MUNIO

15th

PROTOCOL
ENGLISH

INDEX

ENGLISH

WELCOME (At the start of each session)

President: Delegates please all rise. On behalf of the Instituto Oriente, the Academy of English and the Secretariat, we welcome you to the _____ session of the _____ **(Full name of the committee)** of the fifteenth edition of the Model United Nations Instituto Oriente MUNIO 2024. Delegates you may be seated. I will now introduce the members of the Chair. To my left stands Mr./Mrs. Moderator, _____ **(Full name)** and to my right stands Mr./Mrs. Secretary, _____ **(Full name)**. My name is. _____ **(Full name)** and I will be your President.

Only in the first session: Being the ____ hours with _____ minutes of _____, I declare our period of sessions officially open.

VOTING PROCESS FOR 2 TOPIC COMMITTEES

President: Now I yield the word to the Mr./Mrs. Moderator.

Moderator: We are going to start the voting process for deciding which topic the _____ **(name of the committee)** of MUNIO 2024 is discussing.

President: Delegates, the options are:

- (Name of the topic A)
- (Name of the topic B)

President: Now I yield the word to the Mr./Mrs. Secretary to explain and hold the voting process.

Secretary: I will now proceed to hold the voting process, please raise your placard and say how would you like to establish your vote.

The options are:

- Topic A
- Topic B
- Topic A with right of explanation
- Topic B with right of explanation

Secretary: Delegation of _____ **(full name of the delegation).**

Delegate: *(Votes).*

For the delegates who voted with right of explanation:

President: Delegation of _____, please stand up and give your explanation. Please be brief, you count with 1 minute.

Delegate: (*Gives the explanation).*

President: Thank you, delegate. *(And so on until all the delegates who voted with right of explanation have passed).*

Secretary: Having listened to the explanations of the delegates, I will now hold the second round of the voting process deciding the topic. Please raise your placard and say how would you like to establish your vote. Only "Topic A" or "Topic B". Delegation of _____ (full name of the delegation).

President: Delegates with _____ votes in favor, the _____ (full name of the committee) will discuss the Topic A/B (Whole topic) for MUNIO 2024.

ROLL CALL

President: Now I yield the word to Mr./Mrs Secretary.
Secretary: Thank you Mr./Mrs. President. I will now proceed to take the roll call. Whenever you listen to your delegation's name please raise your placard and say "present" or "present and voting" according to the case. Delegation of _____ *(full name of the delegation). (And so on until all the delegations have passed).*

In case the delegation is absent:

Secretary: Delegation of _____ *(full name of the delegation). (Secretary repeats the full delegation's name 3 times).* The delegation of _____ *(full name of the delegation)* is absent.

In case the delegation is present:

Secretary: The delegation of _____ *(full name of the delegation)* is present and voting.

Once the roll call has finished:

Secretary: Thank you, delegates, now I yield the word to Mr./Mrs. Moderator.

Moderator: Thank you, Mr./Mrs. Secretary.

OPENING/REOPENING THE SESSION

Moderator: Delegates, the Chair recommends a motion in order to open/reopen the session. Delegates the floor is now open, are there any points or motions on the floor?

Delegates raise their placards.

Moderator: Yes, delegation of _____?

Delegate: This delegation would like to make a motion in order to open/reopen the session.

Moderator: Thank you, delegate, you are in order. Delegates there has been a motion in order to open/reopen the session. Delegates who seconds the motion?

(Delegates raise their placards).

Moderator: Thank you, delegation of _____. Votes in favor? Against? Abstentions? *(Votes are counted).*

- It is required that **ONLY ONE** delegation seconds the motion. The same happens with motions to open a moderated caucus, speaker's list or to open an ordinary and extraordinary session of questions; in this case that delegation is the second to have the word.

If the motion does not pass:

Moderator: Sorry, delegates, the motion must pass. Delegates, the Chair recommends a motion in order to open/reopen the session. Delegates the floor is now open, are there any points or motions on the floor?

This process is repeated until the session is opened.

If the motion passes:

Moderator: Thank you, delegates, the motion clearly passes, we are now in session.

SPEAKER'S LIST

Moderator: Delegates, the Chair recommends a motion in order to open the speaker's list for the time of 1 minute and 30 seconds per speaker. Delegates the floor is now open. Are there any points or motions on the floor? *(Delegates raise their placards)* Yes delegation of _____?

Delegate: The delegation of _____ would like to make a motion in order to open the speaker's list for the time of 1 minute and 30 seconds per speaker.

If the delegate does not specify:

Moderator: For how long, delegate? Please reestablish. the Chair recommends 1 minute and 30 seconds per speaker.

- Every time the delegate reestablishes, the delegate has to repeat the whole structure of the motion.

If it is in order:

Moderator: Thank you, delegate, you are in order. Delegates there has been a motion in order to open the speaker's list for the time of 1 minute and 30 seconds per speaker. Delegates who seconds the motion? *(Delegates raise their placards).* Thank you delegation of _____. Votes in favor? Against? Abstentions? *(Votes are counted).*

If the motion does not pass:

Moderator: Sorry, delegate, the motion did not pass. *(Repeat the motion).*

If the motion passes:

Moderator: The motion clearly passes. We are now in the speaker's list.

President: Delegates that want to be added to the speaker's list please raise your placard. *(The first 5 placards will be added to the list).* Thank you delegate from _____, *(repeat with 5 delegates).* Anyone else who wants to be added to the speaker's list please send a diplomatic note to the Chair through a member of the staff.

- Once the president says "thank you delegate from _____ delegates

must lower their placards.
- The first delegation to speak will be the one who made the motion, and the second will be the one who seconds the motion. After them, the 5 delegations mentioned before will participate. Delegates who sent a diplomatic note will participate afterwards.

Moderator: Delegates the floor is now open, are there any points or motions on the floor?
- At this point, there can only be points of personal privilege, order and parliamentary inquiry. For any other, the moderator must say: "delegate you are out of order."

If there are no motions:

Moderator: Since not. The delegation of _____ is recognized to come to the front and read their position paper for the time of 1 minute and 30 seconds. Delegate, you have the word.

If the delegate starts talking and the moderator has not given the word they must say:

Moderator: Delegate I have not given you the word, you are out of order. Delegate, you have the word.

Once the delegate has finished, if there is still time:

Moderator: Delegate you have ___ seconds left, what would you like to do with your time?

The delegate has 2 options:

- Give it to the Chair.
  - The protocol proceeds normally.
- Give it to questions:
  - The alternative of not accepting the question is not available, the delegate has to answer all of them. The Moderator does not have to ask the delegation if he/she accepts the questions. The Moderator only says: **"Delegate, you have the word"**. And if the delegate does not answer, the Moderator says: **"Delegate, since you gave the time to the questions you must answer all of them".**
    - In this case the maximum number of questions would be 4 questions with 2 follow-ups.

If the delegate ran out of time:

Moderator: Sorry, delegate. Your time has expired. Delegates, the Chair recommends a motion in order to let the delegation of _____ finish reading their position paper. Delegates the floor is now open, are there any points or motions on the floor? *(Delegates raise their placards)* Yes, delegation of _____?

Delegate: The delegation of _____ would like to make a motion in order to let the delegation of _____ finish reading their position paper.

Moderator: Thank you, delegate. Delegates there has been a motion in order to let the delegation of _____ finish reading their position paper. Votes in favor? Against? Abstentions? *(Votes are counted).*

If the motion does not pass:

Moderator: Sorry, delegate, the motion did not pass.

If the motion passes:

Moderator: Delegates, the motion clearly passes. Delegation of _____ please continue.

ORDINARY SESSION OF QUESTIONS

Moderator: Thank you, delegate. Delegates, the Chair recommends a motion in order to open an ordinary session of questions. Delegates, the floor is now open, are there any points or motions on the floor?

Delegate: *(Raise placard)*

Moderator: Yes delegation of _____?

Delegate: This delegation would like to make a motion in order to open an ordinary session of questions with _____ questions and _____ follow-ups.

- The delegate must specify the number of questions.
- The maximum number of questions is 5 and the minimum is 3, with 2 follow-ups.
    - The follow-ups are optional and are per delegate.
    - They are established after a question and must be related to it. If the question was accepted, the follow-up must be answered as well.

Moderator: Delegates, there has been a motion in order to open an ordinary session of questions with _____ questions and _____ follow-ups. Delegates who seconds the motion?

Delegate: *(Raise placard).*

Moderator: Thank you, delegate. Votes in favor? Against? Abstention? *(Votes are counted).*

If the majority votes against:

Moderator: Sorry, delegate, the motion did not pass.

If the majority votes in favor:

Moderator: The motion clearly passes . Delegation of _____ since you made the motion, you can start with the questions.

- The first delegation to ask is the one who made the motion, the next will be the one who seconded it. The next delegations will be the ones who raised their placard.

- In order to make a question, the delegates must establish a point of information.

If the delegate does not establish a point of Information:

Moderator: Sorry, delegate you are out of order, you have to establish a point of information in order to ask a question. Please reestablish.

Delegate: Point of information.

Moderator: Establish.

Delegate: *(Makes its question).*

Brief preamble:

- If the delegation wants to give previous information, context, or an argument, the delegate has to ask to open a brief preamble first. In this case, this is the procedure:

If the delegate gives their explanation without opening brief preamble:

Moderator: *(Interrupts).* Sorry, delegate you are out of order. If you want to give an argument you must ask: "Permission to open a brief preamble" first. Please reestablish.

Delegate: Permission to open a brief preamble.

Moderator: Establish

Delegate: *(Gives their explanation. At the end the delegate must establish a point of information to ask the continuous question).*

Moderator: Delegation of _____ (referring to the delegation who read the position paper), do you accept the question?

If the delegate does not accept the question:

Moderator: (referring to the delegation who asked the question) Sorry delegate, it is not in order.

If the delegate accepts the question:

Moderator: (referring to the delegation who read the position paper)

Thank you delegate, you have the word.

Once the number of questions has expired:

Moderator: Sorry, delegates, the number of questions has expired.

Moderator: Delegates the floor is now open. Are there any points or motions on the floor?

EXTRAORDINARY SESSION OF QUESTIONS

- Delegates can make (or not) a motion to open an extraordinary session of questions.
    - The President can decide whether to accept the motion or not, depending on the time.
    - There cannot be 2 consecutive extraordinary sessions.
    - The maximum and minimum number of questions is the same as the ordinary session. (Maximum 5 and minimum 3), the same with the follow-ups (optional and maximum 2).

Delegate: This delegation would like to make a motion in order to open an extraordinary session of questions.

Moderator: With how many questions and how many follow-ups, delegate? Please reestablish.

Delegate: With _____ questions and _____ follow-ups.

Moderator: Delegates, there has been a motion in order to open an extraordinary session of questions with _____ questions and _____ follow-ups. Delegates who seconds the motion?

Delegate: *(Raise placard).*

Moderator: Thank you, delegation of _____. Votes in favor? Against? Abstention? *(Votes are counted).*

If the majority votes against:

Moderator: Sorry, delegate, the motion did not pass.

If the majority votes in favor:

Moderator: The motion clearly passes. Delegation of _____ you have the word, since you open the motion.

(From this point on, the procedure is similar to the ordinary session of questions)

After the extraordinary session of questions:
Moderator: Delegates, the floor is now open, are there any points or motions on it?

(Delegates can only make a point of personal privilege and parliamentary inquiry).

Moderator: Since not, the chair recognizes the delegation of _____ (Next delegation in the speaker's list) to come to the front and read their position paper.

Once all the delegations have passed/there is no time left for the speaker's list

Moderator: Delegates, the Chair recommends a motion in order to close the speaker's list. Delegates, the floor is now open, are there any points or motions on the floor? Yes delegation of _____?

Delegate: This delegation would like to make a motion in order to close the speaker's list.

Moderator: Thank you, delegate, you are in order. Delegates there has been a motion in order to close the speaker's list. Votes in favor? Against? Abstentions?

The motion must pass regardless of the votes:

Moderator: The motion clearly passes.

CLOSING OR POSTPONING THE SESSION

- The session must be **POSTPONED** if the time of the Speaker's list/ Moderated/Unmoderated Caucus has not expired. The next session moderator will **REOPEN** it.
  - Since the time did not expire, it will be continued when the session is reopened.
- The session must be **CLOSED** whenever the time of the session expires. The next session, the moderator will **OPEN** the session.

Moderator: Delegates, the Chair recommends a motion in order to postpone/close the session. Delegates, the floor is now open, are there any points or motions on the floor?

Delegate: The delegation of _____ would like to make a motion in order to postpone/close the session.

Moderator: Thank you delegate, you are in order. Delegates, there has been a motion in order to postpone/close the session. Who seconds the motion? Thank you, delegation, of _____ / Thank you multiple seconds. Votes in favor? Against? Abstentions? *(Votes are counted).* The motion clearly passes. Delegates, we are now out of session.

MODERATED CAUCUS

- The maximum time for a moderated caucus is 45 minutes, and the minimum is 5 minutes.

Moderator: Delegates, the Chair recommends a motion in order to open a moderated caucus for the time of _____ minutes, with the purpose of discussing _____. Delegates the floor is now open. Are there any points or motions on the floor?

Delegate: *(Delegates raise placards).*

Moderator: Yes delegation of _____?

Delegate: This delegation would like to make a motion in order to open a moderated caucus for the time of _____ minutes, with the purpose of discussing _____.

If the delegate does not specify:

Moderator: For what purpose and for how long? Delegate, please re-establish.

Delegate: This delegation would like to make a motion in order to open a moderated caucus for the time of _____ minutes, with the purpose of discussing _____.

If it is in order:

Moderator: Delegates there has been a motion in order to open a moderated caucus for the time of _____ minutes with the purpose of _____. Who seconds the motion?

Delegates: *(Raise their placards).*

Moderator: Thank you delegation of _____. Votes in favor? Against? Abstentions?

If the motion does not passes:

Moderator: Sorry, delegates, the motion does not pass.

If the motion passes:

Moderator: The motion clearly passes.

- The first delegation to speak is the one that opens the motion, the next one is the one that seconds it.
- The next delegations to speak must raise placards and the moderator, who needs to be impartial, shall give them the word.

When time is up:

Moderator: Sorry, delegates, the time for the moderated caucus has expired. Delegates the floor is now open, are there any points or motions on the floor?

To make an extension:

- Extensions of time may be requested by motions, suggested by the Chair or asked by delegates, and always have to be shorter than the last period. The maximum number is two.

Moderator: The Chair recommends a motion in order to extend the moderated caucus for the time of _____ minutes, with the purpose of continuing discussing the topic _____.

Delegate: This delegation would like to make a motion in order to extend the time of the moderated caucus for the time of _____ minutes with the purpose of continuing discussing the topic.

- The Chair decides if it is ordered or not according to the time and schedule.

UNMODERATED CAUCUS

- The maximum/minimum time of an unmoderated caucus is the same as in the moderated caucus. The rules for the extensions are the same as well, except that there can be as many extensions as the chair considers appropriate.

Moderator: Delegates, the Chair recommends a motion in order to open an unmoderated caucus for the time of _____ minutes with the purpose of redacting the <u>Working Papers/Resolution Paper</u>. Delegates, the floor is now open. Are there any points or motions on the floor?

Delegate: *(Raise placards).*

Moderator: Yes, delegation of _____.

Delegate: This delegation would like to make a motion in order to open an unmoderated caucus for the time of ____ minutes, with the purpose of redacting the <u>Working Papers/ Resolution Paper</u>.

If the delegate does not specify:

Moderator: For what purpose and for how long? Please re-establish.

Delegate: This delegation would like to make a motion in order to open an unmoderated caucus for the time of ____ minutes, with the purpose of redacting the <u>Working Papers/ Resolution Paper</u>.

If everything is correct:

Moderator: Thank you, delegate, you are in order. Delegates there has been a motion in order to open an unmoderated caucus for the time of _____ minutes, with the purpose of redacting the <u>Working Papers/ Resolution Paper</u>. Votes in favor? Against? Abstentions? *(Votes are counted).*

If the motion does not pass:

Moderator: Sorry, delegates, the motion did not pass. *(Repeat the motion).*

If the motion passes:

Moderator: The motion clearly passes. We are now in an unmoderated caucus. Delegates remember that you can just speak in English, in third person, use eye contact and move according to your blocks. Use your time wisely.

- While delegates are in an unmoderated caucus, the Chair has to make sure the delegates are respecting the protocol which means the Chair needs to be constantly checking what the delegates might be doing. And that they are respecting the alliances within the members of each block. The Secretary has to grade the participation of the delegates at all times during the unmoderated caucus.
- While redacting the Working Papers, the Chair has to name one block "Block A1" and the other "Block A2", with the purpose of distinguishing the Working Papers.
  - For committees with two topics the blocks will be named A1 and A2 or B1 and B2, according to the topic chosen.

When the time is over:

Moderator: Sorry, delegates, the time for the unmoderated caucus has expired. Please return to your seats.

If delegates still do not finish:

Moderator: Delegates, the Chair recommends a motion in order to extend the time of the unmoderated caucus for the time of _____ minutes with the purpose of continuing redacting the <u>Working Paper/ Resolution Paper</u>. Delegates, the floor is now open, are there any points or motions on the floor?

Delegate: *(Raise placards).*

Moderator: Yes, delegation of _____?

Delegate: This delegation would like to make a motion in order to extend the time of the unmoderated caucus for the time of _____ minutes with the purpose of continuing redacting the <u>Working Paper/ Resolution Paper.</u>

- The Chair decides if it is in order or not. For example:

Moderator: Sorry, delegate, you are out of order since there is no time left/ the Chair suggests a time of _____ minutes, please re-establish.

- The Unmoderated Caucus does not have to be closed. When the time expires, the Chair immediately proceeds with the next part.

READING THE WORKING AND RESOLUTION PAPERS

Moderator: Delegates, the Chair recommends a motion in order to read the <u>Working paper/ Resolution paper</u>. Delegates, the floor is now open, are there any points or motions on the floor? Yes, delegation of <u>_____</u>?

Delegate: This delegation would like to make a motion in order to read the <u>Working paper/ Resolution paper.</u>

Moderator: Thank you, delegate, you are in order. Delegates, there has been a motion in order to read the <u>Working paper/ Resolution paper</u> of block <u>A1/A2 / B1/B2</u>. Who seconds the motion? Thank you, delegation of <u>_____</u>. Votes in favor? Against? Abstentions?

If the motion does not pass:

Moderator: Sorry, delegate, the motion did not pass.
If the motion passes:

Moderator: Thank you, delegate. The motion clearly passes.

- The delegations who make this motion are not necessarily the ones who will read the document.

WORKING PAPER

Example: Working Paper A1:

Moderator: Delegates, the Chair requests two supporter delegates by each block to read their Possible Resolution Paper. Delegates who want to read the Working Paper A1 please raise your placard. Thank you, delegation of _____, thank you, delegation of _____. (If only two delegates raise their placards).

If more than two delegates want to read the Possible Resolution Paper:

- The Chair must hold a voting process as follows:

Moderator: Delegates please put your placards down. The Chair requests 2 delegates to be chosen and read the Working Paper A1. Delegates who want to read the Possible Resolution Paper, please raise your placards. Thank you, delegation of _____, (moderator repeats for every delegation that raises placards).

President: Delegates who vote for the delegation of _____, to read the Working Paper A1, please raise your placards *(votes are counted).* Thank you.

This process is repeated with every delegation.

President: Delegation of _____ and delegation of _____ (names of the delegates who were selected to read), you are recognized to come to the front and read the Working Paper A1.

- Delegates must wait until the moderator gives them the word.

Moderator: Delegates, you have the word.

(Delegates read the working paper).

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

- It is necessary to establish a point of information to ask questions.
- At this moment questions are unlimited, until the Chair considers there is no time left.

If the delegates continue asking questions but the Chair believes it is enough:

President: Delegates, the Chair recommends not to ask more questions since there is no time left.

Moderator: Delegates the floor is now open. Are there any points or motions on the floor? Since not, we will proceed with the Working Paper A2.

The same process is made for working paper A2.

VOTING PROCESS WORKING PAPER

Moderator: We are now going to start the voting process for the Working Papers. I now yield the word to the Mr./Mrs. Secretary to explain and hold the voting process.

Secretary: Thank you, Mr./Mrs. Moderator, I will now proceed to hold the voting process. Voting process for Working Paper A1. Please raise your placard and say how would you like to establish your vote:

- In favor
- Against
- Abstention

Delegation of _____?

Delegate: *(Votes).*

All the delegations are named, the same process is repeated for working paper A2

After the voting processes:

President: Thank you, delegates, please wait while the Chair holds the counting process.

Votes are carefully counted.

President: Delegates with ___ votes in favor and ___ votes against, the Working Paper ___ has passed. Congratulations.

If there is a tie.

- The Chair has to make sure that the alliances with other countries are respected and congruent.
- The secretary must hold the voting process again and suggest the delegates reconsider.

It is recommended to open a Moderated Caucus after a Working Paper is chosen, in order to discuss modifications and that both Paper's proposals are considered for the Resolution Paper, but it depends on the time.

RESOLUTION PAPER

Moderator: Delegates, the Chair requests two supporter delegates to read the Resolution Paper. Delegates who want to read the Resolution Paper please raise your placard. Thank you delegation of _____, thank you delegation of _____.

(Only if two delegations raise their placards).

If more than two delegates want to read the Resolution Paper:

- The Chair must hold a voting process as follows:

Moderator: Delegates, please put your placards down. The Chair requests two supporter delegates to be chosen and read the Resolution Paper. Delegates who want to read the Resolution Paper, please raise your placards. Thank you delegate of _____. *(the moderator repeats for every delegation that raises placards).*

President: Delegates who vote for the delegation of _____, please raise your placards *(votes are counted).*

President: The delegation of _____ and the delegation of _____ *(names of the delegations who were selected to read),* are recognized to come to the front and read the Resolution Paper.

- Delegates must wait until the moderator gives them the word.

Moderator: Delegates, you have the word.

(Delegates read resolution paper).

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

- It is necessary to establish a point of information to ask questions.
- At this moment questions are unlimited, until the Chair considers there is no time left.

If the delegates continue asking questions but the Chair considers it is enough:

President: Delegates, the Chair recommends not to ask more questions

since there is no time left.

Moderator: Delegates the floor is now open. Are there any points or motions on the floor? Since not, we will proceed with the voting process.

RESOLUTION PAPER VOTING PROCESS

During the voting process, it is very important for the Chair to keep a careful record of each round of voting. It is vital for the flow of the committee that this procedure is done properly.

Moderator: Now I yield the word to the Mr./Mrs. Secretary to explain and hold the voting process.

Secretary: Thank you, Mr./Mrs. Moderator, I will now proceed to hold the voting process for the Resolution Paper. Voting Process for the Resolution Paper A1/A2 / B1/B2. Please raise your placard and say how would you like to establish your vote:

- In favor
- Against
- In favor with right of explanation
- Against with right of explanation
- Abstention
- Pass

If the delegate chooses "pass" he/she must be called again at the end and decide to vote "in favor", "against" or "abstention" or with right of explanation accordingly.

Secretary: Delegation of _____.

Delegate: *(Vote).*

For the delegates who voted with right of explanation:

President: Delegate of _____, please raise your placard and give your explanation. Please be brief, you count with 30 seconds.

Delegate: *(Gives their explanation).*

President: Thank you, delegate. *(And so on until all the delegates who voted with right of explanation have passed).*

Secretary: Having listened to the explanations of the delegates, I will now hold the second round of the voting process for the Resolution Paper. Please raise your placard and say how would you like to establish your vote. Only "In favor" or "Against". Delegation of _____.

Delegate: *(Vote).*

The final votes are registered.

President: Thank you, delegates, please wait while the Chair holds the counting process.

President: Delegates, with ___ votes in favor and ___ votes against, Resolution Paper ___ passes. Congratulations, delegates, the _____ (full name of the committee) has reached a Resolution.

Moderator: Delegates please remain in silence while the chosen Resolution Paper is sent to the High Command for its approval.

- At this point, the resolution paper chosen by the committee is immediately sent to High Command to be approved and signed. Once the Resolution Paper is approved by HC, the Chair must ask for the two delegates who read the resolution paper to go (along with the president) to the corresponding committee. (GA/SC/ECOSOC), and read it.

EXCLUSIVE CASES OF SPECIFIC COMMITTEES

When the Resolution Paper is approved by the High Command:

- *For the General Assembly, the Security Council, the Economic and Social Council, and the International Court of Justice.*
- For this part, the three members of the High Command will be called to the Session Room and will be the corresponding entity to approve (or not) the Resolution Paper.

Moderator: Delegation of _____ and _____, you are recognized to come to the front and read the Resolution Paper.

President: Delegates, please all rise, the High Command _____ (Names of the three members with positions) are about to enter the room.

High Command: Thank you, delegates, thank you, Chair, you <u>may be seated/may continue</u>.

- From this moment the process is carried out exactly the same as it was in the previous reading of the Resolution Paper. After the High Command has asked the questions, the Secretary must carry out the voting process:

President: Now I give the word to Mr./Mrs.. Secretary to hold the voting process.

Secretary: I will now proceed to hold the voting process, please raise your placard and say how would you like to establish your vote.

The options are:

-In favor
-Against

Secretary: Secretary General?

Secretary General: *(Vote).*

Secretary: Secretary for Committees?

Secretary for Committees: *(Vote).*

Secretary: Secretary for Logistics?

Secretary for Logistics: *(Vote).*

At the end of the voting process:

President: Thank you, High Command and Delegates, please wait while the Chair counts the votes.

The Chair counts the votes carefully

President: Delegates, with ___ votes in favor and ___ votes against, Resolution Paper ___ passes. Congratulations, delegates, the _____ (full name of the committee) has reached a Resolution.

If the language of the committee has to be changed in order to approve the Resolution Paper:

- *For ECOSOC when UNESCO arrives.*

Before the foreign committee enters the room:

President: Delegates, the Chair recommends a motion in order to change the official language of the committee to _____. Delegates, the floor is now open, are there any points or motions on the floor? Yes, delegation of _____?

Delegate: The delegation of ___ would like to make a motion in order to change the official language of the committee to _____. President: Thank you delegate, you are in order. Delegates there has been a motion in order to change the official language of the committee to _____. Votes in favor? Against? Abstentions? The motion clearly passes. Now, the official language of the committee is _____.

- When the language of the committee has been changed, the other committee is recognized to enter the room. From that point on, every process has to be done in the other language. Therefore, the Chair must learn the protocol in both languages (The part is in "Protocolo: Español" document.
- Once the other committee has left, a motion has to be made to return to the original committee´s language.

When another committee arrives for their Resolution Paper

approval:

- *For the General Assembly, Security Council, ECOSOC and the Presidents and the two delegates chosen to read from HRC, WHO, UNEP, UNWOMEN, ESC and UNESCO.*

President: Delegates, please welcome the _____ (full name of the committee).

President of the Foreign Committee: Thank you, delegates, thank you Chair, you may be seated.

- The process is done as if they were reading the Resolution Paper in their committee. After the questions has been made, the Secretary must hold the voting process the same way as it was done during their own Resolution Paper.

Moderator: Now I yield the word to Mr./Mrs. Secretary to explain and hold the voting process for the Resolution Paper of the _____ (full name committee).

Secretary: I will now proceed to hold the voting process for the Resolution paper of the _____ (full name of the committee). Voting Process for the Resolution Paper A1/A2. Please raise your placard and say how would you like to establish your vote:

(AND SO ON).

If the resolution Paper does not pass:

President: Thank you delegates. With ___ votes in favor and ___ votes against, Resolution Paper does not pass. Sorry delegates, the _____ (full name of the committee) does not have a resolution paper.

If the resolution Paper passes:

President: Thank you delegates. With ___ votes in favor and ___ votes against, the Resolution Paper of the _____ (full name of the committee) passes. Congratulations, delegates, the _____ (full name of the committee) has reached a Resolution.

WELCOMING A MEMBER OF THE HIGH OR SUB-HIGH COMMAND.

President: Delegates please all rise. A member of HC/SHC, _____ is about to enter/exit the session.

Secretary General: Diego Cobos Tanús
Secretary for Committees: Susana Lobato Izcoa
Secretary for Logistics: Andrea Pantoja Rubí

Member of HC/SHC: Thank you, delegates, thank you, Chair. You <u>may be seated/may continue</u>.