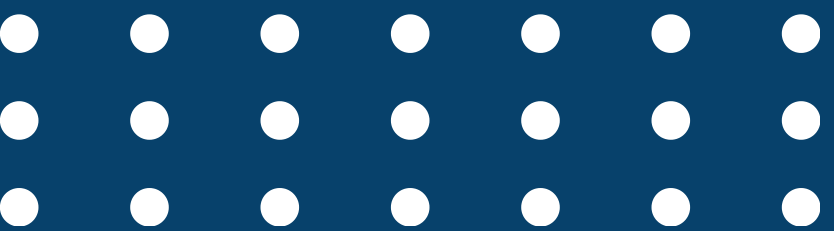


Debate Protocol



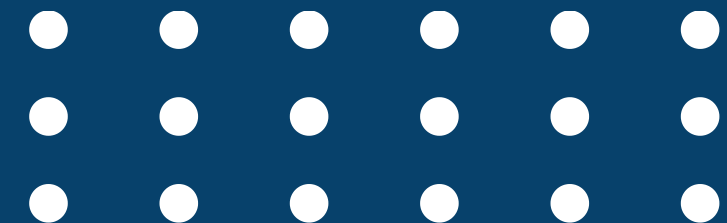
Roles and Functions



Chairman/President

The President oversees the debate, ensuring it follows proper protocol and that delegates adhere to their countries' official positions. They approve committee decisions, can propose motions, and manage technical issues during the debate.

As the highest authority (after the Secretariat), the President can suspend the debate and is responsible for verifying delegates' position papers to ensure they are realistic and accurate, using written information for reference.



Roles and Functions

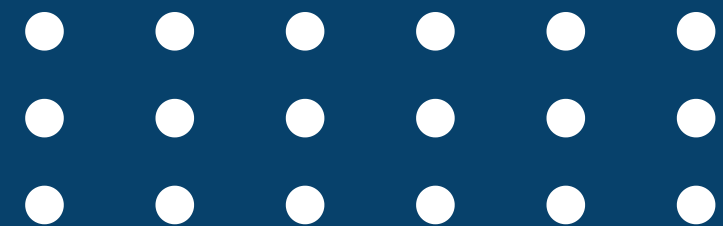


Moderator

The Moderator mediates the debate, ensuring it remains respectful, objective, and fair. They manage speaking opportunities for delegates and serve as the formal contact between delegates and the Chair. The Moderator can temporarily delegate their responsibilities to a member of the Chair or Secretariat.

Officer

The Officer is responsible for recording committee activities, including declarations, events, motions, speaker times, caucus sessions, votes on resolution papers, and attendance. These records are maintained in an electronic program designed for the forum.



Roles and Functions



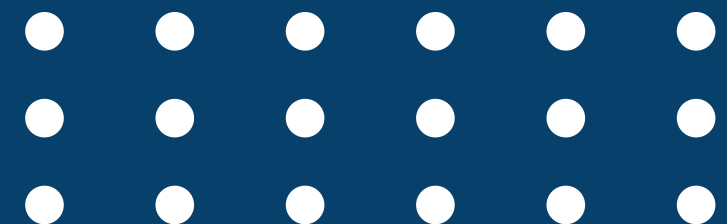
Delegates

They are the representatives of each country in the committee. They are in charge of proposing solutions to the topics that are debated in the committee in a diplomatic and organized way, always attaining to their countries' position.

They need to deliver their position papers for both topics to the Committee's President at the first session.

Secretariat

The secretariat is the organizing committee of the Forum, it is divided into several sub-secretariats. Delegates mainly respond to the academic undersecretaries, the academic coordinators, and the general secretaries.



Rules



General Rules

1. Be on time to all sessions, otherwise the delegate will receive a warning.
2. Refrain from eating during the debate.
3. The use of any electronic devices is not allowed during the debate (with the exception of the device used to attend the debate).
4. Always ensure to take a clear and diplomatic stance.
5. Respect the dress code.
6. The Chair's decision is unappealable.
7. The use of the official Forum credentials is mandatory.
8. Always speak the official language during the debate.
9. The inappropriate use of private messages will be penalized.
10. Respect everyone during the forum; it doesn't matter if they are chairs, Secretariat, delegates, faculties, teachers, staff, security or press.
11. 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.

Protocol Phrases' Definition



Motions, points and requests

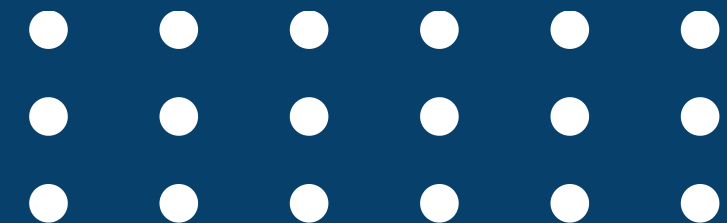
To solicit any type of motion, point or request, the placard should be raised and mention that motion in particular.

If a delegate raises their placard while another delegate is speaking, the delegate that raised the placard should mention any type of point or request, if the action is done accidentally, the delegate will be called out for the action.

If the delegate wants to ask for a point of personal privilege, it is recommended to send your request via usher.

If the delegate wants to mention a request, avoid saying “request” at the start.

Example: “Right of Retort”



Motions

Motion to....	Usage
Open or close the session (opening the session doesn't mean you can start the debate).	After taking attendance, the session will be opened. It will be used to open or close the session. If the time established for the session has ended the session can be closed.
Open the speakers' list (which determines the order to follow for the delegates to pass in front of the forum).	When a delegate wants to open a speakers' list to formally present the position of the country.
Open an extraordinary session of questions to the delegate of...	Make a question to the delegation that has just passed to the speakers' list.
Open a moderated Caucus.	Start debating more fluidly about the topic and its possible solutions.
Open a simple Caucus	When the proposals are already established, the delegations will need to get together to start making a worksheet and possible resolution paper.
Extend the time of the moderated/simple caucus	After the time established for the caucus, the time can be extended, always ensuring that the time of the extension should be less than the first caucus.
Set the agenda	Pick a topic to debate.
Read in front of the forum the possible resolution paper.	The possible resolution should be read in the committee for the delegates to make comments and questions about the resolution.
Vote on the possible resolution paper.	The voting phase will determine if the resolution paper passes to become an official resolution paper.

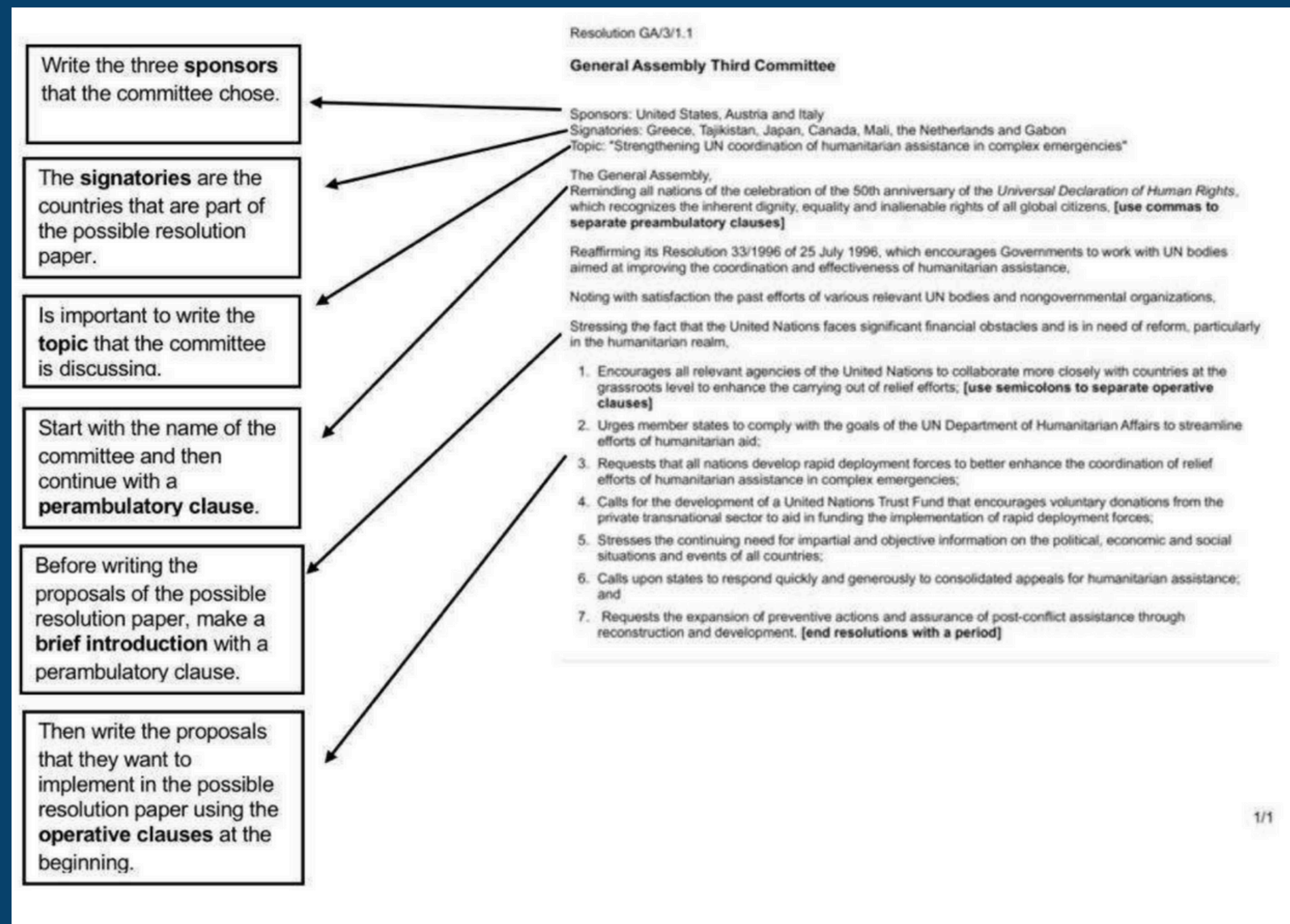
Points

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.

Requests

Request....	Usage
Right of retort	When your delegation is offended by the commentaries of other delegation.

Format of the official documents



Resolution GA/3/1.1

General Assembly Third Committee

Write the three **sponsors** that the committee chose.

The **signatories** are the countries that are part of the possible resolution paper.

Is important to write the **topic** that the committee is discussing.

Start with the name of the committee and then continue with a **perambulatory clause**.

Before writing the proposals of the possible resolution paper, make a **brief introduction** with a perambulatory clause.

Then write the proposals that they want to implement in the possible resolution paper using the **operative clauses** at the beginning.

Sponsors: United States, Austria and Italy
Signatories: Greece, Tajikistan, Japan, Canada, Mali, the Netherlands and Gabon
Topic: "Strengthening UN coordination of humanitarian assistance in complex emergencies"

The General Assembly,
Reminding all nations of the celebration of the 50th anniversary of the *Universal Declaration of Human Rights*, which recognizes the inherent dignity, equality and inalienable rights of all global citizens. **[use commas to separate preambulatory clauses]**

Reaffirming its Resolution 33/1996 of 25 July 1996, which encourages Governments to work with UN bodies aimed at improving the coordination and effectiveness of humanitarian assistance,

Noting with satisfaction the past efforts of various relevant UN bodies and nongovernmental organizations,

Stressing the fact that the United Nations faces significant financial obstacles and is in need of reform, particularly in the humanitarian realm,

1. Encourages all relevant agencies of the United Nations to collaborate more closely with countries at the grassroots level to enhance the carrying out of relief efforts; **[use semicolons to separate operative clauses]**
2. Urges member states to comply with the goals of the UN Department of Humanitarian Affairs to streamline efforts of humanitarian aid;
3. Requests that all nations develop rapid deployment forces to better enhance the coordination of relief efforts of humanitarian assistance in complex emergencies;
4. Calls for the development of a United Nations Trust Fund that encourages voluntary donations from the private transnational sector to aid in funding the implementation of rapid deployment forces;
5. Stresses the continuing need for impartial and objective information on the political, economic and social situations and events of all countries;
6. Calls upon states to respond quickly and generously to consolidated appeals for humanitarian assistance; and
7. Requests the expansion of preventive actions and assurance of post-conflict assistance through reconstruction and development. **[end resolutions with a period]**

1/1

Debate procedure



Protocol

Roll call:

At the start of every session, attendance should be taken. When the delegation name is called, the delegate should say “Present” or “Present and voting”

When attendance is taken, if a delegate says “Present and voting”, that delegate must not abstain from voting during that session.

During the first session, after the roll call, the session should be opened and after, the agenda should be set with a topic to be debated. The selection of the topic should be voted on.

Debate procedure



Set the agenda

The delegate should raise his/her placard to pick a topic to debate. The delegate should say: “Motion to set the agenda with topic A/B”. After the motion has been approved by the chair, one delegate will be asked to speak in front of the forum in favor to set the surplus topic and another delegate to speak about the topic mentioned in the motion. If a delegate wants to speak that delegate shall raise their placard and then pass in front of the forum to address the topic of choice.

After the delegates finish speaking, the delegates will vote in favor or against the topic that the motion established.

Debate procedure



Voting

After the motion is proposed, the moderator shall call a voting phase. There, the delegates will be asked if they are in favor, against or abstain from voting. If the majority of the committee votes in favor, the motion will pass (in the case of a tie, abstentions will be counted as in favor votes), and if the majority votes against, the motion will not pass. In the voting process for the possible resolution paper, the voting will be as the Chair was taking attendance.

Debate procedure

Speakers' list

After choosing the topic, the speakers' list has to be opened with a set time, preferably one minute and 30 seconds, with the following motion "motion to open the speakers' list with the time of one minute and 30 seconds." With the time being set, the delegates will vote and then they will be asked if anyone wants to be added to the speakers' list, then, the delegates will raise their placards if so. If the chair notices that a delegate is not participating, that delegate will be added to the speakers' list.

After a delegate has said their speech, the Moderator will open the forum and will ask if there are any motions on the floor. At this time, the delegate will have an opportunity to open an extraordinary session of questions to the delegate that passed before or request any motion or point.

In the first session, to open a moderated caucus, 7 to 10 delegates should pass in front of the forum. In the following sessions, the chair can decide whether to open or not a moderated caucus.

Extraordinary session of questions

The delegate will raise their placard and say “Motion to open an extraordinary session of (number of questions desired to be asked) questions to the delegation of (country that the questions are directed to”) the delegate will have to mention the number of questions that will be done.

In the case of a delegate not specifying the number of questions, the chair will ask the delegate how many questions the delegate would like to make, the delegate must answer “as many as the chair recommends” , and then the chair must respond with the determined amount of questions and follow ups (usually 2) .

After voting, the Chair will ask the delegate that will be answering the questions if its delegation accepts or not, if the delegate answers no, the motion does not pass. In case the delegate accepts, the delegates will have to pass in front of the forum.

When the delegate passes in front of the forum, the delegate who asked for the motion will wait until the chair says “please establish delegate”. If the delegate wants to refer to the previous speech, the question will start as follows:

- Delegate: Point of personal privilege
- Moderator: Establish
- Delegate: To open a brief preamble
- Moderator: It's in order, please establish

If a delegate does not know the answer to one of the questions that he/she has been asked, that delegate will have to provide the answer to that question via usher within the next session. If not, the chair will consider the penalty.

The delegate who asks the question will only have one follow up. When the delegate finishes asking the question, the delegate who seconded the motion will have the opportunity to ask another question or can say if the question the delegate had already been answered. Then, if it is the case, the third delegate chosen to make the third question will be able to proceed.

This process will repeat itself after all the requested questions have been answered.



Debate Procedure

Moderated Caucus

When the chair considers that a moderated caucus can be opened, any delegate can make a motion to open one, the exchange will be as follows:

- Case 1 (without specifying the time):
 - Delegate: Motion to open a moderated caucus
 - Moderator: It's in order delegate, for how long?
 - Delegate: The time the chair considers
 - Moderator: The chair considers..., would you like to reestablish?
 - Delegate: motion to open a moderated caucus for the time of...
 - Moderator: It is in order
- Case 2 (specifying the time):
 - Delegate: Motion to open a moderated caucus with the time of...
 - Moderator: It's in order delegate

After the requisition ends, a delegate will be asked to second the motion. This delegate will go after the one who requested the motion. Then the Moderator will choose which delegate will speak after the one who is speaking finishes.

When the time ends, the moderator will warn about the remaining time to all the delegates. After the forum opens, the delegates can request an extension of the caucus.

Debate Procedure

Simple Caucus

For the simple caucus to open, the chair has to be sure that the delegates are ready to draft their working paper or possible resolution paper. The exchange will go as follows.

- Case 1 (without specifying the time):
 - Delegate: Motion to open a simple caucus
 - Moderator: It's in order delegate, for how long?
 - Delegate: The time the chair considers
 - Moderator: The chair considers..., would you like to reestablish?
 - Delegate: motion to open a moderated for the time of...
 - Moderator: It is in order
- Case 2 (specifying the time):
 - Delegate: Motion to open a simple caucus with the time of...
 - Moderator: It's in order delegate

The voting process will start once again for the approval of this motion.

The observers have to retire from the forum once the simple caucus starts.

When the time ends, the moderator will warn about the remaining time to all the delegates. After the forum opens, the delegates can request an extension of the caucus.

Voting on the possible Resolution Papers



The observers have to retire from the forum once this process starts.

After finishing writing the possible resolution paper(s), the Moderator will suggest a motion to read the possible resolution papers(s) in front of the forum. After it is read, an extraordinary session of unlimited questions and commentaries will open for an unlimited time, after the question session ends there will be a voting process requested by a motion.

The possible resolution paper will have to be approved by half of the committee plus one.

There will be three voting stages.

On the first and second stage abstentions are allowed, until the third stage, only in favor or against votes will be available. If the possible resolution paper is approved by the committee and the chair, the possible resolution will pass to the Secretariat for further approval of the Resolution Paper.

After the Resolution Paper is approved by a member of the Secretariat, the topic will be officially closed and the delegates can proceed debating with the next remaining topic.