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# Delegate's Handbook

2023

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# Letter from the Secretary General

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*Dear faculty advisors, staff members and fellow delegates,*

It is my honor to welcome you to the 10th edition of Carmelitas Model United Nations 2023. I am more than just euphoric to finally say **we are back**; after 3 years of virtuality, Carmelitas School finally opens its doors once again.

We know that virtuality represents a challenge to develop our potential as delegates. And being back to in-person MUN gives us an opportunity to begin our own journey apart from developing our skills as delegates.

My journey in Model United Nations started in 2020, when I was just 13 years old. This space helped me to open my eyes, facing different issues of the world, such as injustice, poverty, discrimination, and other important global questions. My career is soon to end, but if you need a small reminder, keep living yours as if tomorrow wouldn't exist, and most indispensable of all, be happy doing it.

Is this precisely what CarMUN wants to enlighten this year. Nowadays, we live in a world in which a lot of people decide to close their eyes in front of inequality, injustice; each of us has the power to do something to face this, but most of us wonder if we could do it. That's why, the topic of this conference will be focused on how each delegate has huge power to change the status Quo, to open their eyes and to make a difference to this world. Therefore, CarMUN 2023 is focusing on converting the words in action.

Hence, I highly encourage taking advantage of each second, not only in CarMUN or in any other MUN, but in each moment of life to make a difference. This conference will help you to develop all your skills. I am deeply pleased to form part of your personal journey and believe me, you will form part of mine. Remember that your participation is not in vain, each moment that you spend here, take advantage of it. Never forget, this is the moment where words will meet action,

My best wishes,

**Mariagracia Miro Quesada**  
**Secretary General**



# Introduction

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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 2023, its committees and chairs.
- In the second section, we have included the standard MUN Rules of Procedure.
- In the third section, we have included all the instructions for the preparation of the Blog Posts, which will be replacing the Position Papers during CarMUN 2023.
- In the fourth section, we have summarized all the best tips for your preparation for CarMUN 2023.



# Overview of CarMUN 2023

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For CarMUN 2023, we will have 17 committees, as follows:

## Committees:

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

Topic: Cyber Warfare

Directors: Mario Genit and Luciana Palomino

Assistant Directors: Catalina Fernández and Fabio Silva

*"Since the beginning of the digital era, cyber warfare has become a risk to global security. The proliferation of malware attacks, hacking, ransomware and others, have led scholars to consider cyberspace as the fifth dominion of war. Now, it is up to DISEC to establish a framework to address this growing threat."*

### 2. **Social, Cultural and Humanitarian Committee (SOCHUM)**

Topic: Preservation of the Arctic

Director: Fabrizio Solari and Mauricio Noriega

Assistant Directors: Miranda Merino and Joaquín Prado

*"The Arctic hosts thousands of animal species, and it is home for several natural resources. However, several countries have manifested geopolitical interests over this region, thus jeopardizing its stability. How will SOCHUM balance the interests of exploiting the resources in the Arctic while ensuring its safety?"*

### 3. **La Comisión Jurídica (LEGAL)**

Topic: Derecho al asilo político vs. derecho para auxiliar

Directors: Franco Raffo y José Miguel Rodríguez

Assistant Directors: Maya Cáceres and Vania Leandro

*"Existe un debate en torno a la figura del asilo. Algunos académicos sostienen que debe ser utilizada con responsabilidad para garantizar la protección de aquellos que la requieran, sin otorgar a aquellos acusados de cometer crímenes. La Comisión Jurídica deberá reflexionar sobre el uso de esta figura de tal manera que se evite la impunidad."*

### 4. **United Nations Office for Disaster Risk Reduction (UNDRR)**

Topic: Strengthening Disaster Risk Reduction

Director: Diego Encinas

Assistant Directors: Ignacio Prado y Valentina Guinassi

*"Due to the effects of global warming, the frequency of natural disasters has risen dramatically. Although the international community has taken some actions to address the issue, the increasing frequency of its occurrence has made it necessary*



for the UNDRR to discuss new action plans regarding prevention and management.”

#### **5. World Trade Organization (WTO)**

Topic: Doha Development Round, 2001

Directors: Ignacio Tovar

Assistant Directors: Dania Guerrero and Luciana Moreno

*“International trade has always been considered as an important factor to dynamize the economy. In this sense, the 2001 Doha Round was a turning point on international trade, as it revised the rules and standards of it. In this historical committee, delegates will have to discuss reforms to reduce poverty and raise living standards of people through greater trade liberalization.”*

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

Topic: Cultural Diplomacy

Directors: María Fernanda Landázuri and Luciana Arana

Assistant Directors: Maria Claudia Hurtado and Joaquín Rojas

*“Diplomacy is essential for building and strengthening international relations. In this sense, it is a tool to promote culture and diversity. Each State in the UNESCO committee has something to say about this topic, and a strategy to spread their culture and values to the world.”*

#### **7. Conferencia de Solidaridad**

Topic: Situación de los refugiados y de los inmigrantes venezolanos en América Latina

Director: Piero Segale

Assistant Directors: Luciana Lombardi and Matías Vera

*“Miles de venezolanos se han visto obligados a emigrar de su país debido a la crisis social y política. Los países de la región han proporcionado refugio, pero la reubicación e inserción ha sido difícil por la falta de recursos. La Conferencia de Solidaridad busca conseguir fondos para satisfacer las necesidades de los migrantes para que puedan vivir en los diferentes países de acogida.”*

#### **8. United Nations (UNIDO)**

Topic: Monopolization of technology

Directors: Ignacio Ponce

Assistant Directors: Briceida Briseño y Mauricio Castillo

*“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?”*



**9. Organización de los Estados Americanos (OEA)**

Topic: Injerencia en asuntos internos de otros Estados

Director: Renato Bocángel

Assistant Directors: Sol Zarak y Luciana Lombardi

*“Desde la aplicación de la Doctrina Monroe, se ha cuestionado la injerencia de algunos países en los asuntos internos de otros países de la región de América Latina. Será responsabilidad del Consejo Permanente de la OEA revisar la figura de la injerencia, y los casos de la región en la que ésta ha sido invocada.”*

**10. United Nations Children’s Fund (UNICEF)**

Topic: Measures against Youth Delinquency

Directors: Macarena Arana and Mariana Aldave

Assistant Directors: Valentina Cuba and Matias Fernandez

*“The United Nations Children's Fund is dedicated to promoting the well-being of children worldwide. In this committee, delegates will address one of the most pressing issues nowadays: youth delinquency, which refers to criminal behavior committed by young people. What initiatives can we adopt to address this delicate subject?”*

**11. America’s Partnership for Economic Prosperity (APEP)**

Topic: Building shared prosperity in the Americas

Directors: Daniela Rios

Assistant Directors: Jimena Wong and Mia Wong

*“The “Americas Partnership” was established in 2022 as a flexible framework for countries that share USA’s values to create a prosperous hemisphere. How can the Americas Partnership aspirations for a more economically integrated region benefit all States involved?”*

**12. United Nations Human Rights Council (UNHRC)**

Topic: Limits of the Right of Protest

Directors: María Fe Blanco

Assistant Directors: Lucciana Carlos and Alessia Esparza

*“In recent years, we have witnessed how protestors have used violence as a way of expressing their demands. But it is also notorious that certain Governments use violence to control protests that have turned violent. The UNHRC will be tasked to ponder these two questions.”*



### **13. United Nations Security Council (UNSC)**

Topic: War of Drugs

Directors: Alejandro Valencia and Juan Diego Coronel

Assistant Directors: Braulio Ramirez

*"The persistence of illicit drug trafficking makes it a serious problem for international security. Education, prevention, and legislation are all important tools to tackle this issue. Hence, the UNSC must develop a comprehensive strategy that targets both current drug traffickers and the root causes, all while facing unexpected challenges along the way."*

### **14. Cumbre del Milenio**

Tema: Objetivos de Desarrollo del Milenio

Directora: Daniela Rubina

Director Asistente: Ivanna Dávalos y Brunella Perez

*"Nueva York, 6 de septiembre de 2000. Representantes de 189 países están reunidos en la sede de la ONU, para debatir los problemas mundiales más acuciantes del momento y proponer soluciones en beneficio de toda la humanidad. Al situarse en este contexto, los delegados deberán considerar que estas metas deben ser más que meras palabras; deben ser efectivas y reales para poder construir un mundo mejor."*

### **15. Historical Crisis**

Topic: The Velvet Revolution

Directors: Adriana Arana

Assistant Directors: Diego Castillo y Mariana Daza

*"For decades, the communist party had established absolute power on Czechoslovakia. Suddenly, the 1989 "Velvet Revolution" emerged, which, influenced by both external and internal factors, aimed to end this dictatorship. As officials of the Czech government, the committee must face this crucial moment in history."*

### **16. Fictional Crisis**

Topic: The Return of the Dark Lord

Directors: Mariano Alvites

Assistant Directors: Yukio Kanashiro y Tadeo Tejada

*"Voldemort has returned and the Death Eaters are stronger than ever. Now, we have to resume our mission, take over the wizarding world. It's time for us to reunite and go against the Ministry of Magic and the Order of the Phoenix."*



## **17. Press Corps**

Topic: Third Party Actors (TPA)

Directors: Mar Gutierrez

*"In an ever changing world, it is important to keep up with what is happening everywhere. Press corps play a key role in our society, ensuring reliable, trustworthy and accessible information for the general public."*



# Conference Schedule

20<sup>th</sup> – 22<sup>nd</sup> OCTOBER 2023

FRIDAY OCTOBER 20<sup>th</sup>

3:30 pm	Registration
5:00 pm	Opening Ceremony
5:45 pm	Break
6:00 pm	1 <sup>ST</sup> . Committee Session
8:00 pm	Committee Sessions End

SATURDAY OCTOBER 21<sup>st</sup>

Grupo A

Grupo B

9:00 am	Guest Speaker Sessions
9:30 am	2nd Committee Session
11:30 am	Break
11:45 am	3rd Committee Session
12:00 m	Faculty's Meeting
1:30 pm	Lunch Break
3:00 pm	4th Committee Session
5:00 pm	Open Caucus
5:45 pm	Committee Sessions End

9:15 am	Guest Speaker Session
9:45 am	2nd Committee Session
11:45 am	Break
12:00 m	3rd Committee Session
12:00 m	Faculty's Meeting
1:45 pm	Lunch Break
3:15 pm	4th Committee Session
5:15 pm	Open Caucus
6:00 pm	Committee Sessions End

6:30 pm	Social Event
8:00 pm	Social Event Ends

SUNDAY OCTOBER 22<sup>nd</sup>

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



## **Group A**

- DISEC
- UNIDO
- UNICEF
- WTO
- CONFERENCIA DE SOLIDARIDAD
- OEA
- HISTORICAL CRISIS
- TPA

## **Group B**

- SOCHUM
- CL
- UNHRC
- UNDRR
- UNESCO
- APEP
- CUMBRE DEL MILENIO
- UNSC
- FICTIONAL CRISIS



# How to Prepare for CarMUN

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## **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 and Virtual 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 have implemented blog posts that are focused on positional preparation. We have included in this document a section of Blog Post (page 26) where it is explained how it's going to work, step by step.

### **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. That is why in this year, most Carmelitas Model United Nations Study Guides include a section of "Suggestion for Further Research", written by each committee directors, which we encourage delegates to read and follow.

### **A Note on Crisis Committees:**

#### **II. 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 an additional motion that delegates can use. This motion is called a Round Robin and 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.

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.



### III. 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.



# Rules of Procedure

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## **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.



**Rule No. 19:** Draft Resolutions

19.1. A Draft Resolution is a written document, following the designated format. It must include a number of signatory countries, to be determined by the Director. The signatories are delegates who wish to discuss the content of the draft resolution but have no further obligation with it.

Delegates may be signatories on more than one resolution.

19.2. 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.

**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. 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.

**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. 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.

## **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 to a breakout room.** At least one member of the dais will be present in the breakout room for him/her to listen to the negotiation and answer doubts, just like in a normal conference. 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:**

**All Google Docs documents where delegates work on their Working Papers and Draft Resolutions MUST be shared to the directors.** Any submitted document of this kind that has not been shared previously with the dais 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).*

### **IX. Communication:**

In case of any inconvenience, delegates can communicate with their directors via the chat of their committees during the session. It is completely prohibited to communicate via WhatsApp with any director unless it is during an unmoderated caucus. If any delegate does so, he/she will be sanctioned. A delegate must limit his/her exchange with the director to be only during committee sessions.

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.

**Only in the case of a major inconvenience delegates could contact their committee directors via WhatsApp.** They 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.

- +51 995 249 473 (Mr. Alberto Varela - Head Faculty Advisor)
- +51 985 248 370 (Mrs. Eilin Noriega - Faculty Advisor)

Bear in mind that it is possible that many people try to reach out to the same person at the same time and that it will take more time to answer your message to solve your problem.

**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.**



**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.

**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.



# Blog Posts

Just like last year's conference, we will replace position papers for blog posts. Through this system, delegates will receive 2 questions: one each two weeks, starting a month before CarMUN.

The questions must be answered, with a maximum of 500 words per question, before the deadline. Chairs will be able to comment on Blog Posts if they see necessary.

In this section, we will explain everything you need to know about them.

## I. Deadlines:

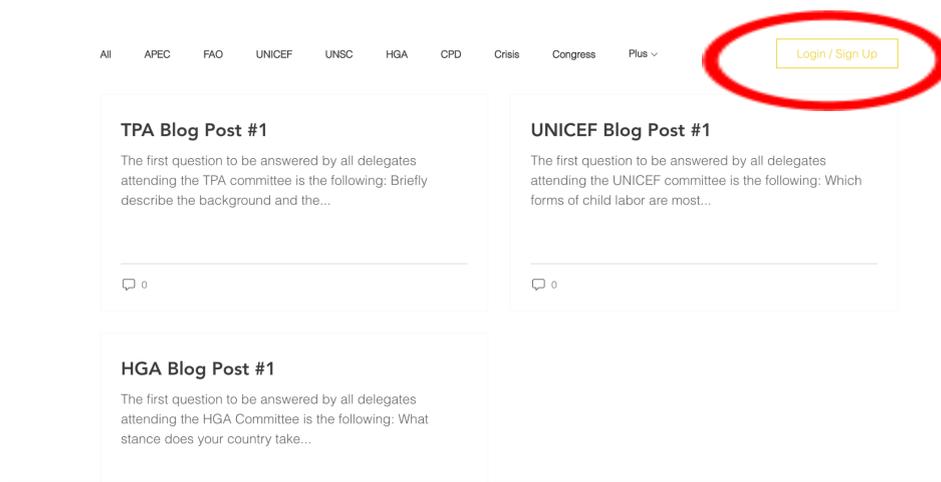
The deadlines for these questions are the following:

1. Blog Post 1: From Monday, October 2nd to **Monday, October 9th until 11:59pm.**
2. Blog Post 2: From Monday, October 9th to **Monday October 16th until 11:59pm.**

## II. Access to the Blog:

In your Study Guide, you will find the link to your Committee Blogs, found at [carmunperu.org/blog](http://carmunperu.org/blog). These are the following steps that must be taken to properly respond to the questions posed by the chairs:

### Step 1:



Press the Login / Register button to create an account, allowing you to comment.



**Step 2:**

# Sign up

Do you already have a personal profile? [Log in](#)

 Registrar con Facebook

 Registrar con Google+



Register with an email

Depending on if you have an account or not, you can choose to log in or register

**Step 3:**

- All
- APEC
- FAO
- UNICEF
- UNSC
- HGA
- CPD
- Crisis
- Congreso
- Más ▾

Choose the committee blog you wish to see from the menu at the top of the blog.

**Step 4:**

- All
- APEC
- FAO
- UNICEF
- UNSC
- HGA
- CPD
- Crisis
- Congress
- Plus ▾

[Login / Sign Up](#)

## UNSC Blog Post #1

The first question to be answered by all delegates attending the WIPO Committee is the following: ----- [Confidential Update] December...

Now, press on the title to access an individual post to open its own page.

## Step 5:

### UNSC Blog Post #1

The first question to be answered by all delegates attending the WIPO Committee is the following:

-----  
[Confidential Update]  
December 2nd, 2020.

Almost a month has passed since the elections of November 8, where Aung San Suu Kyi was initially proclaimed as winner and was supposed to assume power as President on February 1st, 2021. However, these results have not been made official since some international observers, like the Asian Network for Free Elections, found some irregularities, yet, no major fraud was denounced.

Dear members of the Security Council,

Keeping in mind the initial results and the new findings from this last month, what is the stance of your nation in relation to the elections of November 8 2020? Do you support the unofficial victory of Aung San Suu Kyi or the suspected fraud?



UNSC

#### Comentarios

Escribir un comentario...

Finally, press the highlighted text box to write and send your comment

### III. Answers:

Once delegates access the Committee Blog, they will see a publication from the Chairs, corresponding to the question for each week. You must answer this question only once, without the possibility of adding clarifying comments, using a maximum of 500 words.

You can answer the question using the following structure:

1. Position of the country or character on the question.
2. Proposed solution (Plan).
3. Delegate information: name, email, delegation
4. If necessary, bibliography in APA format.

To clarify this, we strongly suggest that you review the examples we include in the final section of this Handbook. In case any difficulties arise when sending your answer, which include but are not limited to: internet cuts, power outages, computer technical failure, etc., you must write an email to your Directors (send it to the committee email you will find in the Study Guide), letting them know of the inconvenience you had and attaching a screenshot as proof.



# Examples

## I. Example of a Blog Post:

### Question:

Dear delegates, thank you for participating in the seventh edition of CarMun and the OAS committee. We would like to know about the measures taken by your countries to slow down the advance of COVID-19.

### Answers:

PERU: The Republic of Peru is overly concerned about the exponential increase in the COVID-19 contagion curve. We already know that the main sources of contagion are markets and public transportation. However, it is not possible to take specific measures, because we do not know which are the main affected areas. For this reason, we want to implement our plan CERCO, which implies declaring focused quarantines, so that the medical staff of the ministry can carry out tests and thus detect the sources of contagion faster. We know that this plan requires the massification of tests, for the above we also propose the plan TESTS FOR ALL, where we will intensify the purchase of rapid and molecular tests from pharmaceutical laboratories through the direct adjudication formula, approved by the UNOPS Procurement Manual.

Signed:

Delegation of Peru

Mauricio Noriega

[peru@carmelitas.edu.pe](mailto:peru@carmelitas.edu.pe) (example, not a real email)

Colegio Nuestra Señora del Carmen

Bibliography:

1. Procurement Group. (2019). *Procurement Manual* (Publication). UNOPS. Retrieved on September 9<sup>th</sup>, 2020, from [https://content.unops.org/service-Line-Documents/Procurement/UNOPS-Procurement-Manual-2019\\_EN.pdf](https://content.unops.org/service-Line-Documents/Procurement/UNOPS-Procurement-Manual-2019_EN.pdf).



# Faculty Advisors and Coaches' Rules of Procedure

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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.