

DELEGATE'S MANUAL



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GENERAL RULES

- Respect the official working language in your committee.
- Parliamentary procedure must be followed during the sessions.
- The usage of personal pronouns is not permitted.
- Delegates must stay in the topic and in the position they represent.
- Delegates must be respectful to all participants and hosts.
- Dress code must be necessarily followed. No cell phones or mobile devices are allowed during the sessions.
- Eating, drinking, and chewing gum are prohibited during the session.
- Delegates are not allowed to speak to their advisors or other delegates during the session.

DRESS CODE

Women

- Blouse with pants or skirt (only 3 fingers above the knee).
- Suit.
- Dress (only 3 fingers above the knee).
- Slack with nice blouses (cannot be transparent nor too revealing).
- Avoid laces, straps, and miniskirts.
- No heavy perfume or jewelry.
- No heavy makeup.
- No jeans.
- No tennis or informal shoes.

Men

- Shirt with suit and tie.
- Formal slacks.
- Dress shoes.
- No hats.
- Matching socks.
- No heavy lotion.
- No jeans.
- No tennis or informal shoes.

PARLAMENTARY PROCEDURE

Say This	Do This	Interrupt	Seconded	Decided by
“Point of Information”	Question the speaker through the chair	No	No	Chair
“Point of Order”	Object to improper parliamentary procedure	Yes	No	Chair
“Point of Personal Privilege”	Complaint or personal request	Yes	No	Chair
“Point of Inquiry	Complaint or personal request	No	No	Chair
“Right of Reply”	Use in national/personal honor has been insulted	No	No	Chair
“My delegation makes a motion to”	Introduce, debate, resolution, time limit, etc	No	No	Chair
“My delegation makes a motion to start with a moderated caucus”	To have a discussion with the help of the moderator	No	Yes	Majority
“My delegation makes a motion to start with an unmoderated caucus”	To have a discussion without the help of the moderator	No	Yes	Majority
“My delegation makes a motion to amend the resolution”	To vote for changes of specific parts of the resolution paper	No	Yes	Majority

AWARD CRITERIA

Awards to delegates who exhibit exceptional performance at the conference is only possible if they are intensely prepared by studying their topics and country, as well as training effective speaking and negotiation skills. However, it is important to have constant participation during the sessions. Chairs are trained to recognize and encourage the following qualities in delegates, which form the basis of our awards policy:

I. Knowledge: Every successful delegate must be knowledgeable of the topics being discussed including his or her country's policy on the topic.

II. Well-Spoken: Knowledge of the topic is only useful if the delegate has the ability to convey the country's policy to others. Delegates should be comfortable with speaking in a variety of settings using effective speaking techniques.

III. Collaborative: It becomes important for delegates to take the task of agreeing their country policy with other countries, once the ideas are known and conveyed.

IV. Leadership: Without the three previous qualities, leadership is an empty talent. A good leader knows how to listen to those who are following, is skilled at managing people, and will not be authoritarian.

V. Creativity: If a delegate has mastered the ability to be creative with his or her solutions, then the delegate truly understands the spirit of a MUN model and what it means to be a UN representative. This is the level that most UN representatives operate at and so it is the highest mark we can give.

Delegates who do not submit their Position Paper by 11:59 PM on November 9, 2023 GMT-6, shall not be deemed eligible for any form of acknowledgment or recognition.

REQUIREMENT SHEET

Flow of the Sessions

1. Introduction
2. General Rules
3. Roll Call
4. Open Session
5. Topic
6. Agenda
7. Speaker's List
8. Moderated Debate
9. Unmoderated Debate
10. Resolution Paper

Agenda

- Time: Minimum 1:00 minutes, maximum 1:30 minutes.
- Questions: Maximum 3 (2 questions can be added).
- Follow-ups: Maximum 2.
- Commentaries: Maximum 3 (2 commentaries can be added).
- Speaker's List.

Protocol

- Motion to... Used to make and establish any form of process within a debate.
- Point of Information: Used to make questions.
- Point of Commentary:
 - Used to make comment.
- Point of Order: Used to correct any mistake.
- Point of Personal Privilege: Used to ask to go to the bathroom, speak louder, slower, etc.
- Point of Inquiry: Used to make a question to the director.
- Right of Reply: Used when a delegate feels personally insulted by another delegate

*For any reason there is a Right of Reply in the simulation, call the *Secretariat*

Timings

- Moderated Caucus: Maximum 15 minutes, one extension of 10 minutes is allowed.
- Unmoderated Caucus: Maximum 20 minutes, one extension of 10 minutes is allowed.

REQUIREMENT SHEET

Warnings

- Verbal Warnings: Speaking in first person, establishing direct conversations, not talking in the established language.
- Written Warnings: Being late, not following the dress code, eating or chewing gum, using cell phone, and have received 3 verbal warnings.

Motions

- To read second and third paragraph; Minimum 8 delegates must have passed to read their position paper.
- To start a moderated caucus: Half of the committee must have read their position paper.
- To start an unmoderated debate: The extension of the moderated debate must have finished.