

PANORAMA MUN 2021

PROCEDURE





MUN PROCEDURE

A. Opening Session

President: Delegates, activate your cameras!

President: On behalf of Colegio La Salle León, the Academy of Communication and the secretariat we welcome you to the _____ session of (committee _____) at the eleventh Model United Nations "Panorama MUN 2021".

President: I shall now introduce the members of the chair.

As your Conference Officers _____

(**Conference Officer:** Good morning Delegates!)

and _____.

(**Conference Officer:** Good morning Delegates!)

As your Moderator _____

(**Moderator:** Good morning Delegates!).

My name is _____ and I will be your president.

I will now yield the word to your Conference Officer to take the roll call.

C. Officer: Thank you, Ms./Mr. President. I will now proceed to take the roll call. When the name of your delegation is mentioned, please activate your microphone, and say "present" or "present and voting" according to the position of your delegation.

C. Officer: Delegation of... (All delegations on the list must be nominated)

President: Thank you Conference Officer



President: With a sufficient number of _____ delegations present, I declare the _____ session officially open.

B. Setting the Agenda

President: Delegates we have 3 topics to discuss on the agenda, Topic A _____ B _____ C _____ establish the order of the agenda. I will now yield the word to your moderator.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To establish the order of the agenda _____.

Moderator: Yes, Delegate you are in order. Who seconds the motion?

Moderator: The delegation _____ seconds the motion.

Moderator: Votes in favor.

(The conference officer counts the votes)

Moderator: Against

(The conference officer counts the votes)

Moderator: Abstentions

(The conference officer counts the votes)

If the motion passes

Moderator: Third delegation wishing to establish the order of the agenda

Moderator: Yes delegation of (third _____ delegation to set the agenda)



Moderator: Delegation from (who_____) you may take the floor to set the order of the agenda.

(Delegate sets the agenda without time limit)

Moderator: Thank you, Delegate.

President: Delegates, we shall now proceed to vote to establish the order of the agenda.

Delegations in favor of topic A as first on the agenda, proceed as indicated on Google Meet tool

(The conference officer counts the votes)

President: Delegations in favor of topic B as first on the agenda, proceed as indicated on Google Meet tool,

(The conference officer counts the votes)

President: Delegations in favor of topic C as first on the agenda, proceed as indicated on Google Meet tool.

(The conference officer counts the votes)

President: Thank you Delegates, the order of the agenda will be as follows, first topic ____, then the topic ____ and last but not least the topic ____.

C. Open Speaker's List.

President: Delegates, the Chair recommends a motion to open the speakers' list.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, Delegation of _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open the speaker's list.



Moderator: For how long delegate?

Delegate: For the time that the Chair recommends.

President: __ (Time) will be in order.

Moderator: Do you want to reestablish?

(The process is repeated)

Moderator: Yes Delegate, you are in order. Who seconds the motion?

Moderator: Thank you Delegate from _____. Votes in favor?

(The conference officer counts the votes)

Moderator: Against?

(The conference officer counts the votes)

Moderator: Abstentions?

(The conference officer counts the votes)

If the motion passes

Moderator: The motion clearly passes.

If the motion does not pass

Moderator: The motion has clearly not passed.

D. Speakers' List.

Moderator: Delegates who wants to be added to the speakers' list, please raise your electronic hand.

Moderator: Thank you Delegate of... (Any Delegate who made this known)

(The conference officer notes them on the speakers' list)

Moderator: Any Delegation that wants to be added to the list of speakers, please send a diplomatic message through Remind to the Chair.

Moderator: Delegates, the floor is open, are there any points or motions on it?



If there are points or motions

Moderator: Yes Delegate from _____.

Delegate: Motion of procedure/Point of personal privilege/Point of order

Moderator: Establish

Delegate: For _____.

Moderator: Yes Delegate, it is in order / No Delegate, it is not in order

If there are no points or motions

Moderator: Since not, the delegate _____ has the right to activate his or her microphone and state his or her position for ___minutes, about the topic ___.

Once the delegate has finished speaking.

President: Delegate, you have _____seconds left, what do you want to do with your time? You have three options: yield your time to the Chair, yield your time to questions or yield your time to another delegation.

By yielding up time to the Chair

Moderator: Thank you, Delegate.

By yielding time to questions.

Moderator: Delegates, the delegation of _____ yielded its time for questions.

Moderator: The delegation of _____ establish.

(Delegate: poses question).

By giving up time to another delegation.

Delegate: I yield the floor to the delegation of _____.

Moderator: Delegate from _____, do you accept the time?

The delegate can either accept the time (in the case that he or she accepts it, it will be used immediately) or reject it (in this case, the time is given to the Chair).



E. Extraordinary Question Session

After one delegate was placed on the Speaker's List

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, Delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open an extraordinary session of ___ questions to the delegation which has just expressed its position.

Moderator: Yes, delegation you are in order. Who seconds the motion?

Moderator: Thank you Delegate from _____.

Moderator: Delegate wishing to ask the third question (*if any*)

Moderator: Thank you, Delegate of _____.

Moderator: Delegate (*who just passed*), do you accept the questions?

If yes

Moderator: Votes In favor, against, abstentions

(The conference officer counts the votes)

Moderator: The motion passes. Please activate your microphone_____

Moderator: State your question.

If not (you can only refuse twice, you have to accept the third time)

Moderator: I am sorry, Delegate, the Delegate did _____not accept.



Here, those who ask can ask for a Point of personal privilege to make a brief preamble. They are asked to be brief. Whoever asks the first question is entitled to a subsequent one.

F. Opening a Moderated Discussion

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, Delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish.

Delegate: To open a moderated caucus.

Moderator: For how long?

The recommended time for a moderate caucus is 15 minutes, but the President decides on the appropriate time.

President: ___ (Time) will be in order.

Moderator: Do you want to re-establish?

(The process is repeated)

Moderator: Yes, Delegate, it is in order, who seconds the motion?

Moderator: Thank you, Delegate _____.

Moderator: Votes in favor?

(The conference officer counts the votes)

Moderator: Votes against?

(The conference officer counts the votes)

Moderator: Abstentions?



(The conference officer counts the votes)

If the motion passes

Moderator: The motion has clearly passed.

If the motion does not pass

Moderator: Sorry Delegate, the motion does not pass.

G. Moderated Caucus.

Moderator: Delegates we are in a moderated caucus.

The first person to speak is always the delegate who asked to open the debate. Then the second to speak is the delegation that seconded the motion. The moderator gives the floor to another delegate when the delegate who was speaking finishes. And so on.

When time is up

Moderator: Delegates, the time of the moderated caucus has expired.

Delegates, the floor is open, are there any points or motions on it?

H. Open a Simple Caucus.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, Delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To open a simple caucus.

Moderator: For how long?

The recommended time for a simple caucus is 15 minutes, but the President decides on the appropriate time.

President: __ (Time) will be in order.



Moderator: Do you want to reestablish?

(The process is repeated)

Moderator: Yes Delegate, you are in order, who seconds the motion?

Moderator: Thank you, Delegate_____.

Moderator: Votes in favor?

(The conference officer counts the votes)

Moderator: Votes against?

(The conference officer counts the votes)

Moderator: Abstentions?

(The conference officer counts the votes)

If the motion passes

Moderator: The motion has clearly passed.

If the motion does not pass

Moderator: Sorry Delegate, the motion does not pass.

I. Simple Caucus.

During the simple debate, there will be two breakout rooms in the meet session depending on the previously established positions (one leader in each block), subsequently the delegates will be asked which block they would like to participate in and express by order through raising their electronic hand.

President: Delegates, we are now in a simple caucus, you may join the session as you see fit. Remember that the same procedure must be followed, otherwise you will be subject to a warning.



President: Delegation of _____ the Chair suggests you to be the leader of the **Block A** and delegation of _____ the Chair suggests you to be the leader of the **Block B**. Do you accept?

(if yes) Delegations that would like to be added to the break out room of the Block A, please raise your electronic hand! (*the conference officer adds all the delegations which raised their electronic hand to the breakout room*).

President: The remaining delegations will be added automatically to the break out room of the Block B.

President: If any delegation wants to switch to the other breakout room please send a message to the Chair through remind.

When time runs out

Moderator: Delegates, the time of the simple caucus has expired. Please return to the main committee room.

Delegates, the floor is open, are there any points or motions on it?

J. Extension of the Moderate/Simple Caucus

Moderator: Delegates, the floor is open, are there any points or motions in it?

Moderator: Yes Delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To extend the time of the Moderate/Simple Caucus

Moderator:

For how long?

It must always be less than the original time of the Moderate/Single Caucus.



President: ___ (Time) will be in order.

Moderator: Do you want to reestablish?
(The process is repeated)

Moderator: If Delegate, it is in order, who seconds the motion?

Moderator: Thank you, Delegate _____.

Moderator: Votes in favor?
(The conference officer counts the votes)

Moderator: Votes against?
(The conference officer counts the votes)

Moderator: Abstentions?
(The conference officer counts the votes)
If the motion passes

Moderator: The motion has clearly passed.

If the motion does not pass

Moderator: Sorry Delegate, the motion does not pass.

K. Motion to Introduce a Possible Working Paper

After several moderate and simple Caucuses, the Delegates will arrive (at least) at a Possible Working paper where possible solutions are presented. It should be at least four viable proposals and signed by one third of the Delegates. If the Working paper is valid, the President will sign it and acknowledge it.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes, Delegate from _____.

Delegate: Motion of procedure.



Moderator: Establish.

Delegate: To Introduce a Possible Working paper

Moderator: That is in order. Who seconds the motion?

Moderator: Thank you Delegate from _____.

Moderator: Votes in favor, against, abstentions
(The conference officer counts the votes)

Moderator: The motion passes.

President: Delegates, the Chair has received a possible working paper and approved it. It should now be referred to as Working paper A1.

The papers are numbered according to the order in which they are approved by the Chair, and the letter depends on the subject being dealt with: Subject A: Papers A1, A2, etc.

L. Motion to Read Working Paper.

President: Delegates the Chair recommends a motion to read the working papers.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Delegation of _____. (Preferably the delegate who contributed most to the working paper)

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To read the working papers



Moderator: Yes Delegate, it is in order, who seconds the motion?

Moderator: Thank you Delegate from _____.

Moderator: Votes in favor?

(The conference officer counts the votes)

Moderator: Votes against?

(The conference officer counts the votes)

Moderator: Abstentions?

(The conference officer counts the votes)

If the motion passes

Moderator: The motion has clearly passed.

If the motion does not pass

Moderator: Sorry, Delegate. The motion did not pass.

M. Reading the Working Papers.

President: Delegations wishing to read working paper A1. Thank you Delegates.

President: Delegations wishing to read working paper A2. Thank you Delegates.

President: Delegate(s), you are reminded that you should read only what is written on the working paper. If the Chair notices that you have changed and/or added any words, you will receive a warning.

President: Delegations reading out working paper A1, activate your microphone.

The reading of the paper is done.



President: Delegates at this time an indefinite round of questions is opened for delegates to resolve any doubts they may have about their respective paper.

Once the President has deemed the time sufficient, the indefinite round of questions will be closed.

President: Delegates, you may deactivate your microphone.

President: Delegate(s), you are reminded that you should read only what is written on the working paper. If the Chair notices that you have changed and/or added any words, you will receive a warning.

President: Delegations reading working paper A2, activate your microphone.

Once you have read the working papers the Chair received

President: Delegates at this time an indefinite round of questions is opened for delegates to resolve any doubts they may have about their respective paper.

President: Delegates, you may deactivate your microphone.

N. Possible Resolution Papers.

When the Chair sees that they are ready to begin a Possible Resolution Paper, he decides to end the motion. This is usually followed by simple discussion to write the Possible Resolution Paper, which should be pre-ambulatory and operative and preferably written on a computer.

Once the Chair receives a possible resolution paper, it should call the secretariat to review it. If there are any corrections, the delegates will make them.

If the Possible Resolution Paper is approved by the Secretariat, it is recognized as Possible Resolution Paper A1, A2, etc., and a motion to read it is recommended. (See M. Reading Working papers, same procedure).

Post-reading and unlimited session of questions (if deemed prudent)

President: The Chair recommends a motion for amendments.



Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Delegation of _____. (*Preferably the delegate who contributed most to the working paper*)

Delegate: Motion of procedure.

Moderator: Establish

Delegate: To make amendments.

Moderator: Yes Delegate, it is in order, who seconds the motion?

Moderator: Thank you Delegate from _____.

Moderator: Votes in favor?
(*The conference officer counts the votes*)

Moderator: Votes against?
(*The conference officer counts the votes*)

Moderator: Abstentions?
(*The conference officer counts the votes*)
If the motion passes

Moderator: The motion has clearly passed.
If the motion does not pass

Moderator: Sorry, Delegate. The motion did not pass.

President: Which amendment is the delegate referring to?

Delegate: (*Determines the amendment*)

Moderator: That is in order. Who seconds the motion?



Moderator: Thank you Delegate from _____.

Moderator: Votes in favor, against, abstentions
(The conference officer counts the votes)

If the motion passes

Moderator: The amendment has clearly passed.
(The change is made)

If the motion does not pass

Moderator: I am sorry, Delegate, the amendment does not pass.

The amendment option should be opened to both papers; if a paper has more than three amendments it will be discarded.

O. Voting process.

Secretariat: Delegates, the only motion in order would be to start the voting process on the Possible Resolution Papers.

Secretariat: The floor is open, are there any points or motions on it?

Secretariat: Yes, Delegate of _____.

Delegate: Motion of procedure.

Secretariat: Establish.

Delegate: To start the process of voting on the Possible Resolution Papers.

Secretariat: It is in order, Delegate. Who seconds the motion?

Secretariat: Thank you, Delegate of _____.

Secretariat: Votes in favor, against, abstentions



Secretariat: Delegates, we will now proceed to the voting process of the Possible Resolution Paper A1.

Moderator: Non-voting committee delegates, please connect to the breakout room assigned by the Chair. Once the voting process is finished, you will be asked to rejoin the main room.

The moderator will indicate to the non-voting delegations when they should join.

Secretary: There will be three rounds of voting. In the first two rounds they have to establish a vote in favor, against, in favor with right of explanation, against with right of explanation, abstention. They can only establish a right of explanation in one of these first two rounds. In the last round they can only vote for or against. If a vote with right of explanation is established, countries must be named in alphabetical order and must give their brief explanation of their vote in the round. Finally, they are reminded that the Resolution Paper has to be approved by at least two-thirds of the committee.

Secretary: We will proceed to the first round of the voting process.

Secretary: Delegate from _____. How do you wish to establish your vote? (This procedure is repeated as many times as there are Delegates)

When there are rights of explanation, Delegates are called until all Delegates have voted.

Secretary: Delegate of _ (the first Delegate in alphabetical order) _ state your right to explain. Be brief.

Once the delegate has finished.

Secretary: Delegate, you may turn off your microphone.

This process is repeated as often as there are rights of explanation.

The same is repeated with the second round.

Secretary: Third round of voting on Possible Working paper A1

Secretary: Delegate from _____. How do you want to establish your vote? For or against. (This procedure is repeated as many times as there are delegates).



If the Resolution Paper passes:

Secretary: Delegates with ___ Votes in favor and ___ against, the Resolution Paper clearly passes. Congratulations, Delegates, we have a Resolution Paper.

If not:

Secretariat: Sorry, Delegates, the Possible Working paper ___ has not passed. You will have to reach agreement in committee to make this a resolution.

P. Close the session.

Moderator: Delegates, the floor is open, are there any points or motions on it?

Moderator: Yes Delegate from _____.

Delegate: Motion of procedure.

Moderator: Establish

Delegate. To close the session.

Moderator: If Delegate, it is in order, who seconds the motion?

Moderator: Thank you Delegate from _____.

Moderator: Votes in favor?

Moderator: Votes against?

Moderator: Abstentions?

If the motion passes

Moderator: The motion has clearly passed.

If the motion does not pass



Moderator: Sorry, Delegate. The motion did not pass.

Q. Right of reply.

The right of reply must be requested in writing through Remind to the Chair.

President: Delegates, the Chair has received a right of reply from the delegation _____ of _____. (Reasons given) Delegate from _ (Offending delegation) _ activate your microphone and apologize to the delegation from _ (Complaining delegation) _. If the Chair notices a tone of sarcasm in your apology or says anything else, you will be subject to a warning.

Once the delegate has finished.

President: Delegate from _ (complaining delegation) _. Do you accept the apology?

If yes

President: Thank you, Delegate.

If not

Delegation of _ (complaining delegation) _. Do you accept this apology?

President: I am sorry Delegate of _ (Offending Delegation) _, the Delegate of _ (Complaining Delegation) _ did not accept your apology. (Offending delegation) _, has a warning.



MOTIONS:

- Open a session
- Close the session
- Open a topic
- Open the speakers' list
- Moderated Caucus
- Simple Caucus
- Extensions
- Extraordinary session of questions
- Enter working paper
- Read working paper
- Enter possible resolution paper
- Read possible resolution paper
- Closing the debate

POINTS:

- Order
- Personal Privilege
- Parliamentary Inquiry

RIGHTS:

- Right of Reply (Written only)