper (Representative finishes reading).

If the representative finished just in time:

President: Representatives, the forum is now open, are there any points or motions on the floor?

If any representative wishes to establish a point of information or wishes to be given the floor:

President: Thank you, Representative. Representatives, the forum is now open, are there any points or motions on the floor?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: Point of Information (to ask a question).

President: You are in order.

If any representative wishes to establish a point of information or wishes to be given the floor:

President: Thank you, Representative. Representatives, the forum is now open, are there any points or motions on the floor?

Representative (comes to the front): Ms. President, Mr. President.

*4th International Model of the United Nations
Representative's handbook*

President: The Chair recognizes the representative.

Representative: Point of Information (to ask a question).

President: You are in order.

If the representative does not establish a Point of Information or recognize Mr./Ms. President:

President: Out of order. You must establish a Point of Information to ask questions. Please re-establish or take your seat.

If the representative correctly establishes a Point of Information and recognizes, Ms. President, Mr. President.:

Representative: _____?

President: Representative of _____ (who read the Position Paper), do you accept the question?

If yes:

Representative: _____ (replies).

President: (To the one who established the Point of Information) Representative of _____, was your question answered?

In case your question has been answered.

Representative: Yes.

In case your question has not been answered.

Representative: No, subsequent.

THE PRESIDENT MUST GIVE THE FLOOR TO THE ONE IN FRONT AND THE ONE MUST RESPOND.

**The time yielded for questions or the floor is up to the Chair addressing the relevance of the topic being discussed.*

If not:

Representative: No.

President: Sorry, representative.

If the President does not consider there is enough time:

President: Out of order. Representative, please take your seat.

*4th International Model of the United Nations
Representative's handbook*

Once the question process ends:

President: Representatives, the forum is now open, are there any points or motions on the floor?

President: Since not, the Representative of _____ may take a seat. The Representative of _____ is recognized to come forward and read their Position Paper (the same process is repeated with all speakers on the list, for as long as the Chair decides).

MODERATED CAUCUS

President: Representatives, the Chair recommends a motion to open a Moderated Caucus to discuss _____ for _____ minutes. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to open a Moderated Caucus to discuss _____ for _____ minutes.

If the Representative does not say the purpose or time:

President: To discuss what and for how long?

Representative: To discuss _____ for _____ minutes.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, in the eyes of the Chair, the ayes have it and the motion is carried. Now I yield the floor to the Moderator who will provide the protocol for this Caucus.

*4th International Model of the United Nations
Representative's handbook*

Moderator: Representatives, I must remind you that direct contact between your fellow Representatives is permitted, but if the Chair believes it necessary, the privilege may be revoked. I also remind you that speaking in first person is allowed in this committee and that every one of you has an assigned title hence, you must be addressed by it. Representative _____ (the one who made the motion) you have the word.

THE REPRESENTATIVE WHO MADE THE MOTION WILL BE THE FIRST ONE TO HAVE THE WORD. AFTER THAT, THE PRESIDENT WILL FAIRLY GIVE THE WORD TO THE REPRESENTATIVES.

When time is up:

President: Sorry Representatives, the time for the Moderated Caucus has run out. Representatives, the forum is now open, are there any points or motions on the floor?

If a motion to open another Moderated Caucus is made:

President: Out of order. It is not possible to open two consecutive Moderated Caucus, but you may extend the time of the current Moderated Caucus if the Chair deems it appropriate.

TIME EXTENSIONS MUST BE MADE BY MOTIONS AND SHOULD ALWAYS HAVE LESS TIME THAN THE ORIGINAL MODERATED CAUCUS.

If a motion to extend the time of the Moderated Caucus is made:

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to adjourn the time of the Moderated Caucus for as long as the Chair recommends.

President: The Chair recommends ____ minutes. Please re-establish.

If the Chair asks to reset, all the protocol must start again:

Representative (comes to the front): Ms. President, Mr. President.

*4th International Model of the United Nations
Representative's handbook*

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to adjourn the time of the Moderated Caucus by ____ minutes.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, the motion has passed. Representative of ____, you have the floor.

UNMODERATED CAUCUS

President: Representatives, the Chair recommends a motion to open an Unmoderated Caucus for ____ for ____ minutes. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to open an Unmoderated Caucus to discuss ____ for ____ minutes.

If the Representative does not say the purpose or time:

President: For what purpose and for how long?

*4th International Model of the United Nations
Representative's handbook*

Representative: To discuss ____ for ____ minutes.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the Representative does not say the purpose or time:

President: For what purpose and for how long?

Representative: To discuss ____ for ____ minutes.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, the motion has passed. Now I yield the floor to the Moderator who will provide the protocol for this Caucus.

Moderator: Representatives, we are now in an Unmoderated Caucus for ____ minutes to discuss _____. I remind you that you cannot leave the room, you are only allowed to speak English and you must maintain a diplomatic posture.

When time is up:

President: Decorum. Representatives, the time for the Unmoderated Caucus has run out. Take your seats. Representatives, the forum is now open, are there any points or motions on the floor?

If a motion to open another Unmoderated Caucus is made:

President: Out of order. It is not possible to open two consecutive Unmoderated Caucus, but you may extend the time of the current Unmoderated Caucus if the Chair deems it appropriate.

TIME EXTENSIONS MUST BE MADE BY MOTIONS AND SHOULD ALWAYS HAVE LESS TIME THAN THE ORIGINAL IMMEDIATE CAUCUS.

4th International Model of the United Nations Representative's handbook

If a motion to extend the time of the Unmoderated Caucus is made:

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to adjourn the time of the Immoderated Caucus for as long as the Chair recommends.

President: The Chair recommends ____ minutes. Please reset.

If the Chair asks to reset, all the protocol must start again:

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to adjourn the time of the Immoderated Caucus for ____ minutes.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, the motion has passed. Now I yield the floor to the Moderator who will provide the protocol for this Caucus.

Moderator: Representatives, we are now in an Unmoderated Caucus for ____ minutes to discuss _____. I remind you that you cannot leave the room, you are only allowed to speak English and you must maintain a diplomatic posture.

VOTING PROCESS TO SELECT THE READERS OF THE WORKING PAPERS

AT LEAST ONE MEMBER OF HIGH COMMAND MUST BE PRESENT DURING THE READING AND VOTING OF THE WORKING PAPERS.

President: Representatives, the Chair recommends a motion to read the working papers. Does the Chair hear this motion?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to read the working papers.

President: Representatives, we have a motion on the floor, do I hear a second? Now, we are moving to discussion. Since there is no discussion, now we will proceed to an immediate voting process, all those in favor, signify by saying "Aye." Those opposed, signify by saying "Nay."

If the motion does not pass:

President: The noes have it, and the motion is lost.

If the motion passes:

President: Representatives, the motion has passed. Now I yield the floor to the Moderator and the Conference Officer.

Moderator: Representatives, the Chair requests two representatives of each block to come forward and read their working papers. Representatives who wish to read the Working Paper A1, please raise your placard.

**If more than two representatives raise their placard, a voting process will take place; only members of that alliance/block can vote:*

Conference Officer: Representatives, since more than two members wish to come forward and read the Working Paper A1, we will proceed with a voting process to select the two representatives from alliance/block A1. Please hold your placard up to all those representatives who wish to read the Working Paper A1.

4th International Model of the United Nations Representative's handbook

Moderator: Thank you, representative of ____, thank you, representative of ____, thank you, representative of ____,... (The Moderator acknowledges all representatives with their placards raised). Representatives voting for the representative of ____ to read the Working Paper A1, please raise your placard -Votes are counted, and the same process is repeated for each representation wishing to pass - (ONLY MEMBERS OF THAT ALLIANCE/BLOCK CAN VOTE).

Moderator: The representative of ____ and the representative of ____ are recognized as the representatives who will read the Working Paper A1.

Moderator: Now, representatives who wish to read the Working Paper A2, please raise your placard. Thank you, representative of ____, thank you, representative of ____,... (If more than two representatives wish to come forward to read the proposal, the prior voting process should be held too).

Moderator: The representative of ____ and the representative of ____ are recognized as the representatives who will read the Working Paper A2.

READING OF THE WORKING PAPERS

President: The Chair recognizes the representatives ____ and ____ to come forward and read the Working Paper A1.

Moderator: Representatives, I remind you that you can only read what is written and you cannot change words or phrases on the proposals. If the Chair notices any change, you will receive a warning.

Once they have finished reading the document:

President: Thank you, representatives ____ and _____. Representatives, we will now commence an indefinite question-and-answer session to address any doubts or allow for statements regarding the Working Paper A1. If you have any questions or would like to make a statement, please use the Point of Information to indicate your intention. When seeking permission to speak, state "Obtain the floor" before presenting your question or statement.

President: Representatives, the forum is now open, are there any points or motions on the floor?

To make a question:

Representative (comes to the front): Ms. President, Mr. President.

*4th International Model of the United Nations
Representative's handbook*

President: The Chair recognizes the representative.

Representative: Point of Information.

President: You are in order.

Representative: _____?

President: Representatives of _____ and _____, do you accept the question?

If yes:

Representative: _____ (replies).

President: (To the one who established the Point of Information) Representative of _____, was your question answered?

In case your question has been answered.

Representative: Yes.

In case your question has not been answered.

Representative: No, subsequent.

THE PRESIDENT MUST GIVE THE FLOOR TO THE ONE IN FRONT AND THE ONE MUST RESPOND.

**The time yielded for questions or the floor is up to the Chair addressing the relevance of the topic being discussed.*

If not:

Representative: No.

President: Sorry, representative.

To make a statement:

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

*4th International Model of the United Nations
Representative's handbook*

Representative: I would like to obtain the floor.

President: For how long?

Representative: For _____ seconds/minutes.

If the Chair considers it is too much time:

President: You have _____ seconds/minutes.

Representative: _____.

If the Chair considers the time is correct:

President: You are in order.

Representative: _____.

Once there are no more questions or the time has run out:

President: Representatives, the forum is now open, are there any points or motions on the floor? Since not, the representatives _____ and _____ are recognized to take their seats.

President: The Chair recognizes the representatives _____ and _____ to come forward and read the Working Paper A2.

THE READING AND QUESTIONS PROCESS IS THE SAME AS THE PREVIOUS ONE.

INFORMAL VOTING PROCESS (WORKING PAPERS)

IT IS MANDATORY THAT AT LEAST ONE MEMBER OF THE SECRETARIAT IS PRESENT DURING THE READING AND VOTING OF THE WORKING PAPERS.

Moderator: Representatives, we will now carry out the voting process, for this I will yield the floor to the Conference Officer who will explain and conduct the voting process.

Conference Officer: Representatives, we will now go through the voting process for Working Paper A1. Please raise your placard when you hear the call and say in favor, against or abstention, according to your position (*All Representations are named*).

*4th International Model of the United Nations
Representative's handbook*

Conference Officer: Thank you representatives. We will now proceed with the voting process for Working Paper A2, please raise your placard when you hear the call and say in favor, against or abstention, according to your position. *(All Representatives are named).*

THE CONFERENCE OFFICER WILL COUNT THE VOTES, REPRESENTATIVES SHOULD REMAIN SILENT IN THEIR PLACES.

Moderator: Representatives, Working Paper A__ has passed. Congratulations.

FORMAL VOTING PROCESS

IT IS MANDATORY THAT AT LEAST ONE MEMBER OF THE HIGH COMMAND MUST BE PRESENT.

President: Representatives, the forum is now open, are there any points or motions on the floor?

Representative (comes to the front): Ms. President, Mr. President.

President: The Chair recognizes the representative.

Representative: I want to make a motion.

President: State your motion.

Representative: I move to adopt the Resolution Paper.

President: Representatives, since there has been a motion to adopt the Resolution Paper, we must proceed with a formal voting process, for this I will yield the floor to the Conference Officer who will explain and conduct the voting process.

Conference Officer: Thank you, President. Representatives, we will now carry out the voting process for the Resolution Paper. Please raise your placard to establish your vote. There will be 3 rounds, during the first two rounds the options are: in favor, against, abstain, in favor with the right of explanation, and against with the right of explanation. During the third round, the only options are: in favor and against. *(All representatives are called by their official name).*

For representatives who voted with explanation rights:

*4th International Model of the United Nations
Representative's handbook*

President: While the counting of votes is in progress, those representatives who voted with explanation rights may give it briefly. Representative ____, please stand up and give your explanation.

President: (When the Representative finishes) Thank you, Representative ____, you can have a seat.

THE PROCESS IS REPEATED WITH EACH REPRESENTATIVE WHO HAS VOTED WITH THE RIGHT OF EXPLANATION.

Conference Officer: Representatives, having listened to the explanation of some representatives, we will continue with the second round of voting. The options for this round are: in favor, against, abstain, in favor with the right of explanation, and against with the right of explanation.

(The voting is repeated in the same way as in the first round, including those who vote with the right of explanation).

Conference Officer: Representatives, having listened to the explanation of some representatives, we will continue with the third and final round of voting. Please raise your placard and establish your position. The options for this round are: in favor and against. Consider highly the importance of your vote.

ALL REPRESENTATIVES ARE APPOINTED, AND WHILE THE CONFERENCE OFFICER COUNTS THE VOTES, ALL REPRESENTATIVES MUST REMAIN SILENT.

President: Representatives, the Resolution Paper has passed. Congratulations.

GO ON TO READ ANOTHER COMMITTEE (ESC, HUMAN RIGHTS, WHO, UNICEF AND INTERPOL)

Moderator: Representatives, the Chair requires that two delegates read the Resolution Document in the Security Council. Representatives who wish to go to the Security Council, please raise your placards. Thanks to the representative _____. Thanks to the representative _____.

If more than two representatives raise their placards:

*4th International Model of the United Nations
Representative's handbook*

Moderator: Representatives, please lower your placards. Representatives voting for the delegate of _____ to read the Resolution Paper at the Security Council, please raise your placards (Votes Counted). Thank you (The process is repeated until the end of the voting for all the candidates).

President: The representations of _____ and _____ are recognized to come with me to the Security Council.

In the Security Council:

President of the Security Council: Delegates, as one of the main organs of the United Nations, it is the duty of the Security Council to approve the resolutions of other bodies and agencies of the United Nations. Therefore, the delegation of _____ and the delegation of _____ from committee _____ (committee present) are acknowledged to enter the room and present their respective Resolution Documents (delegates enter the room).

President of the Security Council: Delegations, I must remind you that you should only read what is written in your document. If the Chair realizes that they have changed or added any part and/or sentence, they will receive a warning. You can start.

AN INDEFINITE SESSION OF QUESTIONS WILL FOLLOW, ALONG WITH THE RESPECTIVE VOTING PROCESS FOR THE RESOLUTION DOCUMENT. THESE PROCEDURES WILL BE CARRIED OUT AS ESTABLISHED IN THE ORIGINAL COMMITTEE (QUESTION SESSION USING THE POINT OF INFORMATION; AND THE VOTING PROCESS WITH THE THREE ROUNDS).

FOR A BETTER UNDERSTANDING, THE COMMISSIONS MAY REVIEW (BUT NOT USE AS REGULATION) THE DELEGATE'S MANUAL FOR HEADS OF STATE (SECURITY COUNCIL), WHERE THE PROCEDURE IS MORE DETAILED.