PROTOCOL/SCRIPT

WELCOME

President: Delegates, please rise.

On behalf of Universidad De La Salle Bajío, the Language Center and the Secretariat, we welcome you to *–(Committee)-* of the ___ De La Salle Model United Nations.

You may be seated

INTRODUCTION OF THE CHAIR

I will now introduce the members of this chair. To my right is the Conference Officer/ Secretary   Mr. /Miss _____, to my left the Moderator Mr. /Miss _____. My name is _____ and will be President of this Committee/Council.

PROCEDURE REVISION

We will now have an extraordinary session to review some of the rules of procedure of this Committee/Council.

1. The official language within this Committee/Council is English.
2. During the reading of the position papers, as well as during the voting processes, it is not allowed for delegates to enter or leave the room or to communicate with other delegations. Written communication among delegations and with the Chair is temporarily suspended.
3. The Rules of Procedure establish all motions and procedures that must be followed during the sessions of this Committee/Council. The Chair will now briefly explain the Point of Order, the Point of Parliamentary Inquiry and the Point of Personal Privilege. **(They may be written on the backside of the placards)**
   - **Point of Order:** Used to point out that the Rules of Procedure or the Protocol are being violated. It may also be introduced when a speech deviates from the topic being discussed. This motion may be raised at any moment *except during the lecture of Position Papers.*
     (It may not be seconded and is not debatable. The decision shall not be questioned.)
   - **Point of Parliamentary Inquiry:** Used to ask the Chair anything regarding the Rules of Procedure. It *may not interrupt the speaker*, unless the speaker him/herself wants to ask for his/her remaining time.
     (It may not be seconded and is not debatable. The decision shall not be questioned.)
   - **Point of Personal Privilege:** Introduced when something distracts the attention of the Delegates from the debate, in order to ask that the problem be solved. The Point of Personal Privilege *may not interrupt the speaker.* If a delegate wishes to ask for permission to enter or leave the room, he/she must do so by means of a written message to the Chair. We remind you that at least one Delegate of each Delegation must be present at all times during the sessions.
     (It may not be seconded and is not debatable. The decision shall not be questioned.)

     a) It is not allowed to smoke, eat or the use of cell phones during the sessions.
     b) If you have any further questions regarding your stay in the School you may ask the Assistants at the end of each session.

President: Are there any questions regarding the procedure?   Thank you

President: And now I will yield the word to the Conference Officer/Secretary to take roll call. Mr. /Miss. Secretary/Officer, if you please……………………….

QUORUM

(Roll Call must be taken at the beginning of each session)

President: Secretary/C. Officer: Thank you Mr. / Ms. President. I now proceed to take roll call. Please raise your placards and say "Present" or "Present and voting".

Secretary/C. Officer: Delegation of…………. (Every delegation listed is called)

President: Thank you Mr./ Ms. Officer/Secretary

- **If there is Quorum:** with _____ number of Delegations present, there is quorum in this Committee/Council/Conference.
- **If there is no Quorum:** with _____ number of Delegations present there is no Quorum in this Committee/Council/Conference. The session will be suspended for 5 minutes to wait for more Delegations to arrive. Thank you.

(Note: 25% in order to session and 50% plus 1 to vote. The decision is not questionable.)

OPENING

President: At _____ hours and _____ minutes, on *November the .,, 20…,* I declare open the ___session of this Committee/Council/Conference.

(Note: Each session shall be inaugurated and closed.)

DELEGATES INTRODUCE THEMSELVES

1. The Chair will instruct the delegates to introduce themselves before choosing the topic.
   a) In alphabetical order and standing in their place the delegates will: state their name, country / delegation they represent and the school they come from. (This takes no more than 1 minute per delegate.
   b) There will be No applause, no whistling or any other kind of demonstration from any of the delegates.
   c) At the end of the introductions the Chair will thank the delegates and will continue will next order of business on the agenda.

OPENING THE SESSION

President: The session is declared open.

SETTING THE AGENDA/CHOOSING THE TOPIC

President: Delegates we have two topics to discuss in the agenda.

Topic A: _____ and Topic B: _____. The Chair recommends a Motion to Open a Topic.

Moderator: The floor is now open, are there points or motions on the floor?

Moderator: Yes, delegate of_____

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To open topic _____.

Moderator: Yes, delegate you are in order. Who seconds the Motion?

Moderator: Thank you delegate of _____. The Chair requests two delegates to speak in favor and only in favor of Topic _____ for one minute. Delegates, who want to participate, please raise your placard.

Moderator: Thank you delegates from   __(first)___, from ___(second)___,

Moderator: The Chair also requests two delegates to speak against and only against Topic _____ for one minute. Delegates, who want to participate, please raise your placard.

Moderator: Thank you delegates from   __(third)___, from ___(fouth)___,

Moderator: Now delegates from   __(first)__ and from ___(second)___, please come to the front to speak in favor of Topic _____ for one minute.

Once the delegates have finished:

Moderator: Thank you delegates, you may be seated.

Moderator: Now delegates from   __(third)__ and from ___(fourth)___, please come to the front to speak against and only against Topic _____ for one minute.

Once the delegates have finished:

Moderator: Thank you delegates, you may be seated.

Moderator: Delegates, we have heard "for" and "against" arguments for Topic "A" and Topic "B", the floor is now open, are there points or motions on the floor?

Moderator: Yes, delegate of_____

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To close the debate over the agenda.

Moderator: Yes, delegate you are in order. Who seconds the Motion?

Moderator: Thank you delegate of _____. All in favor of closing the agenda debate? All against? Abstentions? The motion clearly passes/ doesn't pass.

If the motion passes:

The Chair suggests voting on the topics:

Moderator: The floor is now open, are there points or motions on the floor?

Moderator: Yes, delegate of_____

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To vote for the topics on the agenda.

Moderator: Yes, delegate you are in order. Who seconds the Motion?

Moderator: Thank you delegate of _____.

Moderator: All those in favor.   Against?   Abstentions? The motion clearly passes.

Moderator: Delegates in favor of Topic _____ please raise your placards.

Moderator: Thank you delegates.

(The Officer/Secretary counts the votes and writes them down)

If the motion passes:

Moderator: The Motion to open Topic _____ clearly passes. We are now in the Topic _____.

If the motion does not pass:

Moderator: The Motion didn't pass. We are now in the Topic_____.

OPENING THE SPEAKERS' LIST

Moderator: Having chosen the Topic the Chair now recommends a Motion to Open the Speakers' List.

Moderator: The floor is open, are there points or motions on the floor?

Moderator: Yes, delegate of_____?

Delegate: Motion of Procedure

Moderator: Establish

Delegate: To open the Speaker's List.

Moderator: Yes delegate, you are in order. Who seconds the Motion?

Moderator: Thank you delegate of _____. Votes in favor?

Moderator: Votes against?

If the motion passes:

Moderator: The motion clearly passes. The speaker's list is now open.

If the motion does not pass:

Moderator: The motion didn't pass.

THE SPEAKERS' LIST

- The first five Delegations to raise their placards will be included in the speakers. (The delegation that establishes the motion and the one that seconds it will be registered, plus other three delegations).

Note: The first five Delegations must speak.

- Each delegation will have 2 (two) minutes to establish his/her speech (supported by their Position Paper).The Chair will notify you 30 (thirty) seconds before your time expires by means of a non verbal sign such as: raising his/her hand, the bit sign, cut, cut sign, etc.

Delegations who wish to enter the Speaker's List?

Delegation of_____, Delegation of _____, Delegation of _____, Delegation of _____, Delegation of _____.

- From now on, any delegation that wishes to enter the Speaker's List must send a written message to the Chair.

Delegation of _____, you are now recognized to establish your speech. Thank you Delegation of _____ (your time has expired).

YIELDING TIME

Delegation of _____, you have _____minutes left. How would you like to yield your time? To the Chair, to questions or to another Delegation?

- **To the Chair:** Thank you Delegation of _____. The Delegation of _____ has yielded _____ minutes of its time. The Chair considers in order _____ comments. Therefore, the first _____ Delegations to raise their placards will be recognized to establish a comment.

  Delegation of _____ please establish.
  Thank you Delegation of _____.

- **To questions:** The Delegation of _____ has yielded _____ minutes of its time to questions, therefore the first _____ Delegations to raise their placards will be recognized to establish a question to the Delegation of _____.

  Delegation of _____ please establish your question to the Delegation of _____.
  Delegation of _____ do you wish to answer?
  Thank you Delegation of _____.

Note: If a Delegation does not wish to answer a question, the questions are automatically closed.

- **To another Delegation:** The Delegation of _____ has yielded minutes of its time to the Delegation of_____
  Delegation of _____ would you like to make use of that time?
  Thank you Delegation of _____.

INTRODUCTION OF MOTIONS

Yes Delegation of _____, what point do you arise on?

- **In order:** Delegation of _____ you are in order. (The Chair stands corrected)
- **Out of order:** Delegation of _____ you are out of order. (Because…………)

It must be introduced by means of written message to the Chair.

The Delegation of _____ has asked for the Right of Reply against the Delegation of _____.

- Delegation of _____ you have one minute to explain the reason for which your Delegation felt offended.
- **After the explanation:** Delegation of _____, do you wish to apologize?
- **In case the Delegation refuses to apologize**: Delegation of _____ Chair reminds you that after the third right of Reply against your Delegation you will receive a warning.

Note: It may not apply over Points of Personal Privilege. It may be introduced if the personal integrity of a Delegation has been offended by another Delegation. The Right of Reply may not be introduced over another Right of Reply. The decision of the Chair is not questionable.

MOTION FOR RECESS

- A Delegation introducing the Motion for Recess must specify the time required and its purpose. The length must not exceed twenty minutes for a break or two hours for lunch. In order to leave the floor at the end of the day, this motion shall also be introduced establishing the length of time on Recess until the first session of the next day.
- The Delegation of _____ has introduced a Motion for Recess. Does any Delegation wish to second this motion?
- Thank you Delegation of _____

* **Delegations that wish to speak in favor of the motion for recess for _____ in reason of _____.**
    + Thank you Delegation of_____
* **Delegations that wish to speak in against of the motion for recess for _____ in reason of _____.**
    + Thank you Delegation of_____
* **Delegations of _____ you have 30 seconds to speak against the motion to limit the date.**
    + Thank you Delegation of_____

After having spoken:

- Now we will vote the motion to limit the debate. We remind you that the motion will pass if the simple majority (50% + 1) approves it.

    *Delegations in favor.
    * Delegations against.
    * Abstentions
    *Thank you
    * With _____ Delegations in favor, _____ Delegations against and _____-abstentions, the motion for Recess passes/does not pass.

Note: The President may rule this motion out of order and his/her decision is unquestionable. The President may declare a Recess at his/her discretion and such decision is not subject to appeal.

MOTION FOR SIMPLE CAUCUS

In order for Delegations to meet formally among themselves with the purpose of establishing criteria, negotiations, proposal, and preparing Working Papers, Draft Resolutions and/or Amendment Proposals. A Delegation introducing the Motion of Recess must specify the time required and its purpose. The length must not exceed twenty minutes.

- *The Delegation of _____ has introduced a Motion for a Simple Caucus. Does any Delegation wish to second this motion?*
- *Thank you Delegation of _____.*

- *Now we will vote the motion to limit the debate. We remind you that the motion will pass if the simple majority (50% + 1) approves it.(Maximum 20 minutes- may only be extended twice- the second one less than the first one).*
- *Delegations in favor.*
- *Delegations against.*
- *Thank you*
- *With _____ Delegations in favor and _____ against the motion for Simple Caucus* <u>*passes/does not pass.*</u>
    (During the simple caucus, delegates are free to stand up, but not to leave the room, to speak and negotiate with other delegations.)

*Note: The President may rule this motion out of order and his/her decision is unquestionable. During Caucus, nobody may enter or leave the room.

MOTION FOR MODERATED CAUCUS

The Advisor or any Delegation may move to Moderated Caucus by briefly explaining its purpose and specifying the time limit, not to exceed twenty minutes.
- *The Delegation of _____ has introduced a Motion for Caucus. Does any Delegation wish to second this motion?*
- *Thank you Delegation of _____.*
- *The Delegation of _____ has introduced a Motion for Moderated Caucus. The Chair considers it in order, therefore I will now hand over the Chair to the Advisor.*
- *Mrs./Mr. Secretary if you please……*

Extending the time of the Moderated/Simple Caucus
(20 minutes max. the first caucus, less time the extending time)

Delegate: Motion of Procedure.
Moderator: Establish.
Delegate: To extend the time of the moderated/simple caucus.
Moderator: For how long?
Delegate: For _____ minutes.
(Even though the delegate can choose freely the length of the extension, it always has to be less than the original- 20 minutes- time for the moderated/simple caucus.)

Moderator: Yes delegate you are 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 clearly passes.
  If the motion does not pass.
Moderator: The motion didn't pass. Sorry delegate.

WORKING PAPER

Established in order to discuss and formulate in a written form, the ideas being discussed. It will eventually become a Resolution Proposal. After being signed by the Advisor and the President it must be distributed by the Chair to all the Delegations. In order to introduce a Working Paper the Floor must be open.

INTRODUCTION OF A WORKING PAPER

At this point, the committee has to have at least one written Working Paper. This (These) working paper(s) has (have) to be sent to the chair to be read over and if it (they) is (are) acceptable, to be signed by the President. Only if this happens can a delegate ask for a motion to read the Working Paper (s).

MOTION READ THE WORKING PAPERS

Moderator: Delegates the Chair recommends you a motion to read the Working Papers. The floor is open. Are there any points or motions on the floor?
Delegate: Motion of Procedure.
Moderator: Establish.
Delegate: To read the Working Papers.
Moderator: Yes delegate you are 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 clearly passes.
  If the motion does not pass.
Moderator: The motion didn't pass. Sorry delegate.

INTRODUCTION OF A RESOLUTION PROPOSAL

After being signed the President, and the Officer of Conferences, It must be distributed by the Chair to all Delegations.

- Delegations we remind you that all motions are out of order during the introduction of a Resolution Proposal.
- We also remind you that a Resolution Proposal must include ………..(See Resolution Sample for requirements).
- Delegation of _____you have three minutes to introduce your Proposal. In the same way, we remind you that this is a procedure motion and therefore you are not allowed to yield your remaining time.

  Note: The Chair may accept or reject a proposal and its decision is not questionable. At least five Delegations must sign the Resolution Proposal. The Delegations cannot refer to proposals that have not been introduced. It is not seconded and the decision of the Chair is unquestionable.

MOTION TO LIMIT DEBATE

- We remind the Delegations that this motion will limit the number of speakers before the automatic closing of the debate.
- We also inform you that after the last speech the debate closes automatically and we must proceed to the voting of Resolution Proposals in the order in which they were approved by the Chair.
- Delegations of _____ would you like to suggest a specific number of participants for the debate?
- Thank you Delegation of _____.
- Any other Delegation seconds the motion to limit the debate to "X" number of Delegations?
  - ***If not seconded***: Due to the fact that none of the Delegations present seconds the motion it is rejected.
  - ***If seconded***: The Delegation of _____ seconds the motion. We will now listen to one Delegation speak in favor and one against the motion to limit the debate to "X" number of speakers.
- Delegations that wish to speak in favor of the motion to limit the debate to "X" number of speakers?

o *Thank you Delegation of_____.*

- Delegations that wish to speak against the motion to limit the debate to "X" number of speakers?
  - o *Thank you Delegation of_____.*
- Delegation of_____ you have 30 seconds to speak in favor of the motion to limit the debate.
  - o *Thank you Delegation of_____.*
- Delegation of _____ you have 30 seconds to speak against the motion to limit the debate.
  - o *Thank you Delegation of_____.*

After having spoken:

Now we will vote the motion to limit the debate. We remind you that the motion will pass if the simple majority (50% + 1) approves it.

> ***Delegations in favor.**
> *** Delegations against.**
> *** Abstentions**
> ***Thank you**
> *** With _____ Delegations in favor, _____ Delegations against and _____- abstentions, the motion to limit the number of speakers to "X" number passes/does not pass.**

Delegations we remind you that the debate has been limited to "X" speakers, when the time of the Delegations of _____ has expired the debate will automatically close. We will proceed with the voting process of the Resolution Proposals in the order in which they were approved by the Chair.

Note: The debate cannot be limited if a Resolution Proposal does not exist. The decision is unquestionable.

MOTION TO CLOSE THE DEBATE

- **We remind the Delegations that immediately after this motion is introduced we will proceed to vote the Resolution Proposals in the order in which they were approved by the Chair.**
  - o *If not seconded: Due to the fact that none of the Delegations present seconds the motion, it is automatically rejected.*
  - o *If seconded: The Delegation of _____ seconds the motion. We will now listen to one Delegation speak in favor and one against the motion to close the debate.*
- Delegations that wish to speak in favor of the motion to close the debate?
  - o *Thank you Delegation of_____.*
- Delegations that wish to speak against the motion to limit close the debate?
  - o *Thank you Delegation of_____.*
- Delegation of_____ you have 30 seconds to speak in favor of the motion to close the debate.
  - o *Thank you Delegation of_____.*
- Delegation of _____ you have 30 seconds to speak against the motion to close the debate.
  - o *Thank you Delegation of_____.*

After having spoken:

- Now we will vote the motion to close the debate. We remind you that the motion will only pass if 2/3 of the Delegations approve it. We remind you that the Motion to Close the Debate means you are voting to proceed immediately to the Voting of the Resolution Proposals approved by the Chair.
- ***Delegations in favor.**
- *** Delegations against.**
- *** Abstentions**
- ***Thank you**
- *** With _____ Delegations in favor, _____ Delegations against and _____ abstentions, the Motion to Close the Debate is approved/ not approved.**
- *Note: The debate cannot be closed if there is no Resolution Proposal. The final decision to Close the Debate is unquestionable.*

VOTING PROCESS FOR RESOLUTION PROPOSAL

It is in order after having closed the debate or after the limit of the debate has been reached.

- We will proceed to vote the Resolution Proposals according to Roll Call order, and only if 2/3 of the Delegations have approved it, I will now hand over the Chair to the Secretary.
- Mrs./Mr. Secretary is you please……..

MOTION TO RECONSIDER THE TOTAL VOTES

Only when a Resolution Proposal or Amendment is approved.

- Any Delegation seconds this Motion to Reconsider the Total Votes?
    - *If it is not seconded: Due to the fact that none of the Delegations present seconds the motion, it is automatically rejected.*
    - *If it is seconded: The Delegation of _____ seconds the motion. We will now listen to one Delegation speak in favor and one against the motion to close the debate.*
- Does any Delegation wish to speak in favor of the motion?
    - *Thank you Delegation of_____.*
- Does any Delegation wish to speak against the motion?
    - *Thank you Delegation of_____.*
- Delegation of_____ you have 30 seconds to speak in favor of the motion to Reconsider the Total Votes.
    - *Thank you Delegation of_____.*
- Delegation of _____ you have 30 seconds to speak against the motion to Reconsider the Total Votes.
    - *Thank you Delegation of_____.*

Once they have spoken:

- Now we will vote the motion to Reconsider the Total Votes. We remind you that for the motion to be approved it is necessary to have 2/3 of the Delegations in favor.
  *Delegations in favor.
  * Delegations against.
  * Abstentions
  *Thank you
  * With _____ Delegations in favor, _____ Delegations against and _____ abstentions, the Motion to Reconsider the Total Votes is approved/ not approved.

Note: The final decision is unquestionable.

INTRODUCTION OF THE AMENDMENTS TO THE RESOLUTION PROPOSAL

They must be signed by the Advisor, the President, and at least five Delegations. It must be distributed. They will be introduced when the floor is open.

Note: The introduction of an amendment Proposal will be in order only when the Final Resolution has been accepted.

- Delegations we remind you that the amendments of the Final Resolution must be established to modify the style and the argument or theme. It will not be allowed any alterations to the paper's substance.
- Delegation of _____ you have 30 seconds to introduce your amendment.

Note: There is no official format for an amendment.

- Delegations we inform you that because an Amendment Proposal has been introduced the Speaker's List will be temporarily suspended and a new Speaker's List will be opened to discuss the mentioned proposal.

The first five Delegations to raise their placards will be recognized to speak.

- Delegations that wish to be included in the Speakers' List concerning the Amendment Proposal.
- Delegation of _____, Delegation of _____, Delegation of _____, Delegation of _____, Delegation of _____.

Delegations we remind you that you have one minute to establish your speech and that thirty seconds before your time expires the Chair will inform you by means of a non-verbal sign such as "……………….". We also remind you that you will not be able to yield your time.

- Delegation of _____ you are now recognized to establish your speech.
- Delegations a Motion to Close the Debate over the Amendment Proposal would be in order at this moment.
- Any Delegation wishes to introduce a motion to Close the Debate over the Amendment Proposal?
- Thank you Delegation of _____-.
- Any Delegation seconds this motion?

    - *If it is not seconded: Due to the fact that none of the Delegations present seconds the motion, it is automatically rejected.*

- - If it is seconded: *The Delegation of _____ seconds the motion. We will now listen to one Delegation speak in favor and one against the motion to close the debate.*
- Does any Delegation wish to speak in favor?
  - *Thank you Delegation of_____.*

- Does any Delegation wish to speak against?
  - *Thank you Delegation of_____.*
- Delegation of_____ you have 30 seconds to speak in favor of the motion.
  - *Thank you Delegation of_____.*
- Delegation of _____ you have 30 seconds to speak against the motion.
  - *Thank you Delegation of_____.*

Once they have spoken:

- We will continue to vote the motion to Close the Debate concerning the Amendment Proposal. We inform you that 2/3 of the Delegations present must approve the motion in order to be accepted?

  *Delegations in favor.
  * Delegations against.
  * Abstentions
  *Thank you
  * With _____ Delegations in favor, _____ Delegations against and _____ abstentions, the Motion to Close the Debate concerning the Amendments Proposals is approved/ not approved.

LAST SESSION CLOSURE

Delegations we remind you that your presence is absolutely necessary in the closing ceremony in which the best Delegate of each committee will be recognized.

Before formally closing the last session of this committee/council, the Chair wishes to congratulate you on your excellent work and effort that is visible in the quality of your final Resolution.

We are very grateful of your participation and we invite you to next year's event.

Delegates please all rise,

Being the _____ of the _____ of November of 20__, the last session of the _____ is formally closed.

Thank you Delegates.