



2022

Delegates Handbook



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Letter from the Secretaries-General

Dear faculty advisors and fellow delegates,

It is our distinct pleasure to welcome you to the 8th edition of Carmelitas Model United Nations. Since 2014, this conference has changed the outlook of its participants and encouraged them to build a bright future. Under this mission, the secretariat is highly committed to spreading our school's spirit and values on a global scale. We aim to promote the exchange between students from all over the world through a virtual format. Delegates will find a diversity of themes based on current global affairs, international history, and fiction, as well as the innovations CarMUN is known for. We propose a fresh start for frequent debaters and an integrating experience for those who are just starting. Are you ready to take a step forward?

We joined CarMUN back in 2019, being amongst the youngest of our delegation. At first, both of us saw this activity as a tool to improve our soft skills. Guided by our faculty advisors, we also met experienced delegates, who accompanied us during our journey, helping us solve our numerous concerns, thus helping us grow. Now, after nearly four years of constant lessons, we are convinced that belonging to the team has led us to become the best versions of ourselves. This has happened with every generation of delegates, leaving their mark and bringing us together as a family.

With them, we have participated in national and international committees, sharing an interest in social concerns and human rights. Issues far from our reality became essential in our lives. Studying different contexts makes us appreciate our surroundings and people, transcending the time a conference lasts, coupled with the ambition of being a leader, which does not consist of giving orders, it is seeking consensus towards a common goal. It is during these times that we have learned that being a leader implies having outreach, tenacity, and empathy. To dialogue with an adversary and ally, to act with respect, and most importantly, to give a human face to problems written on paper.

The lack of the aforementioned attitudes results in polarization, which is a phenomenon that has re-emerged in the world, especially in our country, Peru. It represents distancing since different ideas are treated as a "total opposite", and it is impossible to hear new ones. Nonetheless, a parallel-group to those in conflict arises, listening to each part, and bringing them together to compromise for the common good. We see these situations in the committees we usually debate in MUN, yet they exist daily for students, who unlike past generations have the tools to share information and make a



change. Inspired by this, CarMUN 2022 has the theme **“Building a bright future”**.

This year's conference will serve for you to bloom your skills as a delegate and see more than just the words in a speech. Whatever role you may play in the conference, we hope that the voice of each delegate, staff member, and faculty advisor will be heard. Besides being the rule of the organization we simulate, it should be the essence for a reasonable debate. Also, work as a team, identify and achieve common goals, to slowly build a path towards a brighter future. You have got to start somewhere. Believe in the infinite potential you have. MUN helped us grow to build this path, and it is a great honor to have you take it with us.

And never forget: keep moving forward,

Luciana Palomino
Co-Secretary General

Juan Diego Coronel
Co-Secretary General



Introduction

Dear Delegates, thank you for reviewing this Handbook, prepared especially to assist you during your preparation for Carmelitas Model United Nations 2022 (CarMUN 2022). 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 of the structure of CarMUN 2022, its committees, and chairs.
- In the second section, we have included the standard MUN Rules of Procedure.
- In the third section, you will read a summary of how the Virtual Procedure for CarMUN 2022 will work.
- In the fourth section, we have included all the instructions for the preparation of the **Position Papers**.
- In the fifth section, we have summarized all the best tips for your preparation for CarMUN 2022.

***A Spanish version** of the document can be found on our website



Overview of CarMUN2022

For CarMUN 2022, we will have 12 committees, as follows:

Committees:

1. Fictional General Assembly (FGA)

Topic: Sokovia Accords

Directors: Mauricio Noriega

"International concerns over the unsanctioned and unpredictable actions taken by Earth's superheroes have led to the creation of the Sokovia Accords. They are a set of legal documents made to control, regulate, and supervise the activities of both superheroes and government agencies such as S.H.I.E.L.D. Should the defenders of our planet run loose or should they operate under international supervision? The solution to this conflict is up to our heroes to decide."

2. Social, Humanitarian and Cultural Committee (SOCHUM)

Topic: Increasing resiliency of the poor

Director: Diego Encinas

"Over the years, attempts have been made to combat poverty and meet their basic physical and psychological needs through different programs and agreements. However, there are still several factors that need to be resolved, but which have been aggravated by the pandemic. Building resilience, and the ability to adapt to adverse situations with positive results and propose viable solutions is what we seek through this committee. The question is, what will you do about it?"

3. United Nations Human Rights Council (UNHCR)

Topic: Compulsory vaccination

Directors: Ignacio Ponce

"COVID vaccines, delivered by States to its nationals, have proven to reduce the consequences of the virus, and partially its transmission. On the other hand, anti-vaccine movements have centuries of existence. They have now re-emerged to protest against certain countries making structural adjustments to force vaccination."



4. United Nations Children's Fund (UNICEF)

Topic: Violence response and access
to justice for children and youth
Directors: Luciana Pérez

"Any type of violence against children, physical, psychological, and otherwise, seriously affects their health, integrity, and development as a future part of society. This problem is aggravated by the difficulty many children face to find justice. In what ways can we break the barriers that stop children from accessing justice?"

5. United Nations Environment Programme (UNEP)

Topic: Sustainable mining practices
Directors: Mauricio Velazco/Sebastián Rey

"Although the mining industry plays the key role of supplying various markets with materials, minerals, and metals critical to technological and economical advancements, mining activities also affect the quality of the soil, water, and air surrounding mining sites, contributing to global warming. With climate change only getting worse over time, the transformation into a sustainable mining industry is crucial for the future wellbeing of the industry and the world."

6. International Labour Organization (ILO)

Topic: Reduction of the brain drain
Director: Valeria Cuba

"When a country faces constant hardships and difficulties that decrease living standards, a society is created where the common dream is finding better opportunities and stabilities in other countries. Many talented people leave their country in search of this dream instead of staying and contributing to developing their native country. This is called "Brain Drain". How do we encourage people to stay in their countries to support and develop their home?"

7. CRISIS

Tema: Foro de Sao Paulo
Director: Mariano Alvites/Adriana Arana

"El Foro de Sao Paulo, fundado por los exmandatarios Lula da Silva (Brasil) y Fidel Castro (Cuba), responde al futuro de la izquierda en América Latina y el Caribe tras la caída del Muro de Berlín. ¿Podrá esta asociación garantizar la supervivencia del socialismo del siglo XXI en una región tan inestable?"



8. CRISIS

Topic: Animal Farm

Directors: Franco Raffo

“In a society where every animal is supposed to be equal, are some animals more equal than others? Written by George Orwell, and published in 1945, Animal Farm is a novel that portrays the errors of the system created after the Russian Revolution via a story that follows farm animals that rebel against their human farmer, hoping to create a society where all animals are free and equal. Unfortunately, the selfishness of the leaders of the revolution, the pigs, results in a system filled with inequalities, corruption, and repression.”

9. Historical Committee

Topic: 1975 North-South Conference

Director: Daniela Ríos

“In 1975, the developing countries suffered a serious blow from the global recession and inflation started in 1974. Therefore, they put forth a series of demands to the developed countries for solving problems in such areas accumulated debts, primary products, industrialization as well the transfer of technology, and called for the establishment of a new international economic order aimed at the radical reform of the existing international economic system. The North-South problem became an increasingly urgent task for the international community.”

10. United Nations Educational Scientific and Cultural Organization (UNESCO)

Tema: Educación para la acción contra el cambio climático

Directores: Daniela Rubina/José Miguel Rodríguez

“Se estima que si no se reduce el daño causado por el cambio climático para 2030 este daño se volverá irreversible La educación contra el cambio climático es una herramienta crucial para detener las dañinas actitudes que ha causado este problema y a la vez asegurar un buen futuro para las generaciones que vienen. En esta carrera contra el tiempo, ¿Podremos enseñar y compartir las conductas necesarias para el cambio antes que sea demasiado tarde?



11. Third-Party Actors

(TPA)

Director: Mar Gutiérrez

“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.”

12. Organización de las Naciones Unidas para el Desarrollo Industrial

(UNIDO)

Topic: La Cuarta Revolución Industrial

Director: Alessia Martinez

“Vivimos en la cuarta revolución industrial, época caracterizada por la transición hacia sistemas digitales. Sin lugar a dudas, habrá avances tecnológicos beneficiosos, no obstante, problemas como la automatización robótica de procesos ponen en peligro las posiciones de seres humanos en empleos convencionales. Ahora que la tecnología se ha revelado como un arma de doble filo, ¿Qué medidas se deben de tomar para facilitar la transición a esta nueva época?”



Conference Schedule

OCTOBER 21st - 23th 2022

FRIDAY OCTOBER 21st

5:30 p.m - 6:00 p.m	Opening Ceremony
6:00 p.m	Entering Comm.
6:00 p.m - 8:00 p.m	First Committee Session
8:00 p.m - 8:30 p.m	Informal Caucus*

SATURDAY OCTOBER 22nd

9 a.m - 11:00 a.m	Second Committee Session
11:05 a.m - 12 m	Mandatory Guest Speaker Session
12 m - 2 p.m	Lunch Break
2:00 p.m - 5:00 p.m	Third Committee Session
5:00 p.m	Faculty Advisor's Meeting
5:00 - 6:00 p.m	Informal Caucus*
6:00 p.m - 7:00 p.m	Optional Workshop Georgetown University

SUNDAY OCTOBER 23rd

9 a.m - 11 a.m	Fourth Committee Session
11:00 a.m - 11:15 a.m	Break
11:15 a.m - 12:45 p.m	Fifth Committee Session
12: p.m - 1:00 p.m	Break
1:00 p.m - 1:45 p.m	Closing Ceremony

***Informal caucuses** are **mandatory sessions** specially designed to provide delegates with a free space to share ideas on their policies and negotiate on their documents. Directors will evaluate performance and will remain active to solve doubts.



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 the 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 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 from 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 country's policies.

III. Positional Preparation:

Based on the topic proposition in the Study Guide, delegates are required to investigate their countries' policies and positions. Having researched, delegates must elaborate on a Position Paper that will be sent before the conference. Further details can be found in **Section IV** of this document.

Where to Begin Your Research:

Study Guides and every material prepared by CarMUN staff are not meant to be replaced for your 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, following last year's initiative, Carmelitas Model United Nations Study Guides include a section of "Suggestion for Further Research", written by each committee director, which we encourage delegates to read and follow.



A Note on Crisis Committees:

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

Crisis committees are somehow different from Regular GA committees. Although they follow some of the debate procedures, the rules are much more flexible in a Crisis Committee. As for this year's edition, we will be having two crisis committees. We will explain some of their differences from regular committees.

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 your character and fully review his/her biography and his/her relation to the problem. Moreover, you will need to research his portfolio of powers, or what he/she can do on 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.

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 committee.

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 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 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 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 one of the Draft Resolution:

- 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 on 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 (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

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, to other Delegates. This rule must be respected not only during committee sessions but also during any official event or publication of the 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.



Virtual Procedure

As the whole conference is set to take place virtually, we have come up with the following special rules and procedure:

I. Virtual Platform:

For CarMUN 2022 we will be using “Zoom” as the platform in which the opening and closing ceremony as well as all the committees will take place. We highly encourage delegates to get used to the platform with anticipation, as it will make debate go much easier. Zoom Meetings is a cloud-based web and video conferencing service that enables global and virtual teams to collaborate on mobile devices and standards-based video systems in real time. Zoom Meetings includes features such as screen sharing, meeting recording, customizable layouts, and meeting broadcasting.¹

II. Cameras and Microphones:

During committee sessions, it is always mandatory for all participants (both delegates and Faculty Advisors) to have their cameras turned on. A committee director or other staff member shall pause the debate to ask for a delegate to turn on their camera. Microphones shall be on only when delegates are up to speak in a motion (moderated caucus, consultation of the hall, among others) or to present a motion. Participants that do not follow these instructions may be sanctioned.

The only moment when cameras and microphones are due to be turned off is during the opening and closing ceremony.

III. Flow of Debate:

Since the conference will be held virtually, it is possible that the flow of the debate might be affected. Directors will try to keep up the rhythm as much as they can, but most importantly we ask the delegates to do the same, as in the end they are the ones that decide the tempo the committee will follow.

It is possible that in some moment, either the director or other staff member will have to pause the debate to make an important announcement. When this happens, we will try to make the interruptions as brief as possible to keep the debate flowing.

¹<https://biz30.timedocor.com/how-to-use-zoom/>



IV. Delegates Meeting:

A Delegate's Meeting will be held on **Saturday October 8th**, in two different moments (10:00 A.M and 11:30 A.M). Delegates will be able to choose the one of their preference, taking into account the event will last for an hour. There, the Secretariat will provide general guidelines on the conference procedure and solve any doubts. Delegates will also receive other important information for the conference and the opportunity to interact with Directors and fellow delegates. Remember that **attendance is mandatory**.

V. Name Tags:

All delegates MUST indicate their name and country they always represent on their committees. We encourage delegates to just use the non-official name of their countries as it will be easier for the directors to recognize them. (Ex: *Switzerland - Mariana Aldave*). Delegates that do not follow such indications will not be able to participate in the debate.

Faculty Advisors are also required to indicate their names and the delegation they belong to (Ex: *Faculty Advisor Carmelitas - Alberto Varela*).

VI. Delegates Participation:

The ways in which delegates will participate in CarMUN 2022 will be through the option of raising their hands on the "Zoom" platform. Directors will **verbally** ask for points or motions and the delegates shall **raise their hands** if they have any. When the directors call for the delegate to say his/her motion or point, then the delegate shall turn on his microphone and speak.

Delegates will vote for the motions by raising their hands.

After a motion has enough votes to pass, the directors will **verbally** ask for delegates that wish to participate on it. Delegates will then **raise their hands** if they wish to do so.

Example: The **(S)** at the end of each sentence means that the director or the delegate would **say this**. The **(R)** next to a name means that the director or the delegate would **raise its hand**.

Alonso Belevan - Director: Any points or motions on the floor? (S)

Delegate 1 - France: (R)

Delegate 2 - DR Congo: (R)

Delegate 3 - Perú: (R)



(The directors will then choose who gets to say their motion under their discretion, just like in a normal conference. The process of raising a hand would be the equal of raising the placard in a face-to-face MUN.)

Alonso Belevan - Director: Yes DR Congo ? (S)

Delegate 2 - DR Congo: The delegation of DR Congo would like to raise a motion for a moderated caucus of 10 minutes, 1 minute per speaker on the topic of "Drug Addiction in Teenagers". (S)

(The directors may call as many delegates to present a motion as they wish)

Alonso Belevan - Director: France (S)

Delegate 1 - France: France would like to propose a moderated caucus of 15 minutes on the topic of "Illicit Trade" (S)

Alonso Belevan - Director: Now we will proceed to vote for the motions. All the ones in favor of the moderated caucus proposed by France, please raise your hand (S)

Delegate 1 - France: (R)

Delegate 2 - DR Congo: (R)

Delegate 3 - Perú: (R)

(In this example, France's motion has enough votes to pass, so then the director will ask for delegates that wish to speak on such a motion.)

Alonso Belevan - Director: All those wishing to speak, please raise your hands. (S)

Delegate 1 - France: (R)

Delegate 2 - DR Congo: (R)

Delegate 3 - Perú: (R)

(Then, the delegates that are called will be added to the speakers list. Delegates will then turn on their microphones if it is their turn to speak. Once they finish, they shall turn it off.)



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:

- **WhatsApp:**
 - For CarMUN 2022, **at least one director or assistant director must be included in the WhatsApp group of the bloc.** They will not intervene in the decisions the bloc makes and will act just as an observer.
 - **The only time when delegates can engage with the directors via WhatsApp is DURING AN UNMODERATED CAUCUS.** It is strictly prohibited to communicate via WhatsApp with a committee director during breaks and when the session is over. Exceptions for this rule are explained later.
 - Delegates are supposed to ask relevant questions to their committee directors and language must be completely formal when doing so. A delegate that either communicates for irrelevant matters or uses informal language when referring to their directors will be **immediately disqualified**.
 - Up to three delegates you can have conversations between them without the presence of a member of the board of directors.
- **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:**
 - For circumstantial reasons, there will not be any pagers in any committee. **In case a delegate wishes to “send a note” to another, he/she will be able to do it exclusively via the “Zoom” chat.** The only electronic device that can be used during a session is the one the delegate is using to connect to his/her committee, which means that it is not possible to engage a conversation with another delegate via WhatsApp by any means during a session.

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 at the same time and because of 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 2023). 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. Informal caucuses:

Informal caucuses are mandatory sessions specially designed to provide delegates with a free space to share ideas on their policies and negotiate on their documents. Directors will evaluate performance and will remain active to solve doubts. Overnight drafting will not be allowed, as we expect delegates use this space.



Position Papers

For this year's edition, CarMUN will return to 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.

We have gathered important information for the preparation of the document. Yet, if you have any inquiries, please send them to your committee's email.

1. When and how to send them:

Delegates should send their position papers to their committee's email address, which can be found at the end of the Study Guide. 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**. Note that Google Docs will not be accepted.

The deadline for sending position papers is **October 10 until 11:59 p.m.** Punctuality will be part of the evaluation.

2. Structure

The content of a position paper must fit in one sheet of word format. In addition, delegates need to include their sources on a second sheet. Any excess regarding space will be penalized.

Every position paper should include five parts, being:

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.

3. Final Remarks

Consider that position papers are the first impression you will give to the directors and assistant directors. They will review if the format and structure are in order, plus evaluate its content. Therefore, sending them on time is mandatory. Finally, all documents should be written in **Times New Roman 11, single interspace, and standard margins.**