



XXXVI
LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

General Information

1. Participants

The delegates who may participate in the Latin American Model United Nations (LAMUN) are as follows:

- a) Students enrolled in the Universidad de las Américas Puebla
- b) Any high school student, students from national or international universities or foundation students, as well as any other person who wishes to participate.
- c) Student's advisers

2. Observers

The parents, friends or relatives of the delegates who wish to participate in the event may do so as "observers", who will be subject to the provisions contained in the general information and according to the available capacity.

3. Registration

All individuals that wish to participate in the event as "delegates" must do so through the means pre-established by the Organizing, as well as make the corresponding payment and former their delegation.

4. Identification

Delegations, advisors, and observers alike must wear a badge at all times, which will be provided at the time of registration, for security reasons. Those who fail to comply with this provision will not be allowed to participate or enter the event. In case of loss or destruction of the badge, a member of the Organizing Committee must be notified for its replacement.

5. Punctuality

All delegates must arrive on time for all the sessions and maintain a diplomatic posture. Otherwise, the Organizing Committee may prevent access to the event and, depending on the situation, the delegate will be subject to a warning.

In special cases we ask the advisors to notify the Organizing Committee.



XXXVI
LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

6. Behavior

All participants (delegates, advisors, and observers) agree to maintain exemplary behavior with the practice of diplomacy and negotiation. They shall refrain from the use of vulgar language and disrespectful or offensive remarks.

7. Treatment of the Chair

Delegations, advisors, and observers shall address all members of the Chair in a respectful and cordial manner, understanding that they are the authority within their respective committees. Failure to do so will require the Chair to take the necessary measures, including warnings and reprimands.

In the event of a serious situation, the Organizing Committee will resolve the case.

8. Tobacco, food, and beverages.

It is strictly forbidden to smoke or drink alcoholic beverages within the reserved area of the event. Any person found to be making improper use of the area will be expelled from LAMUN XXXVI. On the other hand, eating or drinking any type of food or beverages inside the auditorium is strictly prohibited.

9. Attire

The delegates, advisors, and observers that identify themselves as male should wear a suit or a blazer/coat with formal pants, shirt, tie, socks, and formal shoes. Hair should be neatly combed and presentable according to the occasion. Those who have long hair must tie it and comb it with gel, wax or other.

The delegates, advisors, and observers that identify themselves as woman should wear a tailored suit or dress, skirt (no shorter than three fingers up the knee), or formal pants with a blouse, stockings, and formal shoes. Sneakers or Skechers type shoes are not permitted, as well as the use of crop tops, miniskirts, blouses with pronounced necklines, tube pants, tops, or halter tops. You should make sure that your hair is styled according to the occasion.



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

The use of denim, hats, caps, or dirty and/or torn clothing is not allowed. Without prejudice to the above, delegates may wear costumes or typical clothing of the country they represent, for which they must request prior authorization from the Coordination of the event.

Those who decide not to respect the specifications of this provision can be creditors to a reprimand.

Highlighting that a Model United Nations is a formal event in which the image and dignity of each state must be respected.

10. Electronical devices

The use of electronic devices like laptops or tablets is allowed only when it does not affect the development of the debate. On the other hand, the use of cell phones is prohibited. In case of having your cell phone with you during the sessions this should remain silent or airplane mode and out of reach. Failure to comply with this article may result in a reprimand.

11. Awards

LAMUN XXXVI will award three prizes per committee to the delegates who have stood out the most during the days of the model: best negotiator, best diplomat, and best delegate. The award for the best delegate will be the highest recognition. The awards will be announced during the closing ceremony and will be subject to the election of each committee's chair.

12. Award criteria

In order to be a candidate for the awards, the delegates should keep the following criteria in mind:

1. Diplomacy
2. Respect
3. Negotiation
4. Development
5. Attendance
6. Respect to international politics
7. Punctuality
8. Adherence to the official position



XXXVI
LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

For the awarding of prizes, the Chair will consider in addition to the above:

- a) The submission of the position paper, which must be free of plagiarism; and civer the items specified in the "Position Paper Format" which can be consulted on the official LAMUN website.
- b) The number of warnings
- c) Payment of the participation fee

13. Unexpected situations

For all matters not stipulated or contemplated in this document, the decisions of the Organizing Committee shall be followed.

Parliamentary Protocol.

1. Objective and Scope

The purpose of this protocol is to regulate the participation of delegates and advisors in LAMUN XXXVI; therefore, the use of another protocol is not admissible.

2. Official languages

The official languages are Spanish and English. The use of another will depend on the committee. In case of interfering with the debate, the delegate will be subject to a reprimand.

3. The Chairs

The Chairs are made up of a President, a Moderator and a Conference Official, being the president the highest authority of the Chair, meanwhile the Moderator is in charge of leading the debate, and the Conference Official takes care of the organization and logistics of the committee.

4. Secretariat

The Secretariat is composed of the following secretaries: Secretary General, Sub Secretary General, Academic Undersecretary, Academic Coordinator, Logistics Undersecretary, Logistics Coordinator, Finance Undersecretary, Finance Coordinator, Communication Undersecretary and Communication Coordinator.



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

5. Quorum

For the sessions of the various committees and their resolutions to be valid, the attendance of at least one-fourth of the member countries or organizations shall be required. At the beginning of the session, the conference officer shall pass the roll call of the delegates present.

6. Crisis committee

The committee of Security Council will be categorized as a crisis committee in which the delegate is not obliged to make or present an official position paper, since the scheme used would not allow him to do so. Nevertheless, it is recommended that the delegate is accompanied by a guide of the nation to be represented in which they address all the aspects of their country such as:

- A) Governmental system
- B) Territory and natural resources
- C) Economy
- D) Active conflicts
- E) Allied nations or rivals
- F) Military power

On the other hand, it is important to highlight since this is a crisis committee, all delegations must know how to handle last minute situations and be able to interpret the information provided by the Chair, since many of the data or topics may contain fictitious information. Also, we must remember that the CRISIS committee is a joint version of the UN Security Council, so the five permanent members of the UN Security Council (United States, United Kingdom, France, Russia, and China) have their right to veto.

7. Right to veto

The right to veto can only be applied by the five permanent members of the UN Security Council (United States, United Kingdom, China, France, and Russia). It is important to mention that the delegations representing permanent members shall state at the beginning of each roll call that they are "exercising their right to veto".



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

8. Motions

Defining a "motion" as the most formal way of asking for the floor in the forum, each motion must have been previously authorized by the table.

Each time a delegate wishes to take the floor, a motion must be made, and the delegate must raise his or her placard for the moderator to grant the floor.

9. Motion of procedure

If a delegate wishes to modify the normal process of debate, a procedural motion should be used. This type of motion may only be used when the moderator has indicated that the forum is open.

A procedural motion to interrupt a delegate from speaking in the forum is not possible. Such motions shall be admissible for:

- a) To open the session
- b) To open an extraordinary session of questions
- c) Postpone a session.
- d) To open or extend a moderated/simple caucus.
- e) Introduce a working paper.
- f) Introduce a resolution proposal.
- g) Introduce a clause division.

10. Point of order

A point of order may be invoked by a delegation who considers that there is a bad use of the protocol. This point of order is admissible at any time during the debate, even if the floor is not open and the speaker may be interrupted at any time; however, two points of order in succession are not allowed. Any point of order is under consideration of the Chair whether it is in order or not.



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

1. Point of personal privilege

This point is used when a delegate needs to make use of a prerogative or request that facilitates the pursuit of the debate. Points of personal privilege can also interrupt the speaker and do not depend on whether the forum is open or not.

Some cases in which a point of personal privilege may be used are:

- a) To request that the speaker speak clearer, slower, faster.
- b) To leave the committee for personal matters.
- c) To open a brief preamble.

The Chair reserves the right to accept or reject this type of motion. Although it is true that the speaker may be interrupted if it is indispensable, it is recommended that points of personal privilege be sent via diplomatic note.

12. Point of parliamentary inquiry

A point of parliamentary inquiry shall be made when a delegate requires information on matters of debate procedure within the committee. This may only be done when the floor is open, and the Chair will be the only one who can respond. This point may be used in case of doubt on:

- (a) When is the right time to open a caucus.
- b) Introducing a working paper, a possible working paper, or a resolution paper.
- c) When there is a doubt about protocol.

13. Motion to open de agenda

This is for the purpose of proposing to the forum the opening of a topic in the event that two possible topics are listed. To proceed with this motion, once the Chair indicates that the forum is open and that opening the motion is in order, any of the delegations present will proceed to establish a procedural motion to subsequently establish a motion for the opening of topic A / B; thereafter, the Chair will propose a delegation to second the motion and this must be done, otherwise the motion will not be in order and the other topic will be opened. If the motion is seconded, voting will proceed and if there is a majority of votes, the proposed topic will be opened, otherwise the other topic will be opened automatically.



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

14 . Motion to open a moderated/simple caucus.

A moderated caucus is held for the purpose of continuing the discussion following the reading of the delegations' position papers. Remembering that the moderated caucus is a conversation between the Chair and the delegation that has the floor, no direct contact between delegations is allowed. It must be seconded and voted upon, the delegation that introduced the motion will have the floor in the first instance and the delegation that seconds it will take the floor immediately thereafter.

On the other hand, the simple caucus is the only time when delegations may maintain direct contact with each other; as well as rise from their places as long as a diplomatic posture is maintained; likewise, this caucus is used so that delegations may discuss more about possible resolutions and work on the possible working papers and the resolution paper.

15 . Motion to extend the moderated/simple caucus

Such motion shall be voted upon and seconded. If proposed, under no circumstances shall the time of the extension be equal to or longer than the time of the preceding single/moderate caucus.

16. Motion to open an extraordinary session of questions.

In order for questions to be posed to delegations during the Speakers' List, a motion may be moved to open an extraordinary session of questions, where the minimum number of questions shall be two and the motion shall always be seconded and voted upon. Once the motion has been established, the delegation to which the questions will be directed must always be asked whether they accept them or not, and the delegation has only two opportunities to deny them, and on the third occasion they must accept them. The order of the questions shall be done in the first instance by the delegation that opened the motion and in the second instance by the delegation that seconded the motion. During this process, only the use of a follow-up will be in order.



XXXVI

LATIN AMERICAN MODEL
OF THE UNITED NATIONS

DELEGATE MANUAL

7. Introduce a working paper

A working paper is the step prior to a resolution, which should contain the possible resolutions of the committee. It is important to emphasize that a working paper does not have a specific format and length. The working paper must be approved by the Chair and/or the Secretariat in order to continue with the resolution paper.

18. Introducing a resolution paper

A resolution paper is the next step after the working paper has been accepted. The resolution paper should follow a specific format that will be provided by the Chair, as well as the use of preambulatory and operative phrases. Once the resolution paper has been approved by the Chair and the Secretariat, a motion to introduce a resolution paper must be introduced, this motion is seconded and then a vote is taken for the reading process.

19. Voting Process

Once the reading has been completed, voting shall take place, which shall be by votes in favor of at least two thirds of the delegates present and entitled to vote.

The process for voting on a resolution shall consist of three rounds: in the first round; the table shall count the votes in favor, in favor with explanation, against, against with explanation, abstentions and passing according to the list of members. At the end of the first round of voting, the Chair will proceed to listen to the explanations of each of the delegates who requested it for a period of 30 seconds. Finally, at the end of the round, if there are delegations that voted to pass, this round will be the moment to establish their final voting status.

Once a resolution has been reached, the debate may be closed to continue later or to open the next topic. If there is no other topic to be discussed on the Committee's agenda, the Chair may either propose another topic or close the Committee's activities.