UAQMUN

2027

Voices of a new era: youth facing global challenges

RULES OF PROCEDURE

Anáhuac Querétaro

Model United Nations

Conference

Title I. General Provisions

1. The present document contains the academic regulations for the course and procedure of the debate. For further information, refer to the Delegate's Handbook and Code of Conduct of UAQMUN 2027.

2. The present Protocol has been approved, in substance and form, by the Secretariat of UAQMUN 2027, as well as by the School of International Affairs and Social Innovation of Universidad Anáhuac Campus Querétaro. It includes the specific regulations that apply to the following committees, in which the official language will be English:

I. Security Council (SC)

II. UNEP

III. International Court of Justice (ICJ)

And the following in which the official language will be Spanish:

I. Asamblea General

II. Consejo Histórico de Seguridad

III. Senado de la República

IV. UNOOSA

V. Organización Mundial del Comercio (OMC)

Therefore, they must be taken into consideration and followed by all its participants, except for those specific considerations of each committee. Any situation not contemplated in these Rules of Procedure or in the Code of Conduct will be resolved by the General Secretary, General Undersecretary, or Protocol Secretary of UAQMUN 2027, or by the authorities of the Universidad Anáhuac Querétaro.

Chapter I. Official Language

Article I. The stipulated working language of the following Committees is Spanish:

a) Asamblea General
b) Consejo Histórico de Seguridad
c) Senado de la República
d) UNOOSA
e) OMC

Article II. The stipulated working language of the following Committees is English:

a) UNEO
b) Security Council (SC)
c) ICJ

Chapter II. Structure of the Anáhuac Querétaro Model United Nations

Article I. On the Secretariat. The Secretariat is composed of the people in charge of organizing and executing the UAQMUN. Its members are:

a) Secretary-General
b) Under Secretary-General
c) Academic Secretariat
d) Protocol Secretariat
e) Public Relations Secretariat
f) Communication Secretariat
g) Logistics Secretariat

Chapter III. Reprimands and Warnings

Article I. Any delegate who violates any provision of this Protocol or the General Regulations will receive a reprimand, and if they are part of the Anahuac Student Community, they may be subject to the sanctions established in the Healthy Coexistence Regulations of the Anahuac University.

Article II. If a delegate receives three warnings or attention calls during the whole Model, regardless of whether they are in the same session or not, they will receive a reprimand, even if they are not consecutive in the same session. If a delegate receives two reprimands, they will be suspended from the current session being able to rejoin for the next scheduled session.

Article III. If a participant receives three reprimands during the event, they will be expelled from the Model.

Chapter IV. Electronic devices

Article I. The use of electronic devices during the session is strictly prohibited. The Delegations must print their Position Paper. All materials must be printed out or consulted between sessions. Electronic devices for consulting information and for doing Draft Resolutions will be allowed during work sessions when the Chair decides it. The use of cell phones and the connection to social networks during work sessions is strictly prohibited.

Chapter V. Academic Dishonesty

Regarding academic dishonesty, understanding this includes:

I. Plagiarism (some incorrectly referenced document in the Official Position Paper)
II. Submitting a working document developed outside of the Model sessions.
III. Submitting an OPP (Official Position Paper) with plagiarized elements.

Article I. The delegation or representation will be admonished, and in case of being part of the Student Community of the Anahuac University, the coordination of the school will be notified; the student will receive their respective sanction established by the university regulations.

Chapter VI. Delegations or Representations

Article I. The participants who are representing a State will act as delegates, while those who participate on behalf of an intergovernmental or non-intergovernmental body will be known as representatives.

Article II. In their capacity as delegates and representatives, they will deliver their speeches in the third person at any time during the debate.

Article III. The representatives and delegations have the following obligations:

I. Correct use of the rules of procedure of both this Protocol and the General Regulations, and refrain from hindering the flow of debate in any way.

II. Enter the sessions on time, prior to the roll call. Any Representative or delegation that enters late must wait to be recognized on the floor; said recognition will be given by the president. In case of not having received permission from the desk for late arrival, you will have the first warning call, and if you repeat the offense, you will be credited with a reprimand. Except as the Chair deems.

Article IV. Direct communication between participants will be restricted to diplomatic notes, via direct chats within the work sessions.

Article V. The delegations and representatives must deliver, via mail and during the first work session, an Official Position to the Chair. This document must be clear and concise, following the example provided in the Delegates Official Position Paper Guide.

Article VI. Delegations and representatives may have Member or Observer status, depending on their membership of the specific body in question. Observers will have a vote in proceedings (ex., Caucus Opening Vote) but not in issue voting (ex., Final Resolution Vote).

Title II. Flow of Discussion

Chapter I. Quorum

Article I. Sufficient representatives or delegates shall be considered present to open debate on a committee when there is a simple majority in attendance (50% +1). At the beginning of each session, the Conference Officer shall call the roll to verify that a quorum is present.

Chapter II. Motions

Article I. Motions or points are used to interrupt, in a normal or extraordinary manner, during the debate. The delegate or representative shall specify the motion he/she intends to use, after acknowledgment by the moderator.

Article II. The UAQMUN 2027 will consider only the following motions or points.

Motions:

I. Motion of procedure

Points:

I. Point of Order
II. Point of Personal Privilege
III. Point of Parliamentary Inquiry

Article III. The following points will be in order at any time over the course of the debate:

I. Point of Order. This point is used by a delegate or representative to indicate an error regarding the protocol or procedure in the flow of debate. The Chair will consider whether it is in order or not. There is no point of order on a point of order.
II. Point of personal privilege. It shall be used when a representative or a delegate needs to point out a circumstance that prevents him/her from developing properly but is not related to the protocol of the discussion flow. Discretion in its

use is recommended and should be made known to the Conference Officer via private chat. Apart from the request for the use of a brief preamble.

Point	To do	Say
Point of Order	Raise an issue regarding procedure.	”Point of Order”
Point of Personal Privilege	Address personal comfort or clarity issues.	”Point of Personal Privilege”
Point of Parliamentary Procedure	Clarify rules or procedures.	”Point of Parliamentary Procedure”

Article IV. Motions that will be in order only when the floor is open:

Motion of procedure. It is used to introduce any matter of form to the debate. E.g., setting the order of the agenda, requesting the opening of the Speakers List, an extraordinary session of questions, among others.

They shall be in order only when the floor is open; that is, they may not interrupt any representative or delegation, the officers, or any member of the Organizing Committee when they are speaking or during a proceeding. The President may deny or accept the motion.

The motion shall be seconded by another representative or delegate and shall be voted upon by a simple majority (50% + 1).
Abstentions shall be permitted on such voting. If it obtains a simple majority in favor, the Motion shall be accepted. Otherwise, it shall be rejected.

Point of parliamentary Inquiry. It is used to ask the Chair about the procedure. It must be formulated only when the floor is open.

Motion	To do	Say	Then say
Motion of procedure	Set the Order of the Agenda	”The delegation of (country you are representing) makes a motion of procedure”	”Motion to set the agenda”
	Open Session		”Motion to open the session”
	Adjourn/End the session		”Motion to Adjourn/End the session”
	Open the Speakers List		”Motion to Open the Speakers List”
	Open a Moderated Caucus		”Motion to Open a Moderated Caucus”
			(You must state the length of the debate and time per speaker)
	Open an Unmoderated Caucus		”Motion to Open an Unmoderated Caucus ” (You must state the length of the debate)
	Elect a topic		”Motion to select Topic”

Chapter III. Agenda

Article I. The first order of business for the Committee shall be to establish the agenda through a motion of Procedure to select the topic the Committee will debate first. The representative or delegate who asks for this motion shall establish which of the topics he/she wishes to open. The motions must be seconded and, immediately afterwards, put to a vote. In case of having at least one vote against, the Moderator shall ask for two speakers who will talk in favor -and only in favor-, and two who will speak against -and only against- establishing the agenda with the topic selected by the one who proposed the motion.

Characteristics

i. The first of the two speakers in favor of the motion shall be the one who proposed the motion. The delegate who seconded the motion shall be the second in order.

ii. The speaker or speakers against the motion shall be the person or persons who voted against the motion or the one who volunteers to do so.

iii. If there are no speakers against the motion, or after establishing the arguments against and in favor, a second vote shall be taken.

iv. This second vote must have a simple majority (50% +1) to be accepted. If this second vote is with a majority of votes against, the second item will automatically be opened.

Article II. If the Committee has only one topic, it shall proceed immediately to discuss it, without the need to present this motion.

Chapter IV. Speakers List

Article I. A procedural motion shall be made to open a Speakers' List, including the proposed length of time each speaker shall speak. This motion shall be seconded and voted upon. Once approved, the officers will proceed to include the delegations wishing to participate, beginning, as a courtesy, with the delegation that proposed the motion and followed by the delegation that seconded. The Moderator shall then, at his or her discretion, call upon the following speakers:

a) Speakers may be included at any time by direct message via chat sent to the Chair.
b) If the list of speakers is empty and no delegation expresses its desire to participate, the Moderator shall, at his/her discretion, appoint the representative or delegate he/she deems pertinent to participate.

Article II. The delegates and representatives shall yield their time if it has not expired. Time may be yielded to:

i. The Chair. The Chair will absorb the time and decide what to do with it.

ii. Questions. The representative or delegate may yield his or her time to questions. The Moderator will decide how many questions are in order and will ask if any delegate or representative wishes to ask questions. The time will begin to run from the time the representative or delegate begins his or her response and not when the question is initiated.

iii. Comments. When time is given over to comments, the Moderator will ask if any representative or delegate wishes to comment on the speech that was just presented.

Chapter V. Extraordinary Session of Questions

Article I. Any delegate or representative may introduce a motion of procedure to open an extraordinary session of questions once the delegate or representative holding the floor has concluded their speech and the moderator has opened the floor.
Characteristics:

i. The requesting delegate or representative must establish the number of questions, with a maximum of two questions, and must be seconded for it to be voted on.

ii. The delegate or representative answering the questions will decide whether to accept them, and if not, the motion will be declared out of order. If accepted, it will be put to a vote.

iii. The inquisitive delegate or representative may request a preamble to explain their stance or reference a previously discussed point through a personal privilege motion. Similarly, permission may be requested to establish only one subsequent question, provided that the answer to the previous question was not monosyllabic; furthermore, it may not contain a preamble.

iv. The delegate or representative answering the questions may do so in any manner they consider most appropriate, if the response is respectful to the Committee as a whole.

Chapter VI. Simple or Unmoderated Caucus

Article I. A Simple or Unmoderated Caucus allows delegates and representatives to establish direct contact.

Characteristics:

i. The Caucus should be used to negotiate the overall points of debate without the formalities involved in the Speakers' List.

ii. The Caucus must be introduced through a procedural motion, indicating its duration.

iii. The time for a Caucus may be extended, but this extension must be shorter than the original Caucus time.

iv. During the simple caucus, the Chair may interrupt to make the necessary corrections, appropriately directing the debate.

Chapter VII. Moderated Caucus

Article I. In a Moderated Caucus, the Moderator grants the floor to delegates or representatives for a more agile exchange of ideas. Characteristics:

i. The caucus must be introduced through a procedural motion, indicating its duration and objective.

ii. As a courtesy, the first opportunity to address the Committee should be given to the delegate or representative that introduced the motion, followed by the one that seconded it.

iii. If there are no participants, the Moderator will, at their discretion, call on the representative or delegate they deem appropriate to participate.

iv. The time for a caucus may be extended, but this extension must be shorter than the original caucus time.

Chapter VIII. Closing the Debate

Article I. Only the Chair may establish the opening and closing of debate, according to the UAQMUN 2027 agenda and when the committee president considers it pertinent.

Title III. Resolutions

Chapter I. Worksheets

Article I. The worksheets presented to the Board are documents whose main purpose is to point out the most important issues that were discussed during the work sessions.

Characteristics:

i. There is no specific format

ii. May have the signatures of a third of the delegates and representatives present to be considered.

iii. They must be delivered to the president of the Chair to submit them for his consideration.

IV. There is no limit on worksheets for the Committees, nor a maximum number of signatures to which the delegates or representatives are subject.

Article II. The president may return the Worksheets as many times as he deems necessary. A Worksheet will not be accepted if it does not reflect the work within the Committee during the work sessions.

Article III. Once the chair acknowledges a Worksheet, a procedural motion to read the document out loud will be in order. Subsequently, a procedural motion is recommended to open a Moderated Caucus and discuss the ideas expressed in it.

1. This reading will be carried out by the delegate or representative who introduces the procedural motion.
2. In case of presenting a mistake during the reading, since it is not a resolution document, there will be no reprimands.

Chapter II. Resolution Project

A Draft Resolution features:

i. Specific format based on one or several Worksheets.
ii. Should reflect on the work during the work sessions.
iii. Must contemplate viable solutions.
IV. It could be divided into a pre-ambulatory section and an operative section.
V. It must have the signatures of two-thirds of the delegates present to be considered.

Article I. The President may return the Draft Resolutions as many times as he deems necessary.

Article II. A Draft Resolution will not be accepted if it does not reflect the work within the Committee during the work sessions.

Article III. Once the President has recognized the Draft Resolution, a procedural motion must be introduced to read it.

Article IV. The delegate or representative who establishes the motion and the one who seconds it will be the ones who read the Draft Resolution.

1. As it is a resolution document, if during the reading the representative or delegate makes any substantive or formal error, they will receive a direct reprimand.

Article V. Once a draft resolution is accepted as a possible resolution, it can be modified before the Debate Closes, but it can only be done through an amendment.

Chapter III. Amendments

Article I. Amendments are formal or substantive corrections that are presented to improve the Draft Resolution. These are divided into two types: friendly amendments and hostile amendments.

1. Friendly Amendments. They will be presented to the Board by the signatories of the Draft Resolution and will be adopted automatically. These amendments will only be in form.
2. Hostile Amendments. They will be presented to the Table by any delegate or representation; as long as it is supported by one fifth of the Committee, it will be put to a vote. It must be approved by a simple majority to enter into force.

Article II. Amendments upon amendments are out of order.

Title IV. Voting

Chapter I. Majorities

Article I. There are three types of majorities used in parliamentary procedure:

1. Qualified Majority: represents the vote of two-thirds (66.6%) of the members present and voting.
2. Absolute Majority: represents the vote of 50% +1 of the members present and voting.
3. Relative Majority: represents one more vote in favor of a certain position than against it.

Chapter II. Voting Procedure

The characteristics of procedural voting are:

i. All motions of procedure must be seconded and put to a vote.

ii. These will need a simple majority (50% +1) to be accepted.

iii. Delegates and representatives may vote in favor, against, or abstain from voting during the standard voting procedure.

Chapter III. Final Vote

Article I. After the closing of the debate, the Committee will begin the final voting process. The final vote will be by roll call, and when you hear the name of your representation or delegation, you must mention your vote position by opening your microphone.

Article II. Only the Member States of that Committee will have the right to vote in this process, and a simple majority (50% +1) will be required to pass the Draft Resolution.

Article III. Three rounds of voting are recognized:

a. First round. Member States will have the option to vote for, against, or abstain from voting, with the right of explanation.

b. Second round. Member States will have the option to vote for, against, or abstain from voting, without the right of explanation. In this case, the forum will not be open, the motions will be out of order, and time cannot be assigned.

c. Final Round. During the final round, Member States may only vote for or against.

Those or those who abstained in the first round must change their vote.
