

RESOURCE FOR DELEGATES:
HANDBOOK IN ENGLISH
- GILAP 2024 -

CODE OF CONDUCT

The following code of conduct applies to all participants of the GIMUN VII conference at all times. In case any of the points below are subject to change, these will happen under the authorization of the Secretary General and it is his/her duty to establish the consequences of the violation of any of the terms below.

- a) All delegates must remain in their respective rooms during Committee work and should not leave the room without prior authorization by the Chair.
- b) During lunch and recess, delegates are allowed to leave the room under the responsibility of their MUN coordinator.
- c) c) All delegates must arrive on time to their committee session; otherwise the individual will be given a warning.
- d) All delegates must respect all participants of the conference and promote an atmosphere of mutual respect. The previous includes the use of an appropriate register and addressing others in a respectful manner.
- e) The use of alcohol and drugs is strictly prohibited during the conference. Any violation of the term above is subject to immediate expulsion.
- f) The use of cigarette and tobacco is strictly prohibited inside the conference site.
- g) Any damage to the installations of the conference site or the property of GIMUN VII, is the participant's and his/her school's responsibility. In case of an incident, the corresponding responsibilities shall be established.
- h) The use of Mobile phones or any other form of electronic communications is allowed during recess and lunch. If these are used inside the committee, the delegate will be warned.
- i) The use of laptops and technology is permitted and encouraged during the conference. However, the use of these for non-academic purposes and for issues that do not concern the committee is subject to warning and the confiscation of the computer until the end of the session. (The previous is subject to the evaluation of the Secretary General and the Chair).
- j) All participants must dress in strict accordance with the dress code.
- k) The possession of any sort of weapons during the conference is strictly prohibited. Everyone's possessions are subject to inspection by the Security body of the conference site.
- l) Any sort of plagiarism or malpractice in a working paper, position paper, or opening speech that can be proven by the Chair and/or the Secretary General is subject to the immediate dismissal from the conference.
- m) All delegates are responsible for their possessions and valuables. The necessary precautions have been taken for the conference.

Any other fault, determined by the Chair and approved by the Secretary General (that is not included in the code) will be sanctioned.

PARTICIPANTS AND LANGUAGE

Delegates

Each delegate represents a State. Each delegate has the right to vote in each committee that counts its representation. The previous, however, depends upon the procedure of each committee.

Observers:

These participants have the possibility to observe any committee; however, these won't be allowed to participate in the discussion and/or decision-making.

Language:

English and Spanish are the official languages of the conference. DISEC, UNICEF, OMS, OMC, Security Council and Legal committee will session in Spanish. Human Rights will session in English. A motion to change the language of the committee is not permitted.

Use of technology:

In case any delegate uses videos, documentaries, or any other technological element to express their arguments they are subject to the previous approval of the committee Chair.

DRESS CODE

Men:

- Professional Attire: Complete suit with discrete colors, a long sleeved shirt and a tie.
- Footwear: leather shoes must be worn without any sort of shiny colors.
- Hats may not be worn inside the committee.

Women:

- Professional Attire
- Skirts are permitted unless these are 6 cm (or more) above the knee.
- Trousers are permitted, however jeans are strictly prohibited.
- Blouses must be sober colors and must not have any sort of inappropriate openings.
- The use of discrete accessories will be permitted, and these should compliment the dress as such.

Committee presidents and the logistics body will be in charge that this dress code is fulfilled at all times.

THE GIMUN STAFF:

Secretary General:

Holds the maximum authority of the conference. Any rules and protocol that is subject to change must be approved and clarified ONLY by him/her. The Secretary General has coordinated collective work and cooperation within the GIMUN organizing team. This position is subject to clarifying any doubts that are presented relating to procedure, contents or protocol for the different committees.

Director General:

His/her role is to support the Secretary General and ease the work of the conference or to replace him/her in case the Secretary General runs absent. The Director General is part of the presidents' body.

Chair:

Holds the maximum authority inside his/her committee. His/her duties are to moderate debates and direct the committee towards a rightful solution, according to what has been instructed by the Secretary General and the handbook. The Chair must be an example of active participation, investigation and punctuality to the conference. This position is responsible for reporting any disciplinary or academic issue to the Secretary General.

Press Body:

This position holds the responsibility to inform all of the participants of GIMUN about the development of the conference. This information must be related to the debates, conflicts, crises, and the handling of these inside the committee. This committee will publish a daily newspaper, give respectful superlatives at the end of the conference and also prepare different materials such as videos.

Floor Secretaries:

These are in charge of maintaining Communications among different delegations and committees in the conference. They will distribute messages among the members of each committee and will make sure and that the contents are related to the committee work. They will also help presidents and committee directors with their assigned duties. If these report any message unrelated to committee work, the delegates in question will receive a warning.

PARLIAMENTARY PROCEDURE**Right to Vote**

Every delegation has the right to vote. Delegations are allowed to abstain from voting substantial issues; however the previous implies the invalidity of the vote. The right to vote is only possessed by the Member States of a committee. Other members of the conference are not allowed to vote, and these should remain impartial at all times.

Roll Call

At the beginning of each session, or after lunch and breaks, the Chair will proceed to roll call. All delegations will be called in alphabetical order and have the option to answer the following: "Present" or "Present and Voting", the latter means that a delegation gives away its right to abstention for substantial matters.

Quorum

The existence of a simple majority (50%+1) of delegations inside the committee will allow the session to proceed, as the needed members are present to vote on substantial matters. The existence of quorum is determined by simple counting or by roll call.

Open agenda

Opening Speeches

On the first day of committee work, once roll call takes place and the agenda is determined, the committee proceeds to start a Speaker's List for the lecture of Opening Speeches in alphabetical order. Each delegation will count with 1 minute to expose briefly his/her country's position on both of the themes discussed in the committee and possible proposals. The Chair will be in charge of keeping track of time and granting the use of the floor.

Debate at risk

The Chair can determine when a committee presents a situation of debate at risk when it is considered pertinent. The latter can be declared when many points and amendments are presented and thus restrict the development of the debate. When the Chair establishes a debate at risk, it is bound to choose and restrict the specific parliamentary facility that the community has been abusing, during the time necessary. The previous can apply to: the point of inquiry, point of relevance, point of personal privilege, the Right of Reply, amendments, etc.

Warnings

A warning is a disciplinary measure taken by the Chair or the Secretary General whenever a delegate violates the code of conduct, or makes repeated mistakes on parliamentary procedure. Warnings will be added during the three days of committee work and bring the following consequences:

- 3 warnings; the delegate must leave the room for 10 minutes.
- 5 warnings: the delegate must leave the room for 20 minutes.
- 7 warnings: the delegate will be immediately expelled from the conference GIMUN VII.

The following situations bring an immediate warning:

- Being unpunctual to the committee.
- Cell phone interruption.
- Chewing gum whilst inside the committee
- Eating during committee work.
- Violating the dress code.
- Inadequate use of floor messaging.
- Inappropriate use of the right of reply and the point of relevance.
- Laughing or talking during voting process.
- Making inappropriate use of technology.
- Communicating with another delegate through means different from floor messages.
- Applauding at any moment of committee work.

MOTIONS

In order to make a motion, the delegation must be first recognized by the Chair. It should be brief and concise according to its request or characteristics. The delegate should only call "Motion!" when it is unexpected by the committee or the Chair, if it is called at an inappropriate time the delegate may receive a warning.

Speaker List

A speaker's list will be opened through a motion establishing the amount of time given for each speaker and the number of delegates that may participate in the debate. The chair will elaborate a list of the delegations that wish to speak. No delegation may address the committee without being recognized by the chair. If during the debate a delegation wishes to be added to the speakers list, it may send a note through floor messaging to the chair, or raise its placard, and after being recognized add itself through a Point of Personal Privilege. Delegations can't be more than once on the same list, but as the list progresses it may add itself to the list again. The delegate who proposes the motion is the first one to address the committee. The remaining time after every intervention may be used in the following ways:

- *Yield time to the chair:*

Time is given to the chair, so this means that the delegate's intervention is over and the next speaker in the list is recognized.

- *Open to points of information*

This means that the delegate wishes to be asked by other delegations about the intervention. The amount of questions will be up to the chair. Questions must be about the syntactical aspects of the intervention. The chair will choose the delegations that can ask the questions. The length of the answer must be limited to the amount of remaining time. When a delegate opens to points of information it may not yield the time to another delegate.

- *Yield time to another delegate*

A delegate may yield the time to a different delegation. The delegation that receives the time may not yield it to another delegate once it is done with its intervention, so the receiving delegation must open to points of information or yield the time to the chair if after the intervention it has time left.

Moderated Caucus

The informal debate makes the debate flow better during certain critical moments of the discussion. A delegate must propose a motion specifying the amount of time that must be allowed. In order to be recognized, delegates must raise their placards. A motion to extend the time of the debate may be proposed, and it is up to the chairs discretion to entertain it or not. The delegate who proposes the motion is the first one to speak. The chair may establish a maximum amount of time per intervention if the debate is not flowing appropriately.

Lobby Time

During lobby time, delegates must work informally, looking for alliances and establishing blocks. During this time they must write working papers. The delegate who proposes the motion must solicit the amount of time and explain the purpose of the motion. During lobby time delegates must not leave the room without previous authorization from the chair.

REQUESTS

Right to reply

If a delegation has been directly and explicitly offended by another delegation it may request a right to reply. The first right to reply is interruptible while all proceeding rights to reply have to be sent to the chair. The presidents will choose whether this is pertinent or not. If the right to reply is considered pertinent, the chair will allow one (1) minute to the delegate to explain why it feels offended. The accused delegate will have one (1) minute to apologize or defend his/her position. A right to reply can't be made against another right to reply. If the right to reply is used incorrectly, the delegate who proposes it will receive a warning.

Point of relevance

A delegate may use the point of relevance when another delegation is referring to an aspect that has no relationship with the topic being discussed. The inappropriate use of this point will result in a warning.

Agenda

The committee votes for the order in which the issues shall be debated and in which the resolution shall be introduced.

Point of Order

A delegate may use a point of order when a delegation is not following the procedure. The chair must respond immediately to this request, by either enforcing the procedure or declaring it out of order if it is inadequate or impertinent.

Point of Personal Privilege

A delegate may use the point of personal privilege when he feels that his ability to participate in the debate is not being allowed. This point is interruptible only when the point of personal privilege is directly related to the speaker; if this is not the case then the delegate is out of order. It is up to the chair to choose whether the requests are in or out of order.

Point of information to the Chair

A delegate may use this point to ask the chair about the correct use of procedure or protocol. This point is not interruptible. Points about personal situations of the delegate or about the content of the topic will not be entertained.

OTHER IMPORTANT MOTIONS AND REQUESTS

Challenge to competence

A delegate may challenge to competence another delegate if the delegate is gravely violating the foreign policy of the country he/she is representing. The delegate, who makes use of this motion, must prove and sustain the other delegate's mistake or breach. The following procedure will be followed to conduct a challenge to competence:

- The delegate, who is challenging the other delegate, must write the reasons why he/she considers that the other delegate is not following his/hers foreign policy. The delegate who is challenging to competence must annex at least two written sources in which there is evidence that the way in which the delegation that is being challenged is violating its foreign policy. It's important to affirm that these sources must be reliable, what is defined as "reliable" will be determined by the chair and Secretary General.
- The chair will study the essence of the motion and in which case it is valid, they will call both delegations involved in the challenge to competence, and act as mediators. The delegate who is challenging will be given the opportunity to rethink his actions
- If the delegate considers that it is necessary to perform this motion, The Secretary general will be called and the delegates will proceed to make an intervention to the committee. Each delegate will have two minutes to speak and explain his/her position. The delegates MUST open to the points of information the chair consider pertinent.
- The delegation that is being challenged will have the right to come forward with written reliable sources in which it shows that it is actually not violating its foreign policy. It will be left to the discretion of the chair and the secretary general to determine the validity of the challenge. They must issue a statement that exposes the decision that has been taken. The Secretary General will read this statement to the commission. The delegation that loses will also lose its vote in all of the commissions throughout the remainder of the conference.

End of debate

When a delegation wishes to enter in another type of debate, he/she must make a motion to finish the ongoing activity, with the motive of entering into another procedure.

Table a working paper

This motion can be made in case in shish a delegate considers that a working paper has many flaws or in case that a working paper with similar resolutions has already been passed, in which case the working paper will be annulled automatically. For this motion, the Chair will have to first recognize the delegate who is proposing the motion, for him/her to explain in one minute the reason why he/she considers pertinent to table the working paper. Then a vote will be taken on the motion and in which case the motion passes, the chair will proceed to conduct a vote by list to decide whether or not the working paper should be tabled.

Adjourn session

With the use of this motion the session is closed. It will close only in the last session of the last day of debate, when the working papers are finalized.

Suspend session

Using this motion a session can be suspended for the day. This motion will be used at the end of each day of the conference.

Suspend debate

This motion will be used when the time for debate has not finished but it is time to exit the commission for whichever motion. It will also be used for the reading of a crisis or an ultimatum.

Retake debate

Using this motion the debate will continue, this motion must only be used when the debate was previously suspended.

Extend debate time

Using this motion the time for debate can be extended, in case there are no concrete solutions or the delegates consider it necessary for the development of the debate.

Pass into voting procedure

With this motion the commission will pass directly into voting a non-friendly amendment from a working paper or a resolution with a vote taken by list.

Read working paper

Using this motion the commission passes directly to the reading of a working paper, resolution, or reform proposed by two of the sponsoring countries.

Divide the question

A delegate may make a motion to divide a question; this consists of dividing operative clauses into separate clauses, which will be voted independently. Then all operative clauses that pass must be grouped together, to write the working paper or the final resolution. These motions DO NOT apply to perambulatory phrases. This motion will only be approved by his chair if the working paper clearly exceeds the minimum number for operative clauses and if there is enough time to actually perform all of this procedure entirely.

WORKING PAPERS

Working Papers

A working paper is a rough draft of ideas and arguments that eventually turn into a resolution. Various working papers may be united, complemented, or perfected. When a group of sponsoring countries consider that they have a complete proposal they may present it to the secretary general of the commission for approval. The secretary general of the commission must revise structure and grammar for the working paper to be read. It is necessary for one third of the present members of the commission to sign for the working paper to be read. If a delegate signs, it implies that he/she wants the working paper to be read and this does not compromise his/her vote. The motive of a debate in the commission is to discuss and formulate working papers. If a working paper is approved by the secretary general of the commission this may be transferred, photocopied or distributed amongst the commission for analysis and debate.

When a working paper is introduced to the committee, the chair will recognize two of the sponsoring countries to read the preambulatory and operative clauses; if there is not enough time only the operative clauses may be read. At least two points of information will be permitted about the contents of the resolution to the heads of block. The exact number of question is to be defined by the chair. The resolution must be debated immediately there may be motions to open a speaker's list in favor and against, or to establish an informal debate. Each working paper must have a minimum of 5 sponsoring countries and a maximum of 7.

Working Paper format

A working paper must have a minimum of 5 preambulatory clauses and 7 operative.

Preambulatory clauses:

Italic must be used for the preambulatory phrases, and they also must have a comma at the end, with exception of the last phrase, which should have a final stop. (Example: "*Deeply concerned* about Drug trafficking activity around the world,")

Operative clauses:

They should be underlined and have a semicolon at the end of the phrase. With exception of the last operative clause, which should end with a final stop. They should be numbered. (Example: "1. Encourage nations to follow this agreement;")

Project Resolution

A working paper turns into a resolution when the voting inside the committee has been conducted and a simple majority has voted in favor. This procedure applies only for committees who are part of the general assembly.

Amendments

Amendments should be presented in the form of a note sent to the chair; only after being approved by the chair will the amendment be made public. Any delegate may propose an amendment to any working paper with the only condition that the chair approves it, and that this is done before the working paper goes into voting procedure. It will be left to the discretion of the chair the reading of amendments that should consider the contents and time available to read them. An amendment should only have one country name. There are two kinds of amendments, a friendly amendment and a non-friendly amendment. An amendment is friendly when after being read by the chair, the sponsoring countries vote in unanimity in favor of the amendment,

If an amendment does not count with the support of all of the sponsoring countries of a working paper, it passes as a non-friendly amendment. The discussion of a non-friendly amendment suspends the debate about the working paper. A motion may be passed to discuss the amendment in the form of a formal debate or a moderated cocus. A motion can also be passed to pass directly into voting on the amendment and, in case that this is actually presented, voting by list will take place.

Voting Procedure

For the voting on working papers, the floor secretaries with the order of the presidents should guarantee that all delegates are seated and no one enters or leaves the room. No

motions or points will be recognized if they directly interrupt voting, unless it is a point of order, which directly related with the voting procedure. Each delegation will be called alphabetically by list order and should vote. Those delegations that in roll call announce present and voting, may not abstain. Those delegations that do abstain will not be considered in the final count of the votes to decide whether or not the working paper passes. For a working paper to pass in a committee of the General Assembly, it must first pass though a simple majority inside the committee and then a 2/3 majority in the Assembly.

During voting process, the delegations will have the opportunity to respond: “In favor”, “Against”, “Abstain” or “Pass”. Those delegations that “pass”, will vote after the rest of the committee has done so. Delegations may also vote “with reasons”, only if the nature of their vote is unexpected and will only be taken into account for those that voted “in favor” or “against”. An “abstention with reasons” won’t be taken into account in GIMUN.

Once the voting process has culminated, the Chair must inform the result, together with the number of abstentions, votes in favor and against. The Chair will then ask whether any delegation is willing to reconsider its vote and recognize the delegations that raise their placards. Delegates will be unable to change a vote “in favor” to a vote “against” or vice-versa (only to/or from abstention). In case the Chair considers the reasons for those delegations that voted “with reasons”, these will have one (1) minute to address the committee. The latter should be done after the votes have been reconsidered. In case there is not sufficient time, the Chair is authorized to carry out the voting process by counting placards. The voting process for other issues, except for amendments will be done in a similar manner.

<u>Preambulatory Clauses</u>	<u>Operative Clauses</u>
Approving,	Accepts;
Alarmed,	Affirms;
Aware of,	Approves;
Bearing in mind,	Calls;
Believing,	Calls upon;
Concerned,	Condemns;
Confident,	Declares;
Contemplating,	Deplores;

Declaring,	Draws attention;
Deeply concerned,	Designates;
Deeply regretting,	Emphasizes;
Emphasizing,	Encourages;
Expecting,	Endorses;
Fulfilling,	Expresses its appreciation;
Fully aware,	Further invites;
Further deploring,	Have resolved;
Having heard,	Notes;
Keeping in mind,	Proclaims;
Mindful,	Reaffirms;
Noting further,	Recommends;
Noting,	Reminds;
Noting with regret,	Regrets;
Praising,	Requests;
Reaffirming,	Resolves;
Realizing,	Solemnly affirms;
Recalling,	Strongly condemns;
Recognizing,	Supports;
Referring,	Trusts;
Seeking,	Takes note of;
Taking into account,	Urges;
Welcoming,	

Parliamentary Question	Second	Interrupt	Requirement to Pass	Purpose
Point of Order	No	Yes	Chair	Raised by a delegate to address procedural matter
Point of Personal Privilege	No	Yes	Chair	Raised when a delegate experiences personal discomfort
Right of Reply	No	No	Chair	Requested if the delegate feels his/her nation has been directly offended
Point of Information	No	No	Chair	Raised when a delegate has questions regarding procedures
Motion to Open Agenda	Yes	No	Simple Majority	Used to set the order in which the topics will be addressed
Motion to Recess	Yes	No	2/3	Used to request a small break or recess
Motion for a Caucus	Yes	No	Simple Majority	Used to open a moderated or un-moderated caucus or lobby time
Motion to Table	Yes	No	2/3	Used to vote against the resolution paper being presented
Motion to Close Debate	Yes	No	Simple Majority	Used to end a debate and go directly into voting

Motion to Reconsider	Yes	No	2/3	Used by a delegation if it believes that the integrity of the first vote has been compromised
Motion to Divide the Question	Yes	No	Simple Majority	Used to vote the operative clauses independently
Resolution	Yes	No	Simple Majority	Used to vote on a resolution paper
Amendment	Yes	No	Simple Majority	Used to correct or improve errors in a working paper