



COLEGIO REAL
ROYAL SCHOOL

HEADQUARTERS
XVII FORO PENSANDO EN COLOMBIA

UNITED NATIONS



DISEC

HANDBOOK



"UN PENSAMIENTO HECHO POR JÓVENES PARA COLOMBIA"



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1. WELCOMING

1.1 Letter From the Presidents



Felix David Parales Figuera

Fellow delegates, sponsors, and other participants, my name is Felix David Parales Figuera, a current senior at Royal School and your president of the UN Headquarters Committee for the 17th edition of the Foro PEC.

Ever since I took the step from Primary to Middle School and learned through our retired sponsor, Maria Valeria Guerra, of a small something called Model United Nations I could've never imagined how far it would've taken me and it is with great honor that myself and my co-president, Valerie Manzur will be taking the torch of leading the new United Nations Headquarters commission in FOROPEC XVII. This commission, which was merely more than something regarded as a ludicrous idea 2 years ago finally came into fruition last year. It sincerely left many new challenges to overcome in the following years. Yet the objective is clear, to finally take this, a dream of many of the people who guided me through learning about one of my greatest passions, to its fullest potential.

In this committee, we hope to expand your view of the world with topics that are more often than not ignored. Topics that, as members of the future generations that will tackle these issues, we have to be informed about and capable of dealing with through the appropriate measures, to not repeat the mistakes of the past. As your president, I trust that you will reach the peak of what a delegate embodies through diplomacy and an organism as important as the United Nations.

Felix David Parales Figuera

President | fparales4@royalschool.edu.co



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Valerie Manzur Martinez

Distinguished delegates, My name is Valerie Manzur Martinez, I'm an 11th-grade student at Colegio Real Royal School, I extend a warm and heartfelt welcome to each of you on behalf of the UN Headquarters Committee. It is with great enthusiasm that we anticipate your active participation and valuable contributions to our upcoming initiatives.

As we gather to address pressing global issues and foster cooperation, your presence truly enriches the diversity of perspectives within our committee. Your unique insights and experiences are invaluable assets that will play a crucial role in shaping our discussions and decisions. We believe in the power of collaboration and open dialogue, and it is our collective dedication that propels us toward meaningful solutions.

Together, we have the opportunity to make a lasting impact on the world's challenges, and I am excited to embark on this journey with each of you. Please feel free to reach out with any questions or ideas you may have. Let us seize this moment to work hand in hand for a better future.

Valerie Manzur Martinez

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1.2 Code of Conduct

The heart of a MUN conference is the education and mutual respect of its participants, that's why in the UN Headquarters Committee in FOROPEC XVII good manners and seriousness primes are a must for all delegates. Manners, punctuality, table etiquette, properly disposing of trash, dress code, and language are taken into account for any type of recognition. The dress code must be enforced at all times with no exceptions.

FOROPEC XVII expects all of its participants to embody the core principles of the United Nations debates that are being depicted, as it is imperative for fostering a serious and respectful atmosphere. Upholding these standards not only enhances the overall professionalism of the conference but also demonstrates a commitment to meaningful and productive deliberations on the agenda.

2. RULES OF THE COMMITTEE

Expulsion from the conference and a letter to the delegate's school may be the consequence of the following:

1. Smoking, through an electronic device or not, ingesting alcohol at any time in any place, or signs of being hungover.
2. Willful property damage or robbery.
3. Leaving the conference site without authorized permission.
4. Highly offensive verbal or physical aggression towards any individual.
5. Possession of any type of weaponry
6. Plagiarism in position papers, opening speeches, or working papers



They will get warnings or even disciplinary sanctions. The rules are the following:

1. No usage of smartphones or smart devices without permission
2. Inappropriate use of the computer or the internet.
3. Do not abuse the messaging system.
4. Don't speak out loud to other delegations during committee sessions.
5. No food or drinks on the committee. Drinking water is permitted.
6. Be respectful to the chair and delegates at all times.
7. Ask for permission from the president if you're going to the bathroom or in other cases.
8. Do not interrupt delegates while they are deliberating.
9. Be punctual.
10. Breaking parliamentary language.
 - Example: "I /My delegation" instead of "The delegation of ..."
11. Properly abide by the dress code. In the case of not abiding by the dress code, the culprit will be sanctioned and won't be allowed to enter the committee until their clothing respects the dress code.



10.1. Dress Code

MEN	WOMEN
A suit with a long-sleeved shirt and a formal tie.	Skirts with no more than 5 cm above the knee are allowed.
Any pins or accessories must be formal, without any inappropriate messages.	It is prohibited to use shirts/blouses that are sleeveless or have a low cleavage.
Ties must be worn at all times	Informal T-shirts aren't allowed, and neither are transparent blouses, pants, or skirts.
Shoes must be closed and professional	Shoes must be closed and professional.
Jeans are not allowed	Jeans are not allowed

*The dress code is taken into account when giving **academic awards**.*

2.1 Modus Operandi -

A) Roll Call

The Chair must call every delegation to be present to determine whether there is a Quorum or not. As the chair calls each delegation, the delegates should raise their placards and answer, “PRESENT” or “PRESENT AND VOTING” (Any delegation that participates as an observer in any committee cannot answer present and voting).

B) Minute of Silence

After the Quorum is established, the President shall invite the delegates to observe one Minute of Silence dedicated to prayer or meditation. The Minute of Silence is devoted to commemorating the creation of the United Nations as a source of peacekeeping and international coalition. All delegates should stand up and keep silent; any delegate who disturbs the minute of silence in any type of way will receive a warning.



C) Agenda

The Agenda should be opened on the first day of committee work with the motion: "Motion to Open the Agenda". At the end of each day the Agenda should be suspended with the motion, "Motion to Suspend the Agenda", and on the last day of the conference the Agenda is finally closed through a "Motion to Close the Agenda".

D) Opening Speeches

A space is opened for delegates to read their respective Opening Speeches in which they should state their country's position on both topics. Delegates will be called in alphabetical order and will be given one minute and a half to read their speech. Opening speeches are mandatory. Note: In the case of the Security Council, two speeches are required, one for each topic. (1 minute 30 seconds per speech).

E) Session

After reading the Opening Speeches, the Chair will entertain a "Motion to Open Session". This motion should be done as follows: "Motion to Open Session with Topic A or B, saying the complete name of the topic". The Session is suspended with a "Motion to Suspend the Session" each time the delegates leave the committee to take a recess. The Session is closed through a "Motion to Close the Session" only when the chosen topic has been debated and the working papers have been voted on. Note: In the case of the Security Council, the Session is opened before reading Opening Speeches since there is one speech per topic.

2.2 TYPES OF DEBATE

A) Formal Debate (Speaker's List)

After starting the Session, protocol indicates a formal debate must be initiated. This allows delegates to expand their position regarding the topic at hand. The Formal Debate or Speakers List is initiated through a "Motion to Open a Speakers' List" (including the time per delegate and the number of points of information that can be made to the delegates). Ex: "Motion



to Open Speakers' List, one minute and a half per speaker and 2 Points of Information". The Chair will entertain this motion and modify the time per speaker and the Points of Information if necessary. The motion will be voted on immediately and requires a simple majority to pass. A delegate will be placed on this list by raising his or her placard while seated, or by sending a note to the Chair. A delegate will be called upon to address the committee when the name of his or her country appears next on the Speakers' List. No delegate may address a session without recognition from the Chair. The Speakers' List is always open and can only be suspended through a "Motion to Suspend the Speakers' List". To renew the Speakers' List, a "Motion to Renew the Speakers' List" must take place. If any delegation did not have the chance to speak because the Speaker's List was suspended, after its renewal, these delegations will be at the beginning of the list, and any other delegation that wishes to speak will go afterward. Note: In the Security Council, the Speakers' List is opened after reading the Opening Speeches.

B) Moderated Caucus (Informal Debate)

The purpose of the Moderated Caucus is to facilitate substantive debate at critical junctures in the discussion. The committee will temporarily depart from the Speakers' List through a "Motion to Suspend the Speakers' List" and start a moderated caucus through a "Motion to Open a Moderated Caucus". From this moment on, the Chair will call on delegates to speak at its discretion. When making the motion, the delegate must state a time limit for the caucus. The motion will be voted on immediately and requires a simple majority to pass. The Chair may consider this motion out of order. Motions to extend debate require a simple majority to pass.

C) Un-Moderated Caucus (Lobby)

An Unmoderated Caucus is used specifically to start writing and discussing working papers. A time limit must be specified. Unless the Chair considers it out of order, this motion shall proceed to an immediate vote, requiring a simple majority to pass. During an Unmoderated Caucus, formal rules are suspended, and members may discuss issues informally in the official language of the committee.

2.3 WORKING PAPERS



A Working Paper is a vehicle for the discussion and formulation of a resolution. A Working Paper is not formally introduced to the committee and is not put to the vote. Working Papers must be approved by the Chair, and must have at least two-thirds of the assembly as signatories. Working Papers are one step below being a resolution, and many are often combined into one. **RESOLUTIONS** The goal of a committee is the drafting and debate of resolutions. A resolution shall not be introduced to a committee until it has been typed, authorized by the Chair, and displayed. To introduce a resolution, a motion must be made. At this time, no substantive comments are in order, but the Chair may allow the delegate to introduce the resolution to correct any typographical errors in the displayed copy of the resolution. Afterward, the delegates introducing the resolution may open themselves to a maximum of three Points of Information concerning substantive matters, and once these have been answered, the resolution might be open for a Formal or Informal Debate depending on the Chair's consideration. In case there is a debate, a new Speakers' List shall be opened through a motion, with delegates in favor and against.

A resolution must have a minimum of seven sponsors. Sponsors are those members who present the resolution to the Chair. A resolution must also have a minimum number of signatories, such as the total of sponsors and signatories together equals or exceeds two-thirds of the members of the committee. Signatories are members who consent to the introduction of the resolution; signatories have no further rights or obligations. Any delegates wishing to be added to the list of sponsors must have the approval of all existing sponsors. Upon receipt of such approval, the Chair shall announce the additional Sponsors of a resolution may not vote against their resolution. However, they may withdraw their sponsorship before the commencement of voting on that resolution. If all the sponsors of a resolution withdraw their support, the Chair may solicit other delegates to sponsor it. Without sponsors, the resolution cannot be considered for debate and shall be considered rejected.

A resolution requires a simple majority vote for approval in committees and a two-thirds majority vote for approval in the General Assembly. A Motion to Table a resolution can only be made immediately after the resolution has been introduced to the committee. If the Chair decides to accept the motion, a debate will be opened with two speakers in favor and two speakers against the motion, which will then be put to vote and will only pass with a two-thirds majority.

A) Amendments



An amendment shall not be introduced to a committee until the Chair has approved it. A delegate may move to amend any resolution that has been introduced. Of all the sponsors, the amendment is automatically incorporated into the resolution upon introduction to the Committee. It is not required for the signatories to approve of the amendment. All the sponsors are considered an Unfriendly Amendment. It then passes to be voted upon by the entire committee. An Unfriendly amendment suspends debate on the resolution. If considered necessary the Chair shall recognize at least one speaker for and one speaker against the amendment. The speakers may yield or take questions. The Chair may apply a time limit. The amendment is then voted upon unless a delegate moves to extend debate on the amendment.

B) Voting

Before the commencement of voting on substantive matters, all members shall take their seats, and the doors to the room shall be closed. No one shall be permitted to enter or leave the room during the conduct of the vote. No points may interrupt, except points directly concerned with the conduct of the Voting Procedure (Points of Order). Each country seated in a committee shall have one vote except observer countries. Countries that abstain from voting shall not be considered in reckoning the totals needed to determine the results of the vote. For a resolution to pass in a Committee, a 50% + 1 majority vote is required. For a resolution to pass in the General Assembly, a two-thirds majority vote is required. Issues resulting in a tie vote shall be considered defeated.

For resolutions to pass on the Security Council, the affirmative votes of nine members, including the concurring votes of the permanent members, are required. Except for votes on resolutions, votes shall be taken by placard count, unless otherwise successfully moved. Votes on resolutions shall be by roll call. In a roll call vote, the Chair shall read the name of each member country. The roll call shall be called in ascending alphabetical order. Each delegate, when called upon, must call out: "In Favor", "In Favor with Reasons", "Against", "Against with Reason", "Abstain", "Abstain with Reason", or "Pass".

Once the roll has been called, the Chair shall call the names of those countries that passed the first time. Those countries will have an opportunity to enter a vote. If a state passes twice, its vote shall be recorded as an abstention. Delegates who, during attendance, answered "Present and Voting" may not abstain when voting for a resolution.

2.4 PREAMBULATORY AND OPERATIVE PHRASES



Preambulatory Phrases	Operative Phrases
Acknowledging	Accepts
Affirming	Adopts
Appreciating	Agrees
Approving	Appeals
Aware	Approves
Bearing in mind	Authorizes
Believing	Calls upon
Commending	Comments
Concerned	Considers
Conscious	Decides
Considering	Declares
Convinced	Determines
Desiring	Directs
Emphasizing	Emphasizes
Expecting	Encourages
Expressing	Expresses appreciation
Fully aware	Invites
Guided by	Notes
Having adopted	Proclaim



2.5 SPECIFICS POINTS

RIGHT OF REPLY

To ask for a Right of Reply, the delegate must send a written note to the Chair explaining in what way his/her delegation was offended. The Chair may limit the time accorded to a Right of Reply. A Right of Reply to a right of reply is out of order. This point may not interrupt a speaker.

POINT OF ORDER:

During discussion of any matter, a delegate may rise on a Point of Order to complain of improper parliamentary procedure. The Chair following these rules shall immediately decide a Point of Order. The Chair may, without subject to appeal, rule out of order those points which, in his or her judgment, are dilatory or improper. This point may interrupt a speaker, however, the use of this point should not be driven by the desire to boycott a delegate's intervention.

POINT OF PERSONAL PRIVILEGE:

A delegate may rise on a Point of Personal Privilege to address a concern over the environment of the committee. Acceptable concerns include the ability to hear the speaker, the temperature of the room, etc. The Chair may, without subject to appeal, rule out of order those points which, in his or her judgment, are dilatory or improper. This point may interrupt a speaker.

POINT OF PARLIAMENTARY INQUIRY:

During an intervention, if the current speaker is obstructed by a parliamentary query concerning modus operandi, or parliamentary language, he or she may rise on this special point to consult such doubt through the Chair without altering the flow of her intervention and hence the development of the committee.

POINT OF FOLLOW-UP:



Once the speaker has answered a substantial question from a Point of Information, this point may be used to make a follow-up statement regarding the speaker's response, which should be shorter than a regular intervention. The point can only be used once by the interrogator and must not be used to make another question.

POINT OF INFORMATION:

A delegate may use a Point of Information if they have any questions concerning a broad amount of matters in the committee. A Point of Information can be employed to resolve the agenda, procedure, and protocol. It may also be used to approach the Chair. This point may not interrupt a speaker.

POINT OF RELEVANCE:

A delegate makes use of a Point of Relevance when they feel that another delegate's intervention is veering off topic and touching matters that are irrelevant to the development of the committee, therefore misusing time needed for discussing the topic of the

POINT TO ADD TO THE REGISTRY:

With a Point to Add to Registry, a delegate may ask the Chair to write a statement, in the registry of the committee, that was just made by the delegate speaking. This point may interrupt a speaker and the delegate performing it must state the exact complete phrase he or she wants to have written down. After this, the chair asks the delegate speaking if this was what he or she said and if it is, the Chair proceeds to write it down.

POINT OF PARLIAMENTARY PROCEDURE:

There is no Point of Order over a Point of Order, so when a Point of Order isn't in order, a delegate uses a Point of Parliamentary Procedure. The delegate must yield in one of the following ways:

OPEN TO POINTS OF INFORMATION:



The speaker may be open to relevant, substantive questions from other delegates. Delegates wishing to ask questions shall raise their placards and be recognized by the Chair.

2.6 SPECIFICS MOTIONS IN ORDER

Motion to open the session:

is the first motion of the day it opens the session This means that it gives a start to the committee debate and follows protocol

Motion to open the agenda of the day:

This motion is to open the committee with the agenda or topics that were already chosen for the committee, This is the second motion and it looks like the first motion

Motion to start with the opening speeches:

Back in the handbook we already explain the opening speeches, as this motion states the opening speeches commence in alphabetical order.

Motion to start a formal debate:

A formal debate is mainly where your country explains its position and approaches to the committee, It is also a formal debate in which there is an order that the chairs write of those delegations that want to be added, it is more formal and is normally in the podium, it will always be a formal debate due to the protocol.

Motion to start an informal debate:

An informal debate is where the delegates are free to move around the committee and the delegates start to debate more comfortably

Motion to start a lobby time:

A lobby time is when certain countries gather to start the working papers or in other cases restate their position.

Motion to suspend session:

This motion usually is done when the lunch or break is about to start. It suspends the session but later it will be open once again.



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Motion to start the voting process

This is the motion that is done when the delegates already wrecked the resolutions and the committee has to vote them in favor or against.

Motion to adjourn

This is the last motion it is to close the committee and go home.

Best Regards,

Felix Parales

Valerie Manzur

UNHQ Presidents FOROPEC XVII