



COLEGIO REAL
ROYAL SCHOOL





ROYAL MUN

- **TABLE OF CONTENTS**
- **1. General Information**
- **1.1 Role of personnel and participants**
- **1.2 Code of Conduct**
- **1.3 Dress Code**
- **2. Committee Guidelines**
- **2.1 Parliamentary Language**
- **2.2 Points and motions**
- **2.3 Modus operandi**
- **2.4 Preambulatory and operative clauses**



ROYAL MUN

- **1. GENERAL INFORMATION**

- **1.1 Role of staff and participants**

- **General Secretary:** He/she is the leader and responsible for each stage of the development process of the event. He/she approves or rejects each of the proposed changes in the operation of the model, as well as clarifying any doubts that may arise.
- **General Director:** The General Director in a UN model leads the planning, supervision and coordination of the event, ensuring its smooth and successful development, and serves as a representative and facilitator among the participants and organizing teams.
- **Academic Director:** The Academic Director is responsible for overseeing the academic content of the event, designing the topics and agendas for the committees, coordinating the training of delegates in international procedures and diplomacy, and ensuring that established educational and discussion standards are met.
- **Chairpersons:** They are responsible for directing the sessions of the different committees, maintaining order and facilitating discussions among



ROYAL MUN

delegates, ensuring compliance with established procedures. In addition, they oversee the resolution drafting process and ensure that diplomatic rules and the code of conduct are respected.

Press: The press team is responsible for the coverage and dissemination of the event through press releases, social networks and promotional materials, as well as keeping a record of the activities and progress made during the model.

Logistics: The logistics team is responsible for coordinating practical aspects of the event, such as the distribution of materials, transportation, food and technical assistance, ensuring that all logistical needs are covered to guarantee the smooth running of the model.

Crisis Department: Responsible for simulating emergency situations during the event. This team designs realistic scenarios and monitors the development of the crisis, challenging delegates to respond quickly and effectively to fictitious events to resolve conflicts, mitigate humanitarian crises or address global threats.

Delegates: In a United Nations model, a delegate is a representative appointed to simulate the diplomatic role of a country or entity, participating in discussions and negotiations on international issues to seek solutions and promote partnerships.

1.2 Code of Conduct

The rules of etiquette, punctuality, table etiquette, proper disposal of garbage, dress code and language are taken into account for any type of recognition. The dress code must be adhered to at



ROYAL MUN

all times with no exceptions. All ROYAL MUN participants are expected to embody the fundamental principles in a United Nations debate to promote a respectfully safe space. Maintaining these standards not only enhances the overall professionalism of the conference, but also demonstrates a commitment to meaningful and productive deliberations on the agenda. If any delegate disregards the above principles, he/she will be reprimanded or otherwise removed from the room.

1.3 Dress Code

Hombres	Mujeres
Classic long sleeve shirt. Classic pants with belt. Coat and tie. *Shorts and jeans are NOT accepted. Closed dress shoes with socks. *Tennis shoes and sandals are NOT accepted. Colors: White, black, pastels and neutrals. .	Classic blouse or shirt *NO low-cut, see-through or thin sleeves Skirts and dresses of appropriate length, 4 toes above the knee maximum Formal pants *Shorts and jeans are NOT acceptable Closed-toed shoes *Tennis shoes and sandals are NOT acceptable. *Heels, if heels, appropriate height for the event Discreet make-up

- **2. COMMITTEE GUIDANCE**

- Expulsion from the conference may result from the following:



ROYAL MUN

- Smoking, whether through an electronic device or not, ingesting alcohol at any time or place, or showing signs of excessive drinking.
 - Intentional damage to property or theft.
 - Leaving the conference site without authorization.
 - Highly offensive verbal or physical aggression towards any individual.
 - Possession of any type of weapon.
 - Plagiarism in position papers, keynote speeches or working papers.
- They will be given warnings or even disciplinary sanctions. The rules are as follows:
- No use of phones or smart devices without permission.
 - Inappropriate use of the computer or internet.
 - No abuse of the messaging system.
 - No talking loudly to other delegations during committee sessions.
 - No food or beverages are allowed in the committee. Drinking water is allowed.
 - Be respectful of the chair and delegates at all times.
 - Ask permission from the chairperson if going to the restroom or in other cases.
 - Do not interrupt delegates while they are deliberating.



ROYAL MUN

- Be punctual.
 - Break parliamentary language.
 - Example: "I / My delegation" instead of "The delegation of ...".
1. Properly comply with the dress code. In case of not complying with the dress code, the guilty party will be sanctioned and will not be allowed to enter the committee until his/her clothing respects the dress code.

2.1 Lenguaje parlamentario

Expressions NOT allowed	<i>Correct form</i>
Speaking in the first or second person ● I ● My delegation ● You ● Your delegation ● I think that ● I believe that	Tercera persona ● La delegación de (nombre del país) ● La delegación considera / opina que...
● Terrorist	● Extremist or illegal groups ● Subversive groups
● Poor	● Limited economic resources ● in the process of development.
● Rich	● Developed ● Abundant economic resources
● Plata o dinero	● Financial resources



ROYAL MUN

	• Capital • Fondos monetarios
• Guerra	• Conflicto armado • Conflicto bélico

It is very important to know how to refer to the entity that manages the flow and performance of the debate, called "table". Every time you refer to the table, you should do so by prefixing an adjective that shows the state of the table, for example: honorable table, distinguished table.

However, when addressing a delegate, you may NEVER do so directly, for example: "You, delegate of Russia, are conspiring against the entire committee". You must always refer to a delegate indirectly (using the phrase "delegations such as") or through the table.

2.2 Puntos y mociones

2.2 Items and motions

Motion to open the session:

It is the first motion of the day that opens the session this means that it starts the debate of the commissions and follows the protocol.

Motion to open the agenda:

This motion is to open the commission with the agenda or topics that were already chosen for the commission, this is the second motion and is similar to the first motion

Motion to begin with opening speech:

In the manual we already explained the opening speeches, as this motion states the opening speeches begin in alphabetical order.



ROYAL MUN

Motion to begin formal debate:

A formal debate is one in which 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 usually at the podium, it will always be a formal debate due to protocol.

Motion to initiate an informal debate:

An informal debate is one in which delegates are free to move around the committee and delegates begin debating more comfortably

Motion to initiate a lobby time (recess):

A lobby time is when certain countries meet to initiate working papers or, in other cases, restate their position.

Motion to suspend session :

This motion is usually made when lunch or recess is about to begin. It suspends the session but will be reopened later.

Motion to start the voting processors:

This is the motion that is made when the delegates have already loaded the resolutions and the committee has to vote up or down.

Motion to adjourn:

This is the last motion to adjourn the committee and go home.

In debates, points and motions are established to add formality to the debate, which is very important due to the fact that diplomacy is handled all the time, otherwise the debate would lose: respect, formality, diplomacy, ethics and education (on the part of the delegates). The most important and common points used in debate are:

Punto	Descripción	Interrumpible
Point of order	Used to denote any	yes



ROYAL MUN

	inconvenience or disrespect from one delegate to another.	
Point of information towards the chair	Used to clarify doubts that a delegate has towards the debate (exclusively towards the table).	No
Point of information towards the speaker	Employee of delegate for delegate. Refers to any doubts about an intervention.	No
Point of relevance	To be used when another senator is addressing an issue that has not been established.	yes
Point of privilege	Applied for personal needs. This can be used to ask for permissions or requests to enhance debate.	No
Point of parliamentary inquiry	Point to denote an error in procedure or language made by the table or by another delegate. Must be fixed instantly.	No
Point add to the registry	Allows a senator to obtain a quote commented during the intervention of another senator which can be used by any participant of the committee since it will be protected by the table.	No



2.3 Modus operandi

DISCURSOS DE APERTURA

Se abre un espacio para que los delegados puedan leer sus respectivos Discursos de Apertura en los que deben declarar la posición de su país sobre ambos temas. Los delegados serán llamados en orden alfabético y se les dará un minuto y medio para leer su discurso. Los discursos de apertura son obligatorios. Nota: En el caso del Consejo de Seguridad, se requieren dos discursos, uno para cada tema. (1 minuto 30 segundos por discurso).

2.3 Modus operandi

OPENING SPEECHES

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



ROYAL MUN

SESSION

After the reading of the Opening Speeches, the Chairman will entertain a "Motion to Open the Session".

This motion should be made as follows: "Motion to Open the Session with Topic A or B, stating the full name of the topic." The Session is suspended with a "Motion to Adjourn" whenever delegates leave the committee to take a recess. The Session is closed by a "Motion to Close the Session" only when the chosen topic has been discussed and the working documents have been voted on.

Note: In the case of Security Council, the Session is opened prior to the reading of the Opening Speeches as there is one speech per topic.

FORMAL DEBATE (LIST OF SPEAKERS)

After the opening of the Session, protocol indicates that a formal debate should begin. This gives delegates the opportunity to expand their position on the topic in question. Formal Debate or List of Speakers is initiated by a "Motion to Open a List of Speakers" (including the time per delegate and the number of points of information that can be made to delegates). Example: "Motion to Open the Speakers List, one and a half minutes per speaker and 2 Points of Information". The Chairman will entertain this motion and modify the time per speaker and Points of Information if necessary. The motion will be voted on immediately and requires a simple majority to pass. A delegate will be included on this list by raising his or her sign while seated, or by sending a note to the Chairman. A delegate shall be called upon to address the committee when his or her country's name appears next on the Speakers List. No delegate may address a meeting without the recognition of the Chairman. The Speakers List is always open and can only be suspended by a "Motion to Suspend the Speakers List". To renew the List of Speakers, a "Motion to Renew the List of Speakers" must be made. If any delegation did not have the opportunity to speak because the Speakers' List was suspended, after its renewal, these delegations will be at the top of



ROYAL MUN

the list, and any other delegation wishing to speak will go after. Note: At the Security Council, the Speakers List opens after the reading of the Opening Speeches.

MODERATED CAUCUS (INFORMAL DEBATE)

The purpose of the Moderated Caucus is to facilitate substantive debate at critical moments in the discussion. The committee will temporarily depart from the Speaker's List through a "Motion to Suspend the Speaker's List" and begin a moderated caucus through a "Motion to Open a Moderated Caucus".

Thereafter, the Chairman will call upon the delegates to speak at his discretion. In making the motion, the delegate must indicate a time limit for the caucus. The motion will be voted on immediately and requires a simple majority to pass. The Chair may rule this motion inadmissible. Motions to extend debate require a simple majority to pass.

CAUCUS NO MODERADO (RECESO)

Un Caucus No Moderado se utiliza específicamente para comenzar a escribir y discutir documentos de trabajo. Se debe especificar un límite de tiempo. A menos que el Presidente lo considere inadmisibile, esta moción procederá a una votación inmediata, requiriendo una mayoría simple para ser aprobada. Durante un Caucus No Moderado, se suspenden las reglas formales, y los miembros pueden discutir temas informalmente en el idioma oficial del comité.

WORKING PAPERS



ROYAL MUN

A Working Paper is a vehicle for discussion and formulation of a resolution. A Working Paper is not formally introduced to the committee and is not voted upon. 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 are often combined into one.

RESOLUTIONS The purpose of a committee is to draft and debate resolutions. A resolution will not be introduced in a committee until it has been written, authorized by the Chair, and exhibited. To introduce a resolution, a motion must be made. At this time, no substantive comments are permitted, but the Chair may allow the delegate introducing the resolution to correct any typographical errors in the displayed copy of the resolution. Thereafter, the delegates introducing the resolution may open themselves to a maximum of three Points of Information on substantive matters, and once responded to, the resolution may be open for a Formal or Informal Debate depending on the Chairman's consideration. In the event of a debate, a new Speakers List will be opened by motion, with delegates for and against. A resolution must have a minimum of seven sponsors. Sponsors are those members who present the resolution to the President. A resolution must also have a minimum number of signatories, as the total number of sponsors and signatories together equals or exceeds two-thirds of the committee members. Signatories are members who consent to the introduction of the resolution; signatories have no further rights or obligations. Any delegate wishing to be added to the list of sponsors must have the approval of all existing sponsors. Upon receiving such approval, the Chairperson will announce the additional sponsors of a resolution, and they may not vote against his or her resolution. However, they may withdraw their sponsorship prior to the commencement of voting on that resolution. If all sponsors of a resolution withdraw their support, the Chair may ask other delegates to sponsor the resolution. If there are no sponsors, the resolution cannot be considered for debate and shall be considered rejected.



ROYAL MUN

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

AMENDMENTS

An amendment may not be introduced in a committee until it has been approved by the Chairperson. A delegate may move to amend any resolution that has been introduced. Of all sponsors, the amendment is automatically incorporated into the resolution when presented to the committee. It is not necessary for the signatories to approve the amendment. All sponsors are considered an unfriendly amendment. It is then voted on by the entire committee. An unfriendly amendment suspends debate on the resolution. If deemed necessary, the Chair shall recognize at least one speaker for and one speaker against the amendment. Speakers may yield time or answer questions. The Chairman may apply a time limit. The amendment is put to a vote unless a delegate moves to extend debate on the amendment.

VOTING

Before voting on substantive matters begins, all members must be seated and the doors of the room must be closed. No one shall be permitted to enter or leave the room during voting. No interventions will be permitted except those directly related to the conduct of the Voting Procedure (Points of Order). Each country represented on a committee shall have one vote, with the exception of observer countries. Countries abstaining from voting shall not be counted in determining the voting results. For a resolution



ROYAL MUN

to be approved in a committee, a simple majority vote (50% + 1) is required. For a resolution to be approved in the General Assembly, a two-thirds majority vote is required. Matters resulting in a tie vote shall be considered defeated. For resolutions to pass in the Security Council, the affirmative votes of nine members, including the concurring votes of the permanent members, are required. Except in voting on resolutions, voting shall be by card count, unless another form of voting is proposed. Voting on resolutions shall be by roll call. In a roll call vote, the name of each member country shall be read out by the Chairperson. The roll call shall be taken in ascending alphabetical order. Each delegate, when called upon, shall say, "For," "For with reasons," "Against," "Against with reasons," "Abstain," "Abstain with reasons," or "Pass."

Once the roll call has been made, the Chairman will call the names of those countries that passed the first time. Those countries will have the opportunity to cast a vote. If a state passes twice, its vote will be recorded as an abstention. Delegates who, during their attendance, responded "Present and voting" may not abstain when voting on a resolution.

2.4 CLÁUSULAS PREAMBULATORIAS Y OPERATIVAS

Preambular Clauses	Operative Clauses
Warning	Accept
Affirming	Welcome



ROYAL MUN

Appreciating	Assert
Approving	Support
Alarmed by	Confirm
Seeking	Decide
Aware of	Declare
Considering	Emphasize
Convinced of	Express
Believing	Urge
Highlighting	Invite
Disapproving	Call
Hoping	Note
Having considered	Proclaim
Noting	Recommend
Recognizing	Request
Recalling	Take note