
Delegate's Handbook

2024





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Letter from the Secretary General

Dear faculty advisors, staff members and fellow delegates,

My name is Dania Guerrero and this year I'm thrilled to be your secretary general. It is with the greatest pleasure to finally welcome you to CarMUN 2024! For more than a decade Carmelitas Model United Nations has endeavored for the building of new ideas through the development of confidence and leadership skills, using diplomacy as a tool for the bettering of our world.

I joined CarMUN sometime around 2021 and 2022, the year after the pandemic, when everything was a fresh start for everyone and it was not to be an exception for me. I became part of this "club" that I now call family in inspiration that my brother had before, and he also inspired me to better myself at this one thing. Today, I can objectively say that I've superseded him in this. At first I was not really scared, but nervous of what was to come. The concept that surrounded MUN was such a positive environment that I was excited to finally see what the future was going to bring and what opportunities were to come. Being the youngest of our delegation was not easy, being the only one who didn't know a thing about the UN was even harder, nonetheless with the help of our faculties and coaches it came to be an entertaining and enriching experience where I was able to play a whole new persona. Now, after almost 3 years, I am able to say that the persona I used to play, is me! Finding myself and my path through MUN has been a blessing, and I know I'm not the only one who has done so as well.

Guided by our school's values, the secretariat is dedicated to extending our ethos globally. One where respect and diplomacy reign the dialogue between all, where the principles of the UN are followed and rightfully recognized. The lack of seriousness in today's reality reflects in every single aspect of our world, even, in MUN conferences, treating woeful issues with flippancy. That is why this year's conference theme is "Making diplomacy great again".

This year's conference aims to cultivate your skills as a delegate, encouraging you to perceive beyond mere words spoken. Regardless of your role within the conference, we aspire for every delegate, staff member, and faculty advisor to have their voice heard. Beyond fulfilling the procedural duties of the organization we emulate, our goal is to foster meaningful debate. Collaboration is key—working together to identify and achieve shared objectives paves the way for a brighter future. Every fire starts with a spark, and it begins with believing in your limitless potential

Dania Guerrero
Secretary General



Introduction

Dear Delegates, thank you for reviewing this Handbook, prepared especially to assist you during your preparation for Carmelitas Model United Nations 2023 (CarMUN 2023). We hope you can read it and find it useful.

This Handbook is structured as follows:

- In the first section, you will find an overview on the structure of CarMUN 2024, its committees and chairs.
- In the second section, we have included the schedule of this year's conference.
- In the second third, we have mentioned how to prepare for CarMUN and the standard MUN Rules of Procedure.
- In the fourth section, we have included all the instructions for the preparation of the Position Papers for CarMUN 2024
- In the fifth section, you will find our Code of Conduct, the same that we previously sent to Faculty Advisors
- And last, in the sixth section we included the Faculty Advisors and Coaches' Rules of Procedure.



Overview of CarMUN 2024

For CarMUN 2024, we will have 15 committees, as follows:

Committees:

1. **Disarmament and International Security Committee (DISEC)**

Topic: Maritime Security and Freedom of Navigation in the Red Sea (October 2023)

Type of Committee: Doubles

Directors: Ignacio Tovar y Santiago Lindo

“Freedom of Navigation through the seas is a right for all countries, however, some of the most important routes for importing and exporting goods such as the Red Sea have been under attacks and hijackings from the Houthi movement. The committee will need to address these issues to provide solutions to the dangers within the area.”

2. **Comité de Asuntos Sociales, Culturales y Humanitarios (SOCHUM)**

Topic: Diálogos Interculturales Para Una Coexistencia Pacífica

Type of Committee: Doubles

Director: Luciana Arana

“El diálogo intercultural para la convivencia pacífica implica la comunicación y el entendimiento mutuo entre personas de diferentes culturas para promover la armonía social. Estas conversaciones son esenciales para superar prejuicios, estereotipos y malentendidos que pueden generar conflictos. Promueven el respeto y el aprecio por la diversidad cultural y crean espacios seguros donde se pueden compartir experiencias y perspectivas. A través de la empatía y la educación, el diálogo intercultural ayuda a construir comunidades inclusivas y solidarias, que son esenciales para la paz y la sostenibilidad en un mundo globalizado.”

3. **Legal Commission (LEGAL)**

Topic: Impact of AI in Diplomacy

Directors: Daniela Rios

“AI is revolutionizing diplomacy by enhancing decision-making through rapid data analysis, providing predictive analytics to foresee political and economic trends, and automating routine tasks to increase efficiency. It enables diplomats to craft more strategic and proactive policies, improving responses to potential conflicts and global shifts. However, the use of AI also raises concerns about bias in decision-making, ethical considerations, and the risk of cyber warfare, necessitating robust international regulations and transparent AI governance to mitigate these challenges.”

4. **United Nations Educational, Scientific and Cultural Organization (UNESCO)**

Topic: Protection of Intangible Cultural Heritage



Director: Alonso Belevan

"The protection of intangible cultural heritage (ICH) includes the protection of traditions, customs, knowledge and skills that society considers part of its cultural heritage. It includes oral traditions, performing arts, social practices, rituals, festivals, knowledge and practices about nature and the universe, and traditional crafts. Efforts to protect intangible cultural heritage are aimed at recognizing and documenting these elements, ensuring their transmission to future generations and promoting respect and understanding. UNESCO's 2003 Convention on the Safeguarding of the Intangible Cultural Heritage is an important international framework that guides these efforts and emphasizes the need for public engagement, education and international cooperation."

5. Comunidad de Estados Latinoamericanos y Caribeños (CELAC)

Topic: Institucionalidad y gobernabilidad en la región

Directors: José Miguel Rodríguez and Macarena Arana

"Las instituciones y la gobernanza son conceptos clave para el desarrollo y la estabilidad regionales. El institucionalismo se refiere a la estabilidad y eficacia de las instituciones, incluida su capacidad para formular e implementar políticas públicas de manera transparente y efectiva. Cuando se trata de gobernanza, significa la capacidad del gobierno para tomar decisiones e implementarlas de una manera que promueva el bienestar social, mantenga el orden y la justicia. En toda la región, estos conceptos son esenciales para abordar cuestiones como la corrupción, la desigualdad y la desconfianza en las instituciones, y son esenciales para la sostenibilidad y la equidad. Fortalecer las instituciones y mejorar la gobernanza requieren reformas estructurales, participación ciudadana y un compromiso sostenido con los valores democráticos."

6. United Nations Climate Change Conference (UNFCCC COP29)

Topic: Financing strategies for Climate Change Adaptation and Mitigation (December, 2024)

Directors: Diego Encinas

"In December 2024, amidst escalating climate crises, substantial funding was allocated for urgent climate change mitigation efforts. As the world confronts this existential threat, your expertise is vital. The upcoming COP 29 Committee in Azerbaijan holds promise for shaping transformative strategies together."

7. International Civil Aviation Organization (ICAO)

Topic: Acts of Unlawful Interference with Civil Aviation

Director: Piero Segale

"In the twenty-first century, technological advancement has skyrocketed. Although these developments are most prominent in certain nations, should they be allowed to keep their technological edge over other countries or should they be mandated to share their innovations with the rest of the globe?"

8. Economic and Financial Affairs Council (ECOFIN)

Topic: Impact of Nearshoring on the Job Market



Directors: Ignacio Ponce

"Nearshoring is a business practice that involves using products or services from nearby countries, instead of using those of distant ones. The effects of this are: reduced costs, shorter wait for the arrival of the requested product or service, but also quality concerns, lack of political or economical stability, tricky regulations and legal issues. Delegates will need to regulate and make laws regarding these practices to maintain a balance in the worldwide economy."

9. Organización de los Estados Americanos (OEA)

Topic: Medidas para combatir el Crimen Organizado Transnacional

Director: Renato Bocángel

"El crimen organizado transnacional amenaza la seguridad y estabilidad de los países, operando a través de fronteras con actividades ilícitas como el narcotráfico y la trata de personas. ¿Qué medidas puede tomar la OEA para combatir eficazmente esta amenaza?"

10. United Nations Security Council (UNSC)

Topic: Situation in Haiti

Directors: Alejandro Valencia and Juan Diego Coronel

"Haiti grapples with political instability, economic turmoil, and natural disasters, exacerbating humanitarian crises. With escalating violence and limited resources, can the UN Security Council afford to overlook Haiti's plight and delay meaningful intervention?"

11. European Union (EU)

Topic: Addressing the rise of Euroscepticism in Member States

Directors: Adriana Arana and Daniela Rubina

"Euroscepticism is growing across Europe, challenging the foundations of the EU and influencing political landscapes. This rise stems from economic concerns, national sovereignty issues, and immigration debates. How will the EU address these increasing doubts and restore confidence in its unity and purpose?"

12. Historical African Union (HAU)

Topic: Durban Conference: First Meeting of the AU, 2002

Directors: Luciana Palomino

"The 2002 Durban Conference marked the first official meeting of the African Union (AU), succeeding the Organization of African Unity (OAU). Held in Durban, South Africa, this pivotal event symbolized a renewed commitment to African unity, development, and integration. Key outcomes included the adoption of the AU's Constitutive Act, establishing the AU's framework, institutions, and mechanisms aimed at promoting peace, security, and socio-economic development across the continent. The conference also underscored the importance of addressing challenges such as poverty, disease, and conflict, while emphasizing the need for stronger continental cooperation and international partnerships."

13. Press Corps



Topic: Third Party Actors (TPA)

Directors: Mar Gutierrez

"The press corps plays a crucial role in democracy, providing real-time reporting, holding leaders accountable, and ensuring transparency. Their investigative work uncovers truths and informs the public. In the XXI century, they are more essential than ever."

14. Joint Crisis Cabinet (JCC1)

Tema: The Liberators

Directora: Mariano Alvites

"The architects of the death of the dictator and tyrant Julius Caesar call themselves "Liberators". The Roman Republic, which they sought to protect at all costs, had been undermined, shackled and put on a chokehold by him. Out of desperation, they eliminated Caesar during a senate meeting on the Ides of March, but now the future is uncertain. This committee will have to navigate the complex sociopolitical landscape following the death of Caesar, face his supporters, and take back the Roman Republic."

15. Joint Crisis Cabinet (JCC2)

Topic: The Caesareans

Directors: Bruno Chunga

"On the Ides of March, a group of disgruntled senators brutally murdered the admirable dictator Julius Caesar out of greed and envy. They have used the corrupt Senate to shield their machinations and now, they seek to jeopardize his legacy and all of his great achievements for the Roman Republic. Caesar's legions, his loyal officers and the people of Rome will not allow this crime to go unpunished. This committee will have to navigate the complex sociopolitical landscape following the death of Caesar while facing his assassins, all to finish what he started."



Conference Schedule

25th – 27th OCTOBER 2024

FRIDAY OCTOBER 25th

3:30 pm	Registration
5:00 pm	Opening Ceremony
5:30 pm	Break
5:45 pm	1 ST . Committee Session
7:30 pm	Committee Sessions End

SATURDAY OCTOBER 26st

Grupo A

Grupo B

8:30am	Doors Open
9:00 am	2nd Committee Session
11:00 am	Break
11:15 am	3rd Committee Session
12:00 pm	Faculties Meeting
1:15 pm	Lunch Break
2:30 pm	4th Committee Session
5:00 pm	Open Caucus
5:30 pm	Committee Session Ends

8:30am	Doors Open
9:15 am	2nd Committee Session
11:15 am	Break
11:30 am	3rd Committee Session
12:00 pm	Faculties Meeting
1:30 pm	Lunch Break
2:45 pm	4th Committee Session
5:00 pm	Open Caucus
5:30 pm	Committee Session Ends

6:00 pm	Social Event
7:00 pm	Social Event Ends

SUNDAY OCTOBER 27th

9:00 am	5 TH . Committee Session
11:00 am	Break
11:15 am	6 TH . Committee Session
12:30 pm	Break
1:00 pm	Closing Ceremony



Group A

- DISEC
- LEGAL
- ICAO
- CELAC
- UNESCO
- OEA
- TPA
- UNSC

Group B

- SOCHUM
- ECOFIN
- COP29
- HAU
- EU
- JCC1
- JCC2



How to Prepare for CarMUN

General Research

I. Functional Preparation:

For delegates to be prepared for the committee, they must know the basic structural elements of the UN and Model UN. In this Delegates Handbook, you will find the Rules of Procedure, we encourage every delegate to read those two parts of the document very carefully. The Delegates Meeting will be very useful to answer your doubts about them.

II. Substantive Preparation:

Study Guides are a result of an extensive research and effort from the directors and assistant directors and are the foundation of substantive preparation for each committee. We suggest you read them, find what you don't understand, research and if you have questions, write an email to your directors. They will be very happy to answer any doubt you have. If a delegate has not absorbed all the information of the Study Guide, they will not be able to participate effectively in the committee.

While the Study Guide gives you general information about the committees and topics, delegates are expected to do further research about the issue and their countries policy.

III. Positional Preparation:

Delegates are required to adopt the position and policy of the specific country that has been given for this model UN. This forces delegates to examine the perspectives, problems, and policies of another delegate's country. As this is the most difficult part in model UN, we included in this document a section of Position Papers (page 26) where it is explained how these work and how to write one.

IV. Differences between a GA Committee and a Crisis Committee:

Crisis committees are somehow different to a Regular GA Committee. Although they follow some of the debate procedures, the rules are much more flexible in a Crisis committee. We will explain the differences in the rules in just a moment, but let's look at other differences first.

The first major difference is that, while in a GA Committee you will represent a country, in a Crisis Committee you will represent a character. You will still need to research about this character and fully review his/her biography and his/her relation to the problem. Moreover, you will need to research about his portfolio of powers, or what he/she can do in the committee.

Another major difference is the documents a delegate must present during the committee. We will come back to them and explain them fully in the next lines.



The final major difference is that every single Crisis Committee is supported by a Crisis Room, led by the Crisis Director. This Crisis Room is in charge of coordinating and introducing all the crisis elements, also known as updates, to the committee, as well as reviewing the documents that the delegates prepare. Keep in mind that, unlike in a Regular GA Committee, delegates in a Crisis Committee are faced with a constant flow of issues that will appear depending on the committee's response.

Where to Begin Your Research

Study Guides and every material prepared by CarMUN staff are not meant to be replaced for your individual research. Instead, they provide a starting point for your research, they should inspire you to start asking questions and looking for the answers. We encourage delegates to use the Study Guides as a base for their own research.

A Note on Crisis Committees

I. Rules of Procedure for a Crisis Committee:

Similar to a Regular GA Committee, a Crisis Committee respects all rules governing the debate and the speeches, meaning, delegates can still present motions for moderated and unmoderated caucuses. Furthermore, the rules regarding speakers' lists are still applicable to this kind of Committees.

However, delegates have two additional motions that delegates can use. These motions are called a Round Robin and Open Debate. The first one allows all delegates to speak for a specific time (to be determined by the delegate who presents the motion), in a clockwise order. Keep in mind that a Round Robin is like returning to the speakers' list in a Regular GA Committee, so use it wisely. The second one allows delegates to debate for a specific time without any moderation, allowing them to talk and discuss topics with the whole committee. However, even if this motion doesn't have regulations, they still need to be in order for everyone to listen. These two motions are only allowed on Crisis and Security Council committees, since they are small committees.

Rules regarding voting procedures remain exactly the same as in a Regular GA Committee. However, you will find that motions for Division of the Question and Roll Call are far more frequent and useful in a Crisis Committee than in a Regular GA Committee.

II. Documents for a Crisis Committee:

Delegates in a Crisis Committee are not required to present Working Papers nor Draft Resolutions. Instead, they have to present documents that are specific to Crisis Committees. These documents are:



1. Directives:

Although many people say that a Directive is like a clause in a Draft Resolution, we prefer to define it as a concise and clear document where delegates outline a detailed plan to address the crisis or an "update".

We say it is not like a Draft Resolution because Directives need not follow a format for their acceptance. The only requirement is that they meet the number of signatures determined by the Directors. However, we strongly suggest that you answer the following questions while you are writing a directive:

- What are you trying to do?
- How will you do it?
- When will you do it?
- Who will it affect?
- Where will the money come from?

Remember that Directives don't really need to be short, but detailed and specific enough. You must use clear and concise language to explain every step of the idea.

The procedure to approve a Directive is similar to the Draft Resolution's one:

- Upon being delivered and approved, a delegate must introduce the directive so that it is debated.
- Once the debate has been exhausted, the delegate must present a motion to close the debate.
- Only then, the Committee can move forward to the voting procedure to determine whether it passes or not.

2. Secret Actions:

As its name says, a Secret Action is an individual action that a delegate can take, as his character, during the Committee either to help himself or to the crisis in general.

A Secret Action can be written in a simple piece of paper, and it must be delivered to the Crisis Director for his/her review. The Crisis Director will read it and answer it to you, saying whether the action you have taken has happened or not.

Although it does not have a format, we strongly encourage you to write as if it was a letter to someone your character knows and would be willing to help them (for example, your secretary or a family member). We also encourage you to answer the following questions when writing it:

- What are you trying to do?
- How will you do it?
- When will you do it?
- Who will it affect?
- Where will the money come from?
- Is that action something that your character can and would do? Why?



Remember that good Secret Actions will always be led towards solving the problems of the Committee, so we encourage you to follow these pieces of advice:

- Make sure that the Secret Action is relevant and related to the situation that is happening in your committee.
- Remember to make it detailed enough to avoid updates that could negatively impact your character or the Committee. Think before you write it.
- Make sure that your Secret Action is proportional to the portfolio of powers of your character (for example, a Water Minister cannot use the Intelligence Service to hack a computer). In other words, make sure that your character can do what you are trying to.

A Note on the Press Committee

The TPA committee is inspired by the United Nations Correspondents Association. It doesn't follow the same Rules of Procedure as other committees, since delegates represent press corps rather than countries.

I. Interaction with other committees

Here, delegates have the ability to attend different committees and express their opinions and creations in front of them. They are the ones that choose the committee they'd like to work in. Sometimes the chair may give advice and/or recommend certain committees for certain organizations. The impact that their work can generate can put delegates from other committees to the test. They create challenging, but realistic scenarios that can change the flow of the debate and enhance it.

II. Pieces of content

Pieces of content for the press corps are different from the main model UN committees. Working papers, Draft Resolutions, Secret Actions, and others are not present in this committee. However, there are different pieces of content that are presented instead: articles, updates, infographics, videos, collaboration and social media.

III. Session and day goals

Each day, delegates will be given a number of pieces of content to present and goals they have to achieve per session. Delegates must present a video at the end of the day, reporting the most important things you did during the conference that day. It is important to mention that:

- Plagiarism will not be tolerated.
- Pieces of content produced before the committee will not be accepted.
- Avoid both direct and indirect slurs in any work you realize.

Delegates can find more details about this committee on the TPA Study Guide.



Rules of Procedure

SECTION I: General Rules

Rule No. 1: Scope

These rules will apply for all the Committees of Carmelitas Model United Nations. However, the Specialized Agencies may have additional rules that will be further explained in each Study Guide.

Rule No. 2: Language

Carmelitas Model United Nations will be conducted exclusively in English, except for those committees that are being held in Spanish. Delegates are required to speak in the conference language and may be penalized for not doing so.

Moreover, delegates are expected to maintain a formal language at all times.

Rule No. 3: Diplomacy

Delegates are required to show courtesy, respect and diplomacy to the Chairs, Committee Staff and to other Delegates. This rule must be respected not only during committee sessions, but also during any official event or publication of Carmelitas Model United Nations.

Delegates who fail to comply with this rule will be automatically excluded from the Conference, without possibly appealing the sanction.

SECTION II: Rules governing the Debate

Rule No. 4: Quorum

A quorum is the minimum number of delegates that must be present for the Committee to open and move forward in the debate.

The Director will take into consideration the following quorums:

- To open the debate, a minimum of one quarter delegates.
- For a substantive vote, a simple majority of delegates.

The quorum will only be counted only once, at the start of each session, with the Roll Call.



Rule No. 5: Open Debate & Set the Agenda

Following the Roll Call, the Director will ask for a motion to Open the Debate. To approve this motion, a simple majority vote is required.

Once this motion is voted and approved, the Director will ask for a motion to Set the Agenda. To approve this motion, a simple majority vote is required.

Rule No. 6: Formal Debate

After the agenda has been determined, the committee will move to the formal debate. To do so, one continuous speakers' list will be established for the duration of the committee. It will only be interrupted only by points or motions for caucuses, and the introduction of draft resolutions or other documents.

Rule No. 7: Caucus

The formal debate will be interrupted upon the Directors' Discretion, to ask the delegates to present motions for caucusing, in order to easily discuss a topic.

There are two types of caucusing:

7.1. Moderated Caucus: This caucus allows an exchange of opinions and solutions for specific topics which are critical to address the agenda. A motion for this type of caucus is in order at any time when the floor is open, and the delegate must briefly explain its purpose and the time limits. To approve this motion, a simple majority vote is required.

7.2. Unmoderated Caucus: This caucus allows for a temporal suspension of the formal debate, for delegates to leave their seats and discuss informally with other delegates. A motion for this type of caucus is in order at any time when the floor is open, and the delegate states the time limit. This motion should not be longer than fifteen (15) minutes, and, upon its completion, the Director may accept a single extension for no longer than five (5) minutes. To approve this motion, a simple majority vote is required.

Rule No. 8: Suspension and Adjournment of the Meeting

8.1. Whenever the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next meeting. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

8.2. Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.



Rule No. 9: Closure of Debate

When the floor is open, and the substantive debate has been exhausted, a delegate may move to close debate on the substantive or procedural matter under discussion. When closure of debate is moved, the Director may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires a two-thirds majority to pass.

If the committee is in favor of closure, the Moderator will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote.

SECTION III: Rules governing Speeches

Rule No. 10: Speakers' List

10.1. As stated in Rule No. 6, after the agenda has been determined, the delegates will move forward to the formal debate, by establishing a General Speakers' List. To do so, the delegates will raise a motion for this purpose. The default time is one (1) minute, but the delegates may change it when presenting the motion.

10.2. As stated in Rule No. 7.1, a Moderated Caucus will also be conducted through a Temporary Speakers' List.

10.3. To establish it, the Director will ask all the delegates wishing to speak to raise their placards and call them one by one. Once speakers are recognized, they may speak on the topic area being discussed and, upon introduction, they may address draft resolutions or amendments.

Rule No. 11: Yielding

Once the delegate has completed his speech in the General Speakers' List, if there is any time left, he or she must yield it in one of three ways (only one can be used):

11.1. Yield to another delegate: The speaker's remaining time will be ceded to another delegate, who must accept it and continue speaking until the time for the speech has elapsed.

11.2. Yield to questions: Up to 3 questionnaires will be selected by the Director, and each one will be limited to one specific question that must be formulated in up to thirty (30) seconds. No follow-up question will be allowed, and the Director will, at discretion rule out questions that are rhetorical, leading, or disrespectful. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

11.3. Yield to the dais: If the delegate has finished his or her speech and does not wish to



cede its remaining time to other delegates or questions, then he or she must yield it to the dais in order to end the speech and move to the next speaker.

Rule No. 12: Comments in the General Speakers' List

If a speech has finished and the delegate has not yielded its remaining time, the Director may, at any delegate's request, up to two (2) additional speakers to make a thirty-second (30) comment, each, on the specific content of the speech.

Rule No. 13: Speeches

13.1. No delegate may speak without having previously been recognized by the Director.

13.2. The Director may call a speaker to order if his or her speech is not relevant to the subject under discussion, or may be offensive to other delegates, committee members or staff of the Conference.

13.3. Delegates who are absent when recognized by the Director will automatically lose their time, and debate will continue.

Rule No. 14: Right of Reply

A delegate who has been personally attacked and/or offended by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second (30) speech. The Moderator's decision whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Moderator.

SECTION IV: Rules governing Points

Rule No. 15: Point of Order

At any point of the debate, a delegate may raise a Point of Order to indicate to the Director the occurrence of an improper parliamentary procedure. It will be immediately decided by the Director in accordance with these Rules of Procedure. The rising of a Point of Order cannot interrupt a speaker.

Rule No. 16: Point of Personal Privilege

At any point of the debate, a delegate who experiences personal discomfort which limits or impairs his or her ability to participate in the debate, he or she may rise a Point of Personal Privilege. The situation must be addressed by the Director as soon as possible. The rising of a Point of Personal Privilege cannot interrupt a speaker.

Rule No. 17: Point of Parliamentary Inquiry



At any point of the debate, a delegate may raise a Point of Parliamentary Inquiry when he or she is unclear about a specific aspect of the Rules of Procedure. This point is usually phrased as a question, and it must be answered immediately by the Director.

The rising of a Point of Parliamentary Inquiry cannot interrupt a speaker. Furthermore, if the delegate has a substantive question, he or she should not raise this point, but should approach the committee staff to address it.

SECTION IV: Rules governing Documents

Rule No. 18: Working Papers

18.1. The Working Paper is a document that compiles and formalizes the ideas of the delegates on how to best address the agenda. They do not have a specific format.

18.2. Working Papers require the approval of the Director to be distributed and will assign them a number. Once this happens, no specific motion to introduce them is required, so delegates may refer to it by its designated number.

18.3. Unlike Draft Resolution, the director will not have any requirements on its writing.

Rule No. 19: Draft Resolutions

19.1. A Draft Resolution is a written document that follows a designated format. The main purpose of the resolution is to present the proposals that delegates worked with during the committee, in order to vote for it once they close the debate.

It includes a number of sponsor and signatory countries. The first one are the delegates that wrote the resolution, however they are not commonly used. The second one are delegates who wish to discuss the content of the draft resolution but have no further obligation with it. And all their proposals in detail.

The Draft Resolution is divided in three parts:

- **Headline:** in bold and underlined, which includes:
 - a. Title (Draft Resolution 1.1)
 - b. Committee (full name)
 - c. Topic
 - d. Sponsors, only if the Director requires them
 - e. Signatories, with the full name of the country and in alphabetical order
- **Preambulatory Clauses:** these indicate things the authors of the resolution were having in mind for the creation of it. All of the clauses must be in cursive, not the whole sentence.



- Operative Clauses: these contain the proposals of each country, starting with the operative clause underlined. This paragraph, also called clause, must be in a specific format, for example:
 1. (Operative clause) the implementation of the **“XXX” Plan** which consist of 3 pillars:
 - a. Communication,
 - b. Education,
 - c. Legal framework:
 - i. With the help of X
 - ii. Following the instructions of specialists;

Important things to remember about format:

- At the end of each sentence of the clause, delegates must put a coma (,).
- To end a clause delegates must include a dot and coma (;).
- During the whole resolution there shouldn't be a dot (.), until the last clause where it should say “Decides to remain seized in the matter.”
- If a clause includes a sub-clause “a”, it means that it will follow with a sub-clause “b”.
- If a sub-clause includes a point “i”, it means that it will follow with a sub-clause “ii”.
- In the case that a plan has a name, it must be between quotation marks (“”) and bold.

19.2. The Director of the committee will make certain requirements for the delivery of the Draft Resolution. For example, they can ask for a certain amount of signatories on the resolution, or a certain amount of preambulatory clauses. Delegates must follow these requirements in order for them to deliver the resolution correctly.

19.3. Draft Resolutions require the approval of the chair, who will assign them a number. Then, delegates are required to present a motion to introduce them. A procedural vote is taken to determine whether a resolution shall be introduced. It requires a simple majority to be approved.

19.4 In the Study Guides, there is a section called “Questions A Resolution Must Answer (QARMAs)”, these questions include important issues that delegates must try to solve with their resolution. The director can ask them how their resolution answers one of those QARMAs.

Rule No. 20: Amendments

20.1. Delegates may amend any resolution on the floor after it has been introduced. The Director will set a minimum number of signatories required for an amendment to be considered, which will be communicated to delegates following the introduction of resolutions.

20.2. Amendments follow a specific format and can only add new clauses, eliminate



existing clauses, or modify them.

20.3 There are two types of amendments:

- Friendly Amendment: It must be approved by all sponsors of the resolution. Most commonly non-contentious or non substantive matters (that alter the content of the resolution). It is automatically added without a vote as soon as they are submitted to the Dais.
- Unfriendly Amendment: More than $\frac{1}{3}$ of the committee must sponsor or sign before being presented to the Chair. It requires two speakers for and two speakers against and a majority vote before being added to the draft resolution.

20.3. The procedure for amendments is as follows:

- Each amendment must be introduced by a motion to introduce an amendment. This requires a simple majority to pass and is a procedural vote.
- If the motion to introduce the amendment passes, then the chair will draw an alternating list of for and against speakers. The delegate who made the motion may introduce the speaker at the Moderator's discretion. A motion to close debate will be in order after at least 1 for and against the speaker.
- When debate is closed on the amendment(s), the committee will move to an immediate vote. Votes on amendments are substantive votes and require a simple majority to pass.

20.4 All amendments must be written by hand and directly delivered to the director.

Rule No. 21: Specialized Agencies

The Specialized Agencies' Committees will require documents different from the Working Paper and the Draft Resolutions. Each of these documents will be explained thoroughly in the Study Guides for each committee.

SECTION V: Rules governing Voting

Rule No. 22: Procedural and Substantive Voting

22.1. All voting is considered procedural with the exception of voting on draft resolutions and amendments. Delegates must vote on all procedural motions, and no abstentions are allowed. A motion that requires a simple majority needs more affirmative than negative votes to pass. A motion that requires two-thirds to pass requires exactly or more than two-thirds of the votes to be affirmative. If there are an insufficient number of speakers for/against a motion, the motion will automatically fail/ pass.

22.2. The only substantive voting will be voting on draft resolutions and amendments. Each country will have one vote, that may be casted as "Yes," "No," or "Abstain." Members who abstain from voting are considered as not voting and they must be "present" not "present and voting" for that session. All matters will be voted upon using placards by



default, except if a motion for a special vote is accepted.

Rule No. 23: Division of the Question

23.1. After the debate on a topic has been closed, delegates must move to the voting procedure and are allowed to present motions for a vote to divide the question. Through this motion, delegates may vote certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution.

23.2. Only operative clauses may be submitted to this form of voting. Preambulatory clauses cannot be removed by division of the question.

23.3. The procedure to carry out this form of voting is as follows:

- The motion can be debated to the extent of at most two speakers for and two against, to be followed by an immediate procedural vote on that motion.
- If the motion receives the simple majority required to pass, the Moderator will take motions on how to divide the question and prioritize them from most severe to least severe.
- The committee will then vote on the motions in the order set by the Moderator. If no division passes, the resolution remains intact. Once a division, requiring a simple majority, has been passed, the resolution will be divided accordingly, and a separate substantive vote will be taken on each divided part to determine whether or not it is included in the final draft. If all of the operative parts of the substantive proposal are rejected, the draft resolution will be considered to have been rejected as a whole.
- Parts of the draft resolution that are subsequently passed will be recombined into a final document. The final document will be put to a substantive vote as a whole, requiring a simple majority of those voting "yes" to pass.

Rule No. 24: Reordering Draft Resolutions

24.1. After the debate on a topic has been closed, delegates must move to the voting procedure and are allowed to present motions for a vote to reorder draft resolutions. The delegate who raises this motion will indicate the desired order of the draft resolutions. There will not be debate on this motion, and it will require a simple majority to be approved.

24.2. If several delegates present a motion to reorder draft resolutions, they will be voted following the order in which they were presented.

Rule No. 25: Roll Call Voting

25.1. After the debate on a topic has been closed, delegates must move to the voting procedure and are allowed to present motions for a vote through roll call. This motion only requires one third of the committee to be approved.

25.2. The procedure is as follows:



- The Director will call countries in alphabetical order.
- In the first sequence, delegates may vote "Yes," "No," "Abstain," or "Pass." A delegate may request the right to explain his/her vote only when the delegate is voting against the policy of his/her country; such a vote is termed "with Rights." The delegate may only explain an affirmative or negative vote, not an abstention from voting.
- A delegate who passes during the first sequence of the roll call must vote either "Yes" or "No" during the second sequence. The same delegate may not request the right to explain his/her vote. Delegates may not change their vote once it has been casted.
- All delegates who had requested the right of explanation will be granted time to explain their votes, not to exceed thirty (30) seconds.
- The Director will then announce the outcome of the vote.

SECTION VI: Rules governing Precedence

Rule No. 26: Order of Precedence during Debate

Motions will be considered in the following order of precedence:

- 26.1. Point of Personal Privilege.
- 26.2. Point of Order.
- 26.3. Point of Parliamentary Inquiry.
- 26.4. Adjournment of the Meeting.
- 26.5. Suspension of the Meeting.
- 26.6. Unmoderated Caucus.
- 26.7. Moderated Caucus.
- 26.8. Motion to Change Speaking Time.
- 26.9. Introduction of a Draft Resolution.
- 26.10. Introduction of an Amendment.
- 26.11. Postponement of Debate.
- 26.12. Resumption of Debate.
- 26.13. Closure of Debate.

Rule No. 27: Order of Precedence during Voting

At the start of final voting procedure, only the following points and motions are in order, in the following order of precedence:

- 27.1. Point of Personal Privilege.
- 27.2. Point of Order.
- 27.3. Point of Parliamentary Inquiry.
- 27.4. Reordering Draft Resolutions.
- 27.5. Division of the Question.
- 27.6. Motion for a Roll Call Vote.



SECTION VII: Negotiation:

Negotiation will also be different for a virtual conference. As evaluating this skill will be harder for directors, we have decided to implement the following measures:

- **Unmoderated Caucuses:**

- For unmoderated caucuses, **delegates will be able to move around or outside the committee.** At least one member of the dais will be present in these areas to listen to the negotiation and answer doubts. Delegates can come up with different creative ways in which they can manage the unmoderated caucuses if a director or assistant director is present during the discussion.

- **Notes and Pagers:**

- There will be pagers in any committee. **In case a delegate wishes to “send a note” to another, he/she will be able to do it through Post-It notes that will be taken by the pager.** It is not allowed to send WhatsApp messages through the committee or through any other electronic device.

Directors may also decide to not answer a message they receive in case they consider it to be irrelevant or informal/disrespectful.

VIII. Working Papers and Draft Resolutions:

The deadline for the Working Paper of Draft Resolution will be made by the dais. Any document presented after that time will not be accepted.

Overnight drafting will not be allowed, and directors will establish an hour after which the documents cannot be modified in any way. One hour before the first session of the following day begins, such restriction will be lifted. *(Ex. If the director says that after 9:00 pm no modification can be made and the first session of the following day begins at 8:00 am, between 9:00 pm and 7:00 am no delegate can modify the document).*

SECTION IX: Communication:

During sessions, delegates can communicate with others (delegates or the director) via a note on Post-Its handled by the Pagers of the committee. It is completely prohibited to communicate via WhatsApp or any other media. Pagers will be able to check the note before they pass it.

If a delegate wishes to communicate with his director after the session is over, he/she should only do it via mail or wait until the next session.



In case of a major inconvenience delegates should tell their directors as well as their head faculty advisors of the problem they have. The advisor could then contact any of the following numbers to solve the issue.

- Mr. Alberto Varela - Head Faculty Advisor
- Mrs. Eilin Noriega - Faculty Advisor

All communications with any staff member must always be formal. This applies both for delegates and for Faculty Advisors. Sanctions will be applied if a participant is disrespectful in any way to a staff member. In the case that any delegate or advisors don't follow this rule their delegation can have a sanction depending on the situation.

If a delegate is found referring to their directors for irrelevant matters or in an informal and/or disrespectful language, he/she will be immediately disqualified. In case this happens after the conference is over, the entire delegates' delegation will not be allowed to participate in our next year's conference (CarMUN 2024). In particular situations these sanctions could be subject to change depending on the severity of the action; the penalty applied will be determined by the Secretariat and CarMUN's team of advisors.

SECTION X. Open caucus:

Informal caucuses are optional sessions specially designed to provide delegates with a free space to share ideas on committee, country policies or socialize. During these periods, classrooms will remain open and directors **will not evaluate performance** outside of committee sessions but will remain present to solve any doubts. We highly encourage delegates to attend informal caucuses to negotiate and prepare any documents required for the committee, as overnight drafting will not be allowed.



Position Papers

For this year's edition, CarMUN will have position papers. This document, standard in Model UN preparation, allows delegates to research the policy of their country (or character), while putting their writing skills in practice. It should mention previous actions towards the committee date, and propose solutions.

Delegates should send their position papers via their committees' email, included in their Study Guides. When sending the document, delegates must indicate their name, school (or delegation), and the country they're representing. It should be attached as a Word file. Furthermore, all documents must be written in **Times New Roman 11, single interspace, and standard margins.**

The deadline for sending position papers is October 11th until 11:59 p.m. Punctuality will be part of the evaluation.

Structure of the Position Papers

- **Header:** It should include the name of the committee, topic, delegate, and school. Next to this information, there should be images of the coat of arms and flag of the country to be represented.
- **First Paragraph:** This paragraph should serve as an introduction to the topic, as well as your country's policy. Usually, this is the shortest paragraph on a position paper, so delegates need to summarize their ideas. The beginning and end of the paragraph must provoke interest in the reader. To do so, you can use a quote, question, or storytelling, among others.
- **Second paragraph:** This paragraph comprehends your country's relations to the topic and committee, through past actions on the matter. It is a substantive paragraph, as delegates will mention what they have discovered during their research such as legislations, and resolutions, among others. The aforementioned does not mean that this paragraph should consist only of copy-paste, on the contrary, the country's opinion should always be present. Take into account this is the largest paragraph of a position paper.
- **Third paragraph:** This paragraph gives a purpose to the position paper, as it focuses on proposals. Delegates will be able to create solutions to the committee's topic, taking into consideration their country's policy. Also, there should be a strong closing sentence, since this is the last paragraph of the document.
- **Sources:** On a second sheet delegates must cite all resources used in the preparation of the document, in APA 7 format. If a source is omitted, it will be considered plagiarism and will be sanctioned by the chair. It is recommended to read official, primary sources, such as the websites of international organizations, governments, or the United Nations itself.



Code of Conduct

By attending CarMUN 2024, Faculty Advisors, Coaches, Staff, Chairs and delegates agree to the policies outlined in this document. By adhering to this code of conduct, all delegations agree to abide by all the rules contained in this document.

Each Faculty Advisor is requested to read the entirety of this document and to sign the Waiver of Responsibility.

I. General Policies

1. The Secretary-General of CarMUN 2024 and the school's Faculty Advisors are the sole staff members entitled to allow exceptions to CarMUN 2024's policies.
2. CarMUN 2024 and Colegio Nuestra Señora del Carmen are not liable for any erroneous statements made by staff members other than the Secretary-General and the MUN General Director regarding conference policies.
3. CarMUN reserves the right to reutilize any material produced by the PressCorps for advertising or awareness-spreading purposes, with due acknowledgment of their owner.

II. Conference Dates and Venue

CarMUN 2024 will be held at Colegio Nuestra Señora del Carmen (AV.BENAVIDES 1665-MIRAFLORES) on **Friday October 25th, 2024 from 3.30 pm to 8:00 pm ; Saturday October 26th from 9:00 am to 7:00 pm and Sunday October 27th from 9:00 am to 1:00 pm.**

III. Delegations

1. Delegations are composed of one or more delegates, and their adult Faculty Advisor(s).
2. Delegations are classified as 'Small Delegations' if they have 8 members or less, without counting Faculty Advisors.
3. Delegations are classified as 'Large Delegations' if they have 15 members or more, without counting Faculty Advisors.
4. The Best Large and Best Small delegation will be rewarded based on their overall performance relative to the number of their delegates.

IV. Faculty Advisors and Coaches



1. Each delegation will be required to send at least **one adult Faculty Advisor (a Teacher representing the school participating)** to the conference. Faculty Advisors will remain responsible for the conduct of their delegates.
2. Supervise your delegates while on school campus.
3. Breaches of conference policies will be notified to Faculty Advisors.
4. Faculty Advisors and coaches shall not have contact with their delegates during committee sessions. They may do so during break times. Violation of this policy may lead to disqualification of the delegate or delegation.
5. All delegations must have a Faculty Advisor from the Participating School.
6. Coaches, not being professors of the participating school, are not responsible for the delegation. Any doubt or claim should be made by the Faculty Advisor to the CarMUN Head Advisor.

V. Dress Code

1. All students, Faculty Advisors, Coaches, Chairs and staff should be wearing formal, Western Business Attire (jacket or suit, collared dress shirt with a tie or blouse, dress pants or dress skirt, dress socks or hosiery, and dress shoes).
2. CarMUN reserves the right to disqualify those who do not comply with the established dress code rules.

VI. Policies Against Unfair Competition

Any act of unfair competition, including but not limited to the following, may result in reduced eligibility for or disqualification from winning awards, or expulsion from the conference, upon the approval of CarMUN's General Director and Secretary-General:

1. Stealing of laptops, placards, name tags, research binders, props, mobile phones or personal belongings or property of delegates.
2. Plagiarism, both written and verbal.
3. Pre-written draft resolutions.
4. Recording other delegates without their consent during Committee sessions or any other moment.
5. Falsifying allegations that another delegate has committed unfair competition or defaming another delegate to the Chair as long as these allegations are false. Information manipulation.
6. Verbal, written, physical or psychological harassment of other delegates, either direct (in front of them) or indirect (behind their backs).
7. Forced exclusion of a delegate from a particular bloc without solid policy reasons.
8. Defaming other delegates in the conference.
9. Exclusion of delegates in the same bloc from working papers, draft resolutions or group chats.
10. Erasing proposals, ideas or clauses of other delegates without their consent or taking these as their own without their consent.



11. Drafting overnight is under the discretion of the chair.
12. Deciding upon the delegates who will go to the Panel of Authors without the bloc's consent.
13. Flooding Wi-Fi servers with data unrelated to the committee.
14. Deleting names of countries from the list of signatories of a draft resolution or working paper without their consent.



Faculty Advisors and Coaches' Rules of Procedure

1. **Faculty Advisors (FA) are the teachers that lead student groups to Model UN Conferences and build Model UN Clubs. The Faculty Advisor provides academic advising and support to advisees from her or his discipline or school.**

2. **Primary duties of faculty Advisors include:**
 - a. Effective, academic advising and counseling of students, and service such as assisting in recruitment of students.
 - b. Provide information, solve routine problems, or otherwise respond to legitimate requests.
 - c. A Faculty advisor's role is that of a mentor or guide and differs categorically from that of a task-specific consultant or coach.
 - d. Responsible for supervising their delegates at all times, and for making sure they are following the rules of the conference, including but not limited to those outlined in the Delegate's Handbook and Code of Conduct.
 - e. Must be aware of delegate whereabouts when not in committee.
 - f. Should help maintain decorum in committee, especially in the large General Assembly committees. We will report any disruptive behavior to advisors, and we ask that advisors discipline delegates accordingly.

3. **Dress Code:**
 - a. MUN Conferences are formal: Faculty Advisors are student's role models of formality in MUN Conferences. Formality is highly appreciated in terms of coaches, students and Faculty Advisors.
 - b. The dress code at CarMUN is formal, and it is expected that all delegates, Coaches and Faculty Advisors wear Western business attire at all committee sessions. We ask that you dress professionally and tactfully.
 - c. Advisors should ensure that all delegates are wearing appropriate Western Business Attire during all committee sessions.

4. Advisors are responsible for the terms stipulated in the "Delegate's Handbook / Rules of Procedure" signed by all registered advisors attending.

5. Only advisors may excuse delegates from the committee. To do so, advisors should report any anticipated absences of delegates from committee to the team well before the start of each committee session.

6. Coaches, especially those barely out of school, are not Faculty Advisors. We will have a Coach badge for those cases. Coaches should not participate in FA meetings or be in the FA rooms. They report to their school's FA and should not talk to chairs, the Secretariat or similar



7. It is **our goal** to work with faculty advisors to enforce the rules and regulations of the conference, and in the event of rule violations by delegates, we will refer delegates to their faculty advisors.