

# Delegate Protocol

## I. Appropriate Behavior

- Diplomatic posture
- Formal language
- Not direct eye contact
- Pay attention
- Be respectful
- Do not use electronic devices for things that aren't inquiring
- Advocate for peace do not start conflict

## II. Points and Motions:

Points				
Command	Function	Interruption	Seconding	Debatable
Order	Procedure objection	YES	NO	NO
Personal Privilege	Personal matters	YES/NO	NO	NO
Information	Ask a question about the delegate's position in speakers list	NO	NO	NO
Parliamentary Inquiry	Request information about the procedure from the President or the Moderator	NO	NO	NO
Right of Reply (written)	When a delegate's integrity has been offended and asks for an apology	NO	NO	NO
Right of Reply (oral)	When a delegate's integrity has been offended they may raise their placard and request an apology	The offended delegate may raise the placard.	NO	NO

Motions				
Command	Function	Interruption	Seconding	Debatable
The delegation of ____ makes a motion in order to open a moderated caucus of ____ minutes.	Open a limited moderated debate. The chair will yield the word one by one at a time.	NO	YES	NO
The delegation of ____ makes a motion in order to open an unmoderated caucus of ____ minutes.	The delegates may have direct contact between them, this moment is mainly used to create Working and Resolution Papers.	NO	YES	NO
This delegation makes a motion to postpone the session.	To postpone the session.	NO	YES	NO
The delegation of ____ makes a motion to let the delegation of ____ finish its position paper.	Extend the time yield to the delegate.	NO	YES	NO
The delegation of ____ makes a motion to open an extraordinary session of questions.	After the pre-established questions are over, a delegation may raise their placard to extend the number of questions.	NO	YES	NO
Permission to open a brief preamble.	Brief explanation before the delegates asks the question.	NO	NO	NO
Follow-up.	To establish a follow-up (another question) to the current delegate focusing on their position paper.	NO	NO	NO
This delegation makes a motion to close the session.	Close the debate.	NO	YES	NO

### **III. Situations you might face:**

#### **1. *AT THE BEGINNING OF THE DEBATE***

##### **1.1. *OPENING THE DEBATE:***

MODERATOR: Delegates the chair recommends a motion in order to open the session. Delegates, the floor is now open, are there any points or motions on the floor? Yes, delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** Motion in order to open the session

##### **1.2. *YOU HAVE TWO TOPICS IN YOUR COMMITTEE:***

MODERATOR: Delegates, the chair recommends a motion in order to start the voting process to choose the topic of this committee. Delegates, the floor is now open, are there any points or motions on the floor? Yes, delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** This delegation makes a motion in order to start the voting process in order to choose topics

#### **2. *SPEAKERS LIST***

##### **2.1. *OPENING THE SPEAKERS LIST:***

MODERATOR: Yes, delegation of \_\_\_\_\_, to what point or motion do you arise

**DELEGATE:** Motion, in order to open the speakers, list for two minutes with two questions and two follow-ups.

##### **2.2. *YOU FORGOT TO MENTION THE TIME:***

MODERATOR: Yes, delegation of \_\_\_\_\_ to what point or motion do you arise?

**DELEGATE:** Motion in order to open the speakers list.

MODERATOR: For how long, with how many questions, and how many follow-ups?

**DELEGATE:** For the time, questions and follow-ups that the chair recommends

MODERATOR: the chair recommends two minutes with two questions and three follow-ups please re-establish.

**DELEGATE:** This delegation makes a motion in order to open the speakers list for the time of two minutes with three questions and two follow-ups.

### **3. AFTER READING POSITION PAPERS**

#### **3.1. YOU HAVE TIME LEFT AND YOU GIVE IT TO THE CHAIR:**

MODERATOR: Thank you delegate. Delegate, you have 20 seconds left, what do you wish to do with your time?

**DELEGATE:** Yield it to the chair.

MODERATOR: Thank you delegate.

#### **3.2. YOU HAVE TIME LEFT AND YOU GIVE IT TO ANOTHER DELEGATE:**

MODERATOR: Thank you delegate. Delegate, you have 20 seconds left, what do you wish to do with your time?

**DELEGATE:** Give it to the next delegate/ to a specific delegation.

MODERATOR: Thank you delegate. Delegation of \_\_\_\_ you have 20 more seconds to read your position paper.

#### **3.3. YOU HAVE TIME LEFT AND YOU GIVE IT TO THE QUESTIONS:**

MODERATOR: Thank you delegate. Delegate you have 20 seconds left, what do you wish to do with your time?

**DELEGATE:** Give/Yield it to the questions.

MODERATOR: Thank you delegate. Delegates, there is 20 seconds to ask questions, please raise your placards.

### **4. QUESTIONS FOR POSITION PAPERS**

#### **4.1. THE DELEGATE ACCEPTS THE QUESTION:**

MODERATOR: Delegates, the floor is now open. Are there any points or motion on the floor?

**DELEGATE:** Point of information

MODERATOR: Established

**DELEGATE:** \*makes question\*

#### **4.2. *THE DELEGATE DOES NOT ACCEPT THE QUESTION:***

MODERATOR: Delegates, the floor is now open. Are there any points or motion on the floor?

**DELEGATE:** Point of information

MODERATOR: Established

**DELEGATE:** \*makes question\*

MODERATOR: Thank you delegate, delegation of \_\_\_\_ (whoever read the position paper) Do you accept the question?

**DELEGATE THAT READ THE POSITION:** No

MODERATOR: Sorry delegate (to the delegation that asked the question) you are out of order.

#### **5. *POSTPONING THE SESSION***

MODERATOR: Delegates, the Chair recommends a motion in order to postpone the session. Delegates, the floor is now open. Are there any points or motions on the floor? Yes, delegation of \_\_\_\_ to what point or motion do you arise?

**DELEGATE:** Motion in order to postpone the session

MODERATOR: Thank you delegate you are in order. Delegates the delegation of \_\_\_\_ made a motion in order to postpone the session, votes in favor? Against? Abstentions? The motion clearly passes, you may be seated. Delegates the session is now postponed.

#### **6. *MODERATED CAUCUS***

##### **6.1. *OPENING THE MODERATED CAUCUS***

MODERATOR: Delegates the chair recommends a motion in order to open a moderated caucus for the time of \_\_\_\_ with the purpose of \_\_\_\_\_. Delegates the floor is now open. Are there any points or motion on the floor? Yes, delegation of \_\_\_\_ to what point or motion do you arise?

**DELEGATE:** Motion in order to open a moderated caucus for the time of \_\_\_\_ with the purpose of discussing\_\_\_\_\_.

### 6.1.1. *YOU FORGOT TO MENTION THE TIME*

MODERATOR: Delegates the chair recommends a motion in order to open a moderated caucus for the time of \_\_\_\_ with the purpose of \_\_\_\_\_. Delegates the floor is now open. Are there any points or motion on the floor? Yes, delegation of \_\_\_\_ to what point or motion do you arise?

**DELEGATE:** Motion in order to open a moderated caucus.

MODERATOR: For how long and with what purpose?

**DELEGATE:** For the time and purpose that the chair recommends

MODERATOR: The chair recommends \_\_\_\_ minutes with the purpose of \_\_\_\_\_. Please re-establish.

**DELEGATE:** Motion in order to open a moderated caucus for the time of \_\_\_\_ with the purpose of discussing\_\_\_\_\_.

### 6.2. *DURING THE MODERATED CAUCUS*

MODERATOR: The delegation that made the motion now has the word

**DELEGATE:** \*Gives argument\*

MODERATOR: Thank you delegate, delegation of \_\_\_\_ since you second the motion you now have the word.

- **NOTE:** You don't need to make or motion in order to speak and give your arguments, you need to raise your placard. Remember to keep your arguments brief to let the other delegations speak

## 7. *UNMODERATED CAUCUS*

### 7.1. *OPEN AN UNMODERATED CAUCUS*

#### 7.1.1. *YOU FORGOT TO MENTION THE TIME*

MODERATOR: delegates the chair recommends a motion in order to open an un-moderated caucus for the time of \_\_\_\_ minutes, with the purpose of \_\_\_\_\_. Delegates the floor is now open, are there any points or motions in the floor? Yes, delegation of \_\_\_\_ to what point or

motion do you arise?

**DELEGATE:** Motion in order to open an unmoderated caucus.

MODERATOR: For how long and with what purpose?

**DELEGATE:** With the purpose and time that the chair recommends

MODERATOR: The chair recommends \_\_\_\_ minutes with the purpose of \_\_\_\_\_. Please re-establish.

**DELEGATE:** Motion in order to open an unmoderated caucus for \_\_\_\_\_ minutes with the purpose of \_\_\_\_\_.

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 \_\_\_\_ with the purpose of \_\_\_\_\_. Who seconds the motion? Thank you delegation of \_\_\_\_\_. Votes in favor? Against? Abstentions?

## **8. *READING THE WORKING PAPERS***

### **8.1. *MOTION TO READ THE WORKING PAPER***

MODERATOR: Delegates, the chair recommends a motion in order to read the working papers. Delegates, the floor is now open. Are there any points or motions on the floor Yes delegation of \_\_\_\_ to what point or motion do you arise?

**DELEGATE:** This delegation makes a motion to read the working papers.

MODERATOR: Thank you delegate, you are in order. Delegates, there has been a motion in order to read the working papers. Who seconds the motion? Thank you delegation of \_\_\_\_\_. Votes in favor? Against? Abstentions? The motion clearly passes.

### **8.2. *QUESTIONS FOR THE WORKING PAPER***

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

MODERATOR: Yes delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** Point of information.

MODERATOR: Thank you delegate, you are in order.

*(This continues until the number of questions and follow-ups are finished)*

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

MODERATOR: Yes delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** Point of information.

MODERATOR: Sorry delegate, your motion does not pass, there are no questions left.

MODERATOR: Delegates, the floor is now open, are there any points or motions on the floor? Since not, the delegations of \_\_\_\_\_ and \_\_\_\_\_, are recognized to come to the front and read the Working Paper “(A2)”.

MODERATOR: Thank you delegates, you may be seated.

## ***9. READING THE POSSIBLE RESOLUTION PAPER***

### ***9.1. QUESTIONS FOR THE POSSIBLE RESOLUTION PAPER***

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

MODERATOR: Yes, delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** Point of information.

MODERATOR: Thank you delegate, you are in order.

(This continues until the number of questions and follow-ups are finished)

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

MODERATOR: Yes, delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** Point of information.

MODERATOR: Sorry delegate, your motion does not pass, there are no questions left.

MODERATOR: Delegates, the floor is now open, are there any points or motions on the floor? Since not, the delegations of \_\_\_\_\_ and \_\_\_\_\_, are recognized to come to the front and read the Working Paper “(A2)”.

MODERATOR: Thank you delegates, you may be seated.



### ***9.2. OPENING VOTING PROCESS FOR THE RESOLUTION PAPER***

MODERATOR: Delegates, the chair recommends a motion to start the voting process. The floor is now open. Are there any points or motions on the floor?

MODERATOR: Yes, delegation of \_\_\_\_\_, to what point or motion do you arise?

**DELEGATE:** This delegation makes a motion to start the voting process.

MODERATOR: Thank you delegate, you are in order, who seconds the motion?

MODERATOR: Thank you delegation of \_\_\_\_\_. Votes in favor? Against?

Abstentions?

### ***10. CLOSING THE SESSION***

MODERATOR: Delegates the chair recommends a motion in order to close the session.

The floor is now open. Are there any points or motions in the floor?

**DELEGATE:** Motion in order to close the session.

MODERATOR: Thank you delegate you are in order. Delegates there has been a motion in order to close the session, who seconds the motion? Thank you delegation of \_\_\_\_\_. Votes in

favor? Against? Abstentions? The motion clearly passes. The session is now closed.

Congratulations delegates.