DELEGATES

Manual

DRESS Code

Women's Dress Code



✓

- Skirts below the knee
- Formal pants
- Formal shirts
- Formal blouses

✗

- Jeans
- Short skirts
- Short dresses
- Sleeveless blouses
- Deep necklines
- T-shirts
- Crop-tops
- Shorts
- Swetshirts

BIMUN

Men's Dress Code



✓

- Tie (mandatory)
- Bowtie
- Suit jacket
- Dress pants
- Dress shirts (mandatory)

✗

- Jeans
- Shorts
- Polo shirt
- Short sleeve shirts
- T-shirts
- Sweatshirts

BIMUN

ROLES AND *functions*



DELEGATE

Represents an assigned delegation, researches its policies, gives speeches, negotiates with others, and drafts and votes on resolutions.



CHAIR

President: Leads the committee overall, enforces the rules of procedure, and has the final say on procedural disputes within the room.

Moderator: Manages the flow of debate by recognizing speakers and calling votes.

Official: Supports with administrative duties like taking attendance, recording votes, and keeping minutes.



SECRETARIAT

The conference's organizing body that plans the event, oversees all committees and chairs, and makes final decisions on conference rules and disputes.



USHERS

Handles logistics in the room, such as passing notes between delegates

POINTS *and motions*

Points are used by delegates to raise specific concerns, request information, or address procedural issues during committee sessions.

Point of...	Usage
Parliamentary Inquiry.	Request any type of information regarding the topic.
Order	Point out any errors in the protocol made by the chair or other delegates.
Personal Privilege.	Request any personal need to the chair.
Relevance	When the debate is not relevant to the topic.

POINTS *and motions*

Motion to...	Usage
Open or close the session.	Request the beginning or end of the session. It can be used to open or close the session, and it requires a simple majority vote.
Open the speakers' list.	When the delegate wishes to open the speakers' list for the debate on a topic. It requires a simple majority vote.
Open an extraordinary session questions to the delegate.	Allows the delegate to ask the delegate a question to clarify a point. It requires a simple majority vote.
Open a moderated caucus.	Allows the delegate to take a moderated caucus, where the delegates can make speeches and propose solutions. It requires a simple majority vote.
Open a simple caucus.	Allows the delegate to take a simple caucus, where the delegates can discuss the topic informally. It requires a simple majority vote.
Extend the time of the moderated/ simple caucus.	Allows the delegate to extend the time of the moderated or simple caucus. It requires a simple majority vote.
Set the agenda.	Request the forum to set the agenda for the debate. It requires a simple majority vote.
Read in front of the forum the possible resolution paper.	Allows the delegate to read the possible resolution paper in front of the forum. It requires a simple majority vote.
Vote on the possible resolution paper.	Allows the delegate to vote on the possible resolution paper. It requires a simple majority vote.

Motions are formal proposals made by delegates to determine what the committee should do next or how the debate should proceed.

VOCABULARY

Instead of...	Use...
MONEY	ECONOMIC RESOURCES
KILLING	EXECUTE
WAR	ARMED CONFLICT
POVERTY	LACK OF RESOURCES
BLACK	AFROAMERICAN

SPEAKER´S *list*

It is the time in which the delegates present the position of their country for the established time.

CHAIR

"Delegates the floor is open, is there any motion in the floor?"

DELEGATE

"Motion to open the speaker's list"

CHAIR

"It's in order delegate, with what time?"

DELEGATE

"The time that the chair considers."

CHAIR

"The chair considers that (1 minute and 30 seconds to 3 minutes) would be in order. Would you like to reestablish?"

DELEGATE

"Motion to open th he speaker's list with time of (1 minute and 30 seconds to 3 miutes)."

MODERATED AND *simple caucus*

MODERATED CAUCUS

Moves the committee into a structured debate in which delegates are recognized by the Chair to speak on a specific aspect of the topic.
The delegate must specify the total duration of the debate.

SIMPLE CAUCUS

Moves the committee into an informal period in which delegates may communicate directly with one another, negotiate, and work on resolutions without the usual formalities.
The delegate must specify the duration of the caucus.

RESOLUTION *Paper*

Resolution Paper is the formal written document in which a committee proposes solutions to the topic being debated. If passed by vote, it becomes the committee's official position or recommended course of action.

Resolution Paper A

Sponsors: People's Republic of China, Republic of India, Islamic Republic of Afghanistan.

Signatures: Russian Federation, Islamic Republic of Iran, Syrian Arab Republic, Republic of Türkiye, Kingdom of Norway, Federative Republic of Brazil, Republic of Peru, Federative Republic of Brazil, United Mexican States.

Topic: The Role of Criminal and Armed Groups in International Financial Systems

Introduction:

Recognizing the influence of transnational criminal and armed groups in global financial systems, particularly through money laundering, illicit trade and cybercrime,

Deeply concerned concerned by the effects these activities have on national economies, financial institutions, and international security,

Short-term:

1. ***Requests*** the Secretary-General to establish a standing UN Panel of Experts on Criminal Exploitation of Virtual Assets, with a mandate to monitor, investigate, and report annually on the use of cryptocurrency and decentralized finance by terrorist organizations, sanctioned states and transnational criminal groups;

Write the three sponsors chosen by the committee

Write the countries that are part of the Resolution Paper

Write the topic that the committee is disscussing

Before writing the proposals, write a brief introduction

Develop the proposals using operative clauses

OPERATIVE *clauses*

OPERATIVE CLAUSES

Approves
Authorizes
Calls
Calls for
Calls upon
Commends
Designates
Directs
Emphasizes
Encourages
Expresses its appreciation
Further proclaims
Further recommends
Has resolved
Instructs
Introduces
Invites
Notes
Notes with satisfaction
Welcome

- They are used in the proposals.
- They have to be underlined.
- At the end of each one there has to be a semicolon.
- The minimum is 6.
- They cannot be repeated.

PREAMBULATORY *clauses*

PREAMBULATORY CLAUSES

Acknowledging
Acting
Affirming
Alarmed by
Anxious
Bearing in mind
Believing
Cognizant
Concerned
Confident
Declaring
Deeply concerned
Deploring
Emphasizing
Expressing appreciation
Further recalling
Guided by
Having adopted
Having considered further
Taking into consideration

- They are used in the introduction.
- They have to be written in italics.
- At the end of each one there has to be a coma.
- The minimum is 4.
- They cannot be repeated.

GENERAL *rules*

- Be on time to all sessions, otherwise the delegate will receive a warning.
- Refrain from eating during the debate.
- The use of any electronic devices is not allowed during the debate (with the exception of the simple caucus).
- Always ensure to take a clear and diplomatic stance.
- Respect the dress code.
- The Chair's decision is unappealable.
- The use of the official Forum credentials is mandatory.
- Always speak the official language during the debate.
- Always speak in 3rd person and avoid the use of personal pronouns. (My delegation, The delegation of..., etc.)
- Avoid eye contact.
- The inappropriate use of private messages will be penalized.
- Respect everyone during the forum; it doesn't matter if they are chairs, Secretariat, delegates, faculties, teachers, staff, security or press.
- If a chair is not following its role and functions, it is obligatory to report this behavior to the Academic Secretariat for them to take action.

WARNINGS

A warning is a formal notice given when a delegate breaks a rule.

1 WARNING — The delegate is no longer eligible for an award.

2 WARNINGS — The delegate will be required to leave the session.

3 WARNINGS — The delegate will be dismissed from the conference.

GOOD LUCK!