

# Colegio Alemán Alexander von Humboldt



## General Protocol

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*"The future belongs to those who  
believe in the beauty of their dreams"*

*Eleanor Roosevelt*

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## **I. General issues**

In case of any controversy related to the interpretation or application of the following protocol, the General Secretary, Assistant Secretary General and Deputy Assistant Secretary General will have the possibility to the interpretation the Protocol and its application. Their criteria will be out of discussion.

### **1.1. Language**

The official language for the following committees: Security Council (SC), Historical Security Council (HSC) and Disarmament and International Security Committee (DISEC) will be English. No other language will be tolerated at any time under any circumstance, additionally any motion to change the official language. Such action is contempt and will be penalized with a warning.

### **1.2. Warnings**

Any delegate who doesn't fulfill the present Protocol will be penalized with a warning. If a delegate has received two warnings during the same session, he will be suspended and will be unable to participate until the next session. If a delegate receives three warnings during the Model, is up to the Secretariat the possibility of suspending the delegate for the rest of the Model. The chair of each committee will evaluate the possibility of excluding a delegate of the academic recognitions due to warnings, considering the performance of the delegate during the debate and the gravity of the failure.

### **1.3. Plagiarism**

Plagiarism is considered any act or conduct in which a delegate tries to present the ideas of a third party as his own in any document in the committee. All times, the delegate must mention the authors and sources that he has consulted from the corresponding books, journal or Internet references.

If a delegate is involved in this type of behavior, he or she will be irrevocably excluded as a candidate for academic recognition. In case any delegate continues with this conduct, he or she will be sanctioned for consideration of the Chair. It is necessary that, after identifying this type of behavior, the Chair immediately go to the Secretariat and notify the faculty advisor.

### **1.4. Electronic devices**

The use of electronic devices is not permitted within the working sessions of the

committees, unless the committee is in a simple caucus or that the use has been authorized by the Chair.

## **II. Members of the Executive Committee**

### **2.1. Secretariat**

The Secretariat will be composed of the persons in charge of the organization and execution of the model. It is formed by

- Secretary-General
- Deputy Secretary-General
- Deputy Assistant Secretary-General

### **2.2 Chair**

Each Committee shall be led by a Chair, whose duty is to ensure academic quality throughout the working sessions of the Committees.

Each Chair is composed by:

- President. The President is the highest authority in the Commission. He has the power to take and announce decisions that he considers appropriate. In addition, he has an obligation to ensure the academic quality of the debates, as well as guiding the delegates during the debate. He has also the power to declare the session officially open and closed, and must ensure compliance with the Rules of Procedure. Finally, he can approach the forum at any time. He is responsible to approve the development of working documents and resolutions.
- Moderator. The Moderator has the duty to directly lead the working sessions of the Committee. He has the power to decide on the admissibility of proposals, questions and any other process directly related to the debate.<sup>1</sup>
- Conference Officer. The Conference Officer is responsible for complying with all administrative acts related to the functioning of the debate. In this sense, he should manage the list of speakers, the time allotted for each delegate; review the Position Papers, and other functions, whose last and final goal is to improve the flow of the debate.

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<sup>1</sup> In the absence of the President, the Moderator assumes his charge temporarily until the President returns, and every decision made under this time shall be taken into account as if the President had done so

### III.Participants

#### 3.1.Delegates

Each student represents the assigned State delegation within a specific Committee. For the working sessions, they will refer to themselves in third person and other delegates as "Member State", "Delegation" or "Representation" interchangeably. They have the following obligations:

1° Delegates should make proper use of these rules of procedure, and refrain from obstructing the flow of debate in any way.

2° Communication between delegates is restricted to diplomatic notes. Direct contact is not permitted and may be sanctioned with a warning.

3° Delegates must submit a position paper to the Chair. This document reflects the general criteria in which the representation of the country will be developed throughout the working session. The position paper should be clear and concise. It should not exceed five pages.

4° Failure to submit the document in the first two working sessions carries a warning and the delegate will no longer be a candidate for academic recognition.

5° Delegations may be Member States or observers within the Committee, depending on whether they belong to that specific UN Organ or regional committee. Observers may vote in each procedure, except in the final vote. They may also take the floor in accordance with these Rules of Procedure.

#### 3.2.Faculties

The Faculties act as link between the Secretariat and the Delegates, they oversee the coordination of their respective delegations. During the working sessions, the faculties are strictly prohibited to engage direct contact with any delegate, even during the non-moderate caucus. If faculties need to communicate with their delegates, they will be able to do so through a diplomatic note sent via usher. The Chair will decide whether or not to deliver the note.

#### 3.3. Ushers

The ushers are responsible for transporting the diplomatic notes within the committee. The ushers must deliver each diplomatic note to the conference

officer, who will review the content of the message and decide if it is suitable for delivery to another delegate. These must be treated with respect and dignity at all time, and will be under the charge of a member of the Secretariat who will handle any situation related to them.

#### 3.4. Visitors

A visitor is any person authorized by the Secretariat to attend the work sessions of any Committee. Each visitor can see the debate without interfering with it. The President can deny access to any visitor, if he considers it appropriate.

### IV. Dress code

#### 4.1. Men

It is recommended to male delegates the use of full suit (sack and trousers), formal buttoned shirt, tie, socks, formal shoes and belt. With previous authorization of the table are in order: khakis, blazers, sweaters and coats or raincoats as long as they are formal. They are strictly prohibited: tennis, denim pants and garments with children's designs.

#### 4.2. Women

It is recommended to female delegates to wear a dress or tailor suit. The use of skirts, formal pants, blouses, shirts, coats or sacks is also considered appropriate. Footwear should be formal and it is recommended to avoid excessively high heels. In case the Chair considers so, female delegates may be recommended to use stockings. They are strictly forbidden: party dresses, too short skirts and dresses, pronounced necklines, excessively flashy clothes, denim trousers and tennis.

#### 4.3. Typical costumes

In case that a delegate wishes to wear a typical costume of the region or country he is representing, he must ask permission from the Chair beforehand. In case this typical costume is too flashy or un-diplomatic the Chair will ask the delegate to dress more formally for later days.

#### 4.4. Warnings for clothing

The use of warnings against delegates who commit repeated violations of the dress code is under the President's consideration. In extreme cases a delegate may be admonished for his or her dress.



## **V. Rules of procedure**

### **5.1.Quorum**

In order to begin any of its working sessions, a sufficient quorum must be present at the committee room. A simple majority (50% + 1 delegates) is sufficient. At the beginning of each session, the conference officer will conduct a list pass to ensure that there are enough delegates. Subsequently, the President shall declare the session open.

### **5.2. Motions and Points**

Any delegate may use motions and points to introduce, under the consideration of the Chair, an alteration to the course of the debate. The delegate must specify the nature of these.

### **5.3. Motion of procedure.**

Is used to introduce any formal issue to the debate, among other things. It can be requested only when the forum is open, and must be seconded by another delegate in order to proceed to the voting. The voting must obtain a simple majority to be approved (50% +1). Under a motion of procedure, the following mechanisms, among others, may be introduced:

#### **5.3.1. Extraordinary session of questions.**

- It will be introduced after another delegate has concluded his speech at the speaker's list
- The delegate facing the session can decide whether to accept the questions or reject the motion.
- The delegate who proceeds with the motion, will establish the number of questions, at least two, and must be put to into vote.
- The questioning delegate may request a preamble to explain his position or refer to a point previously treated by the other delegate through a point of personal privilege.
- In case the answer to a question is a monosyllable, a follow-up will not be in order.

#### **5.3.2. Moderate Caucus**

- A moderate caucus is a deviation from the list of speakers in which the



moderator chooses directly the delegations that will intervene in the debate, in order to accelerate the flow of the discussion.

- It is entered in the forum when it is open and must be seconded and voted.
- The delegate proposing the motion will have the first intervention. The second intervention will be hold by the delegation that seconded the motion. After the second delegation, the moderator will give the word at his discretion.
- The moderate caucus may be extended once, being necessarily shorter than the original moderate caucus.
- In an exceptional case a motion of procedure may be proposed to establish a moderate caucus, moderated by a delegation, this caucus has the same attributions except that it will be moderated by a committee member and not by the moderator

#### 5.3.3.Simple caucus

- A simple caucus is a deviation from the list of speakers where direct contact is allowed.
- Once the forum is open, the applicant must indicate the duration and its objectives.
- The committee should use it to negotiate directly the main points of the debate without the necessary formalities for the list of speakers.
- The caucus may be extended once, and the duration should be shorter than the first.
- It is necessary that once the motion has been initiated, all personnel who are not essential to the debate leave the committee until the duration of the committee has ended.

#### 5.3.4.Reset Quorum

- At some point in the debate, a motion may be made to reinstate the quorum of the committee
- It will be for the President's consideration whether the motion proceeds
- Once introduced, seconded and voted in favor of the Conference Officer will proceed to a list pass
- Those delegations that are not present in the new list pass will be counted as observers
- May be use only once per session

#### 5.4. Motion of Jurisdiction

If a delegate detects inappropriate conduct by the Chair concerning a decision made by the any of the members of the Chair, the delegate may make use of a motion of jurisdiction to overrule such decision.

- The motion of jurisdiction will be introduced to the Chair via usher
- It must be written on a white sheet and supported by two sponsors in addition to the signatures corresponding to 80% of the quorum present.
- This sheet should be written in a clear and simple manner the action in question.
- This document will be taken immediately to a member of the secretariat with academic attributions, their criteria is out of discussion.<sup>2</sup>

#### 5.5. Motion of Evidence

In case a delegate includes in his participations before the forum information of dubious origin or that some delegate detects false information in another delegate's participation, it will be possible to make use of the motion of evidence.

- Once the forum is open the delegate who wishes to know the sources of the presented information must introduce the motion, the president will decide if the motion is in order.
- The president will give the questioned delegate a certain amount of time to corroborate his sources.
- In case of being using fictitious information, the questioned delegate will be entitled to a warning, in case the information is verified as true, the requesting delegate will be entitled with a warning.

#### 5.6.Points

It is a mechanism similar to the motion, but with specific attributions for the debate the three points are:

5.6.1. Parliamentary Inquiry: is used to raise questions concerning the rules of procedure or the procedure itself. They are allowed as the forum is open.

5.6.2. Point of Order: is used when a delegate detects an improper use of the procedure, an error in the application of the rules of procedure or any other improper behavior. The President will estimate their suitability, and whether or not it

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<sup>2</sup> This Motion cannot be used to overrule an admonishment

is approved. Exceptionally, in cases of seriousness, a point of order can be introduced at any time.

5.6.3. Point of Personal Privilege: is introduced when a delegate wants to indicate a circumstance that prevents him from developing properly but that is not related to the procedure. The moderator must listen to the content of the motion before rejecting or accepting it. It can be raised at any time, although the discretion in its use is highly recommended. Unless it is a matter of urgency, a diplomatic note must be used to present the point.

### 5.7. Right of Reply

In case a delegation issues an offensive or demeaning comment against another active member of the committee, the delegate who has felt offended may make use of the right of reply. In a diplomatic note he must write an explanation of the offense committed. The proceeding shall remain for the consideration of the President. In case the President approves it, the situation must be presented to the forum and the delegate who has committed an offense must apologize. In case the delegate did not do it or, that is hostile he will be receiving a warning.

## VI. Debate

### 6.1. Agenda.

At the beginning of the first session, the only motion that is in order is a motion of procedure to set the agenda or open any topic. The delegate who introduces the motion will establish the order in which he prefers to discuss the topics. The motion must be seconded, and immediately thereafter the moderator will open a speakers list composed by two delegates who are in favor and two against the establishment of the agenda.

The first two speakers in favor will be the delegate who proposed the motion, and the delegate who seconded it; The other speakers will be chosen by the moderator. If no delegate wishes to speak against, the motion shall be put to the vote directly. The selected delegates will alternate between supporters in favor and against until the list of speakers is empty. At this time, the moderator should close the speakers list and proceed to a vote. The motion needs a simple majority (50% +1) to be in order; In case it is rejected, the order of the subjects to be invested.

## 6.2. Speakers List

With a motion of procedure, a speakers list is requested, establishing the time allotted to each delegate. This motion must be seconded and put to the vote. Once it has been adopted, the Chair will include delegations wishing to participate in the list of speakers, beginning with the delegation proposing the motion and the second. Delegates may request at any time through a diplomatic note sent to the Chair to be added to the speakers list; however, a delegation cannot be twice within the same. In case that the speakers list is empty and no delegation wishes to be included, the Chair shall appoint at its discretion the number of delegates required to continue the discussion.

Any delegate may submit to the committee a proposal to modify the time within the list through a motion of procedure, which must be seconded and voted. A delegate may give up his time it has not completely wasted it. The time can be yield to:

- The Chair: Time will be considered as debatable, as it is a protocol gesture to give time for the Chair.
- Questions: The delegate can give time to questions. The time will start to discount when the delegate begins to give his answer.
- Comments: When the time is given to comments, the moderator will decide which delegate can take the floor to present his opinion on the speech that was presented to the forum.

## 6.3. Closing of the session

Any delegate may propose that the session be suspended, as long as it complies with the official calendar of the Model. This is through a motion of procedure.

## 6.4. Closing the debate

A motion of procedure shall be submitted to the committee for the final vote, which shall take place within the framework of a possible resolution. The motion must be seconded and voted upon, recognizing two delegates to express their reasons in favor and two against the closure of the debate for no more than 30 seconds. In case no delegate wishes to speak against, the Committee will automatically vote on the motion. Once the debate has closed, no motion will be recognized.

## **VII. Resolutions**

### **7.1. Working Paper**

The possible working paper presents, mainly, the solutions that were reached within the working sessions. It does not require a special format; however, they need the signature of 33.3% of the delegates present to consider. Once it has the necessary signatures, it will be handed over to the Chair for consideration.

There is no limit of possible working papers in the committees; Nor is the number of signatures that a delegate can lend to several sheets (three maximum). However, the President has the possibility to reject these working papers when they do not agree to the flow of the debate.

The President may return the documents as many times as necessary to ensure that the most important points within the committee are addressed. A possible working paper that is not the product of the discussions or does not reflect the discussion that has taken place throughout the work sessions will not be accepted. Once the Chair accepts a working paper, a motion of procedure is required to read the document and thereafter a motion to open a moderate caucus in order to discuss this sheet.

### **7.2. Draft and possible resolutions.**

A possible draft resolution is a document with a specific format that is based on one or more working papers. The possible draft resolution should reflect the work done during the sessions, and establish viable solutions. It must be divided into two sections: the pre-ambulatory and the operative. 66.6% of the signatures of the delegates are required to be considered in the committee.

The President may return the document as many times as necessary to ensure that the most important points within the committee are addressed. A possible draft resolution that is not a product of the debates or that does not reflect the discussion that has taken place during the working sessions will not be accepted.

Once the President has recognized the possible draft resolution, it will be called draft resolution and a procedural motion to present the document will be in order. The delegate, who submits the motion and the second, will present the draft resolution.

### 7.3. Amendments

These are corrections that alter both the substance and the form of the draft resolution. They are divided into two types of amendments, friendly and hostile.

7.3.1. Friendly Amendments: They are proposed by the States sponsoring this document, and are automatically added to the draft resolution.

7.3.2. Hostile Amendments: They must have at least the vote of at least 20% of the delegates to the committee. This amendment can no longer be modified.

## VIII. Voting procedures

### 8.1. Standard Voting.

Every motion of procedure must be seconded and put to a vote. They need, unless otherwise indicated, a simple majority to be accepted (50% +1). Delegates may vote in favor, against or abstention in a standard voting procedure. If the vote deals with a matter of importance the table has the power to decide on the result of it in order to enable the proper flow of the debate.

### 8.2. Final Vote.

After the amendment process closes, a motion of procedure to close the debate will be in order. If the motion passes, the final voting procedure will take place. Only the Member States of the corresponding commission will have the right to vote in this procedure, and a qualified majority is necessary for the draft resolution to pass (66.6%). There are three rounds of voting to:

- First round: Delegates will have the options to vote in favor, against, abstention, pass, in favor with right to explanation and against with right to explanation.
- Second round: Delegates who previously passed will be asked to modify their vote. Subsequently, the President must recognize each of the delegates who requested an explanation in less than a minute. The forum is not open, no motion will be recognized and the time cannot be yield.
- Final round: During the final round, delegates can only vote for and against. Those who voted abstention in the first round must necessarily change their vote.

At the conclusion of the final vote, a motion to close the topic will be declared in order. At the close of this one will consider whether it is appropriate to open the Agenda again or close the debate.

### 8.3. Fragmented Vote.

In case a draft resolution has one or more points that cause controversy in the forum, a fragmented vote may be used. In a fragmented vote, specific points of the draft resolution may be chosen to be further discussed and separated from the draft resolution momentarily.

Once the points to be approved have been selected, a final vote will be taken, if the draft resolution is approved, it will be recognized as a fragmented resolution. After the vote the points that were separated will be discussed in a simple caucus that will be called the extraordinary period of amendments.

At the conclusion of the extraordinary period of amendments the points discussed therein shall be annexed to the fragmented resolution by a final voting procedure. Once the second final vote has been concluded, the next topic will be opened or the debate will be closed.

### 8.4. Veto: Security Council

This provision is only applicable in the Security Council. During the final voting round of the Security Council, if one of the permanent members (the People's Republic of China, the French Republic, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America)<sup>3</sup> votes against the Resolution, this will be discarded immediately.

## IX. Academic recognitions

### 9.1. Selection

At the end of the working sessions, the Chair of each committee must submit a list of the three delegates that they consider worthy of an academic recognition. These delegates should have excelled in the debate for their contribution to the resolution

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<sup>3</sup> During HUMBOLDT-MUN's historical simulation the permanent members were: The Republic of China, The French Republic, the United Kingdom of Great Britain and Northern Ireland, the Union of Socialist Soviet Republics and the United States of America



or progress achieved. The General Secretary will give the final decision on the delegates so that, if rejected in whole or in part, the Bureau will have to consider the next best candidates. Candidates should be selected fairly. If there is any indication of an irregularity, the selection process will be canceled.

There are three types of awards:

- ❖ Humboldt Delegate. This award goes to the delegate who represented the best posture within the committee or defended its position the most, participated in a distinguished manner along the debate and showed the best diplomacy inside the committee. Characteristics of the Humboldt Delegate are showing an ethic posture, collaboration, and congruence, negotiation skills, ability to dialogue and debate.
- ❖ Best Delegate. The delegate who contributed to the debate in greater proportion. It is necessary that it has collaborated with the majority of the Committee to achieve objectives, has been inclusive, has delivered a precise position sheet and with truthful information and maintained an exemplary behavior both inside and outside the working sessions. This acknowledgment cannot be granted to a delegate who has received a warning.
- ❖ Honorific mention. The delegate who have had a prominent participation in the debate, below the level of the best delegate. They must have worked in large part to produce a solution and have demonstrated exemplary behavior both inside and outside the work sessions towards their peers. Exceptionally, the Chair can argue on solid grounds that a delegate who has issued a warning can obtain this recognition.

## **X. Assignment of countries and committees**

The delegations will be assigned by the organizing committee.

The criteria of the organizing committee for assignments is as follows:

- First in time, first in law.
- The experience of the delegates in the assignment of their respective delegations will be taken into account.
- The maximum number of delegates per school in each committee is specified in the following table:

Committees		Number of delegates by committee	Maximum number of delegates by school
Asamblea General	AG	30	5
Security Council	SC	20	4
Organización del Tratado del Atlántico Norte	OTAN	25	5
Comité contra la tortura	CAT	23	5
Comité de Ciencia y Tecnología para el Desarrollo	CCTD	24	5
Comité contra el Terrorismo	CCT	28	5
Disarmament and International Security Committee	DISEC	23	5
Historical Security Council	HSC	22	5
2 + 4 VERTRAG	DBV	7	2

### XI. Validity

This document is valid for all the committees that debate in English, in all the modalities, during the complete duration of the **VII HUMBOLDT-MUN 2018**.

Miranda Aguilar Mancera

*Secretary-General*

Luis Mario García García

*Deputy Secretary-General*

María Inés Provencio Lameiras

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Isaac García Serrano and Katia Nellen Mondragón

*Secretary- Extension*

Gabriela Piña and Andrea Mohring

*Faculty advisers*

