

## **WELCOME!**

The protocol area is pleased to offer you a warm welcome to MUN ESEN 2018. This event is held thanks to the team of students of Escuela Superior de Economía y Negocios (ESEN) who believe that it is possible to make a change in society through dialogue, negotiation and leadership. The main objective of the Model is to expand your knowledge on different and controversial topics of international conjuncture. In addition, it is intended to provide a space where you can develop problem solving techniques and search for the common good.

Likewise, it is a pleasure to share with you this great challenge of being part of MUN ESEN 2018. Therefore, the members of the association feel extremely honored and privileged to receive you in this simulation. At the same time, we have endeavored to provide you with the Parliamentary Procedure Manual to facilitate your preparation prior to the event. This will be a guide for you to develop your skills, as well as to know more about the model and its structure.

### ***Welcome to MUN ESEN!***

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## MOTIONS AND APPLICABLE POINTS

### ➤ MOTIONS

The following document presents the motions that will be used in the United Nations Model of ESEN in 2018, which are the tools that will allow the delegates to propose and establish the course of the debate, which are:

- I. **Motion to open session:** This motion is used to initiate the committee session. It is only used at the beginning of the model. Then a motion is proposed to read the opening statements.
- II. **Motion to start reading opening statements:** It is used so that the delegates express their favoritism for a specific topic under 1 minute per statement. The idea is to try to persuade the rest of the committee to open agenda with the preferred topic.
- III. **Motion to open agenda:** It is used to establish the topic that will be discussed during the committee's session. The agenda is opened at the beginning of the model.
- IV. **Motion for moderated Caucus:** The moderated Caucus consists of the individual intervention of different delegations about the subject matter established in each session. The duration of the debate and the time per delegate must be settled when proposing the motion. During the moderated Caucus, the other delegates must respect the speaker's use of the floor, otherwise they may be awarded points of order by the Board or other delegates. It will be at the discretion of the Board to accept and vote on the motion. **The Committee will grant the floor to the delegations that wish to speak and to those whose intervention it deems necessary for the debate to take place.** The same applies to the delegations that would like to ask direct questions to others that are intervening in this debate.



- V. **Motion for unmoderated Caucus:** The unmoderated Caucus allows to speed up the discussion of certain critical points of the commission's topic. The delegate proposing the motion must establish the duration of the unmoderated Caucus. The delegate who proposed the motion decides whether he/she is the first or last intervention of the debate. The delegates raise their platelets to be recognized by the table. Motions can be executed to extend this type of debate once it has been completed, and its viability is at the discretion of the presidents.
- VI. **Motion for consultation of the whole:** this motion allows the suspension of the formal rules of procedure and initiates an informal discussion within this motion. The delegate who requests the motion must establish the time and the topic of the discussion; it should not exceed 10 minutes.  
Once the delegate who requested the motion has finished his speech he decides which delegate will speak later. This motion passes with a simple majority. While the delegate has the floor, respect must be maintained, and you must remain in your seats.
- VII. **Lobby time motion:** It is a motion that temporarily suspends the parliamentary process. However, the general rules of the model still apply because they are within the discussion session. The delegate proposing the motion must define its duration. Delegates may move freely inside and outside the space where the committee meets and may use electronic devices, if the table allows it. The board's directive must monitor the time of the discussion and if it is not used properly they can suspend it.  
**Note:** During this time the delegates will be able to meet with their respective academic advisors for guidance and resolution of doubts. There is no need to make a point or request the exit to the table as long as the delegate is in the session at the moment before the end of the settled time.
- VIII. **Motion to suspend or resume the session:** It is used to suspend, for a time, the work that is being done in the committee to be able to take



some rest. Upon returning from the break, work must be reopened by means of a motion to resume the session.

- IX. **Motion to extend the time of the debate:** Through this motion the debate time can be extended if concrete solutions have not been reached or delegates consider it necessary. The extension must be less than the time of the previous debate, and it is only allowed to extend the debate time ONCE.
- X. **Motion to adjourn the debate:** In case a delegate wishes to change the type of debate or change the dynamic with which it is being handled. This motion must be proposed before the end of the debate that is in circulation.
- XI. **Motion to adjourn agenda:** It is proposed to conclude the topic of the agenda. The problem must have found a solution through an approved resolution paper in order to apply this motion.
- XII. **Motion to adjourn session:** Used to close the commission session.
- XIII. **Motion to present resolution document:** This motion is used for a block or alliance of several delegations to present a resolution document to the table. A copy of the document must be provided to the table either physically or digitally. **The motion must establish which resolution document will be included in the discussion of the session, or the motion may establish that all resolution documents available on the committee have been presented.** Two speakers must be established per resolution document so that they present a synthesis of the content of the document they sponsor. The presentation time cannot be longer than 5 minutes. After the presentation, two speakers will be defined for a question and answer session. A qualified majority vote will be required for the motion to pass.



- XIV. **Motion to introduce and discuss amendments:** The amendments are modifications that are made to the resolution documents for either the content or form. Amendments must be sent by diplomatic notes to the Bureau stating if it is a: deletion, modification or aggregation. The content of the amendment must be detailed and must have the signature of at least  $\frac{1}{4}$  of the votes of the voting countries in the diplomatic note. If the amendment passes, it must be explained by the sponsoring delegation. The motion passes with a simple majority.
- XV. **Motion to vote on draft resolution:** The draft resolution is the document accepted by most of the voting countries as the agreement that resolves the issue discussed. In order for the document to be valid as a draft resolution, it must be approved by a qualified majority. Delegates may vote for one of the following options:
- **Yes:** implies the absolute acceptance of the resolution document as a draft resolution of the committee.
  - **No:** implies the absolute denial of the resolution document as a draft resolution of the committee.

**Note:** the veto power is in use during the sessions in any material document. Any document blocked by any of the five permanent members is classified as disapproved.

## ➤ POINTS AND RIGHTS

- I. **Point of order:** Used to correct any failure or violation of the parliamentary code. Once this point has been proposed, the table will dictate and take the pertinent actions. When a delegate makes this point, he/she cannot interrupt another's speech; he/she must wait for the moderator to give him the floor. The table may suspend the use of



points in case it is indiscriminate on the part of the delegates and does not allow the development and normal flow of the debate.

**Note:** The accumulation of seven points of order in one day will be taken as an admonishment.

- II. **Point of personal privilege:** The delegate presents a point of personal privilege when it is considered affected or diminished by a question external to the debate and the formal procedure. It cannot be denied before it has been heard. Its indiscriminate or inappropriate use can cause the suspension of this. On the other hand, the delegate who uses this point cannot interrupt the speaker but must wait for the moderator to yield the floor. The proportions of respect must be kept. The delegate must notify the Board through a message if he/she wishes the privilege point to be known privately.
- III. **Point of parliamentary doubt:** It is used in order to clarify any doubt regarding the procedure or dynamics that are being handled within the room. The point of parliamentary doubt can be public (the presidents have the duty to answer the doubt that the participants have) or private (through a note directed towards the table). The question has to be concrete. This point is not interruptible.
- IV. **Information point to the speaker:** For this occasion, this point can only be used in formal debates. Once a delegate concludes his speech another delegate may propose the point of information to the speaker. The board will ask the delegate who has just finished his speech if he/she wishes to accept it. In the event that the response is negative, this point will not be taken into account and the debate will continue. On the other hand, if the answer is positive, the delegate who wishes to ask the question with the previous acknowledgment of the table may do so (by asking a question that refers to the intervention of the questioned delegate). The delegations must respond in the time stipulated by the table.



- V. **Right to reply:** This refers to the right that every delegate or delegation has to proclaim against a speech or communication from another delegate or delegation that affects or is detrimental to its internal or external policy. The delegate who considers that the previous situation has been configured must send his reasons for reply to the board in writing. The table will authorize the reply in its discretion. This exercise should not last more than 2 minutes. It is not interruptible.