

# GENERAL REGULATIONS

## REAL MODEL OF UNITED NATIONS GENERAL REGULATIONS

**Article 1.-** RealMUN is the United Nations Model organized and carried out by the Lomas del Real Institute through its students.

The official language of the Model is Spanish, except in the case of the committees in which the diplomatic protocol is carried out using the English language.

**Artículo 2.-** The Chair of each Council or Committee is the highest and direct authority, essentially in charge of carrying out and developing the parliamentary and diplomatic process, which must serve while preserving the principles of impartiality and legality. The Chair that will be made up of:

- I. The President and,
- II. The vice president.

**Article 3.-** The Member States of the Councils or Committees of RealMUN will be represented by Delegations made up of a single person. They must at all times respect the following obligations:

- I. Be punctual for the beginning of the sessions
- II. Dress according Annex VIII
- III. Submit a copy of their official position to the Chair at the first session
- IV. Adhere to the official position of your country at all times
- V. Maintain a strictly formal and respectful treatment during the development of the Model towards the other Delegations and members of the Chair;
- VII. Do not leave the premises during sessions unless authorized by the Chair. Said authorization must be requested in writing through the Personal Privilege Point
- VII. Do not establish direct communication with another Delegation during the sessions. All communication must be carried out through written messages sent through the pages
- VII. Avoid at all costs, maintaining contact with the Faculty Advisors during sessions. The violation of this section brings with it the consequence of a direct

reprimand for the Delegation involved, in addition to the measures determined by the General Secretariat;

**Article 4.-** Observer Delegations shall be understood as non-governmental organizations and representatives of Nations, who, even without being members of the Councils or Committees, take part in the discussion and resolution that occurs within their formal sessions. They have the power to actively intervene in the international debate; however, their right to vote is limited, since they only have the right to vote on procedural motions and never on voting by list.

**Article 5.-** The Faculty Advisors are those mentors who have a general knowledge of foreign policy, diplomacy, international relations, international law and other similar matters; appointed by each educational institution participating in the Model, with the task of advising their Delegations. Their functions and obligations are as follows:

- I. Advise their Delegations in the preparation of their official positions or positions
- II. Advise its delegates on everything related to the protocol of the Model and parliamentary practice
- III. Carry, at all times and in a visible place, the identification credentials granted by the Organizing Committee;
- IV. Represent their Delegations in case of conflicts before the General Secretariat
- V. Avoid at all costs, maintaining contact with your Delegations during the sessions. The violation of this section brings a direct reprimand of the Delegation, in addition to the disciplinary measures that the General Secretariat deems appropriate
- VI. Deal directly with the General Secretariat any question related to the Model;
- VII. Stay in the facilities where the Model is carried out. In the event that they must be absent, give notice to the General Secretariat
- VII. Provide support to the Organizing Committee, always promoting the proper conduct of the Delegations under its charge, always respecting the guidelines of these regulations and good customs.

**Article 6.-** The Observers are those visitors to the Model who witness, as an audience, the academic content and development of the various formal sessions that are presented in the different Councils or Committees. They have the full right to observe the events of the Model, provided that the following obligations are met:

- I. Carry the identification credentials granted by the Organizing Committee at all times and in a visible place
- II. Obey the instructions issued by the General Secretariat
- III. Do not eat food within the premises of the different Councils or Committees
- IV. Do not use any electronic device, including cameras, or any other distractor that alters the optimal development of the formal sessions

**V.** Enter and leave the various Councils or Committees with the greatest possible discretion and at the times allowed to do so, and abide by any special instructions, if any.

In case of non-compliance with the aforementioned obligations, the General Secretariat and the Organizing Committee may deny the Observer access to the formal sessions, or, as the case may be, the President of each Council or Committee may, in a discretionary manner, require said Observer or Observers to leave the classroom of the formal session immediately.

**Article 7.-** No Delegation may take the floor without the express permission of the Chair. When intervening in the debate, the Delegations must speak at all times using the third person, always in relation to the official position of the Delegation they represent, and never in relation to their opinion or personal feeling regarding the subject.

**Artículo 8.-** The Points are the tools that the Delegations have to communicate with the Chair in certain situations.

**I. The Point of Personal Privilege** is used to address some personal discomfort of the delegate, or to temporarily and briefly exit the session.

It does not require an open forum. Since this point interrupts the speaker, the Delegations must use them with the greatest possible discretion, sending it to the Chair, preferably, in writing (through the pages).

If a Delegation arrives late to a session that has already begun or is temporarily absent from the Committee during the session, they must request a point of personal privilege to be recognized by the Chair, otherwise they will not have the right to intervene in the debate or in the voting .

**II. The Point of Order** is used to expose disruptions or violations of the regulations committed during the session. It must be used in good faith, to contribute to the formality of the debate, it will also be valid at the discretion of the Chair. It does not require an open forum.

**III. The Point of Parliamentary Doubt** is used to clarify doubts regarding the protocol and procedures of the model. It does not require an open forum.

**IV. The Recount Point** works with those doubts about the result of a vote, the Delegations may request a recount of the votes from the Chair, which will be in order immediately after the controversial vote. It does not require an open forum.

**V. The Right of Reply** is used when a Delegation feels that a comment made by another Delegation is offensive to its person, its integrity, its Nation, its culture, its beliefs or its principles; this right may be requested in writing, indicating to the Chair the Delegation that has allegedly made the offensive comment. The following procedure must be followed:

1. The offended Delegation and the Delegation that issued the offending comment will be asked to stand up
2. The Chair will give the floor to the offended Delegation so that it can present its reasons
3. The Chair will ask the Delegation that issued the offensive comment whether or not they wish to apologize. The decision of the Delegation in this regard will be final
4. A right of reply on top of a previous right of reply is considered out of order
5. The right of reply is not a license to respond with another insult. The Delegation that goes against this provision will be asked by the Chair to take a seat, will lose its right of reply, and may be reprimanded.

**Article 9.-** There are two types of voting:

I. Procedural votes are those that are held to decide matters of diplomatic process, such as motions and points.

II. Voting by list is reserved for relevant resolutions, such as Press Releases and Draft Resolutions. In them, the Chair will proceed to ask questions in alphabetical order. This type of voting is made up of three rounds, and will be subject to the following:

- 1.- In the first round, the Delegations can vote in favor, against, or abstain. Those Delegations that voted in favor or against, may request the Chair to use their voice to explain their vote for thirty seconds, clarifying that it is a “reasoned vote”. This request must be made verbally and immediately after the manifestation of their vote;
- 2.- In the second round, the Chair will request the Delegations that abstained in the first round from casting their vote, to vote in favor or against
- 3.- In the third round, the Chair will ask if any Delegation wishes to change its vote. Once the third round is over, the Chair will announce the results of the vote.

When what is being put to the vote is a Press Release or a Preliminary Draft Resolution, the Chair will ask all Observers, Faculty Advisors and members of the Organizing Committee to leave the premises. The Observer Delegations may only remain on the premises with the authorization of the Chair, but without having the right to vote.

**Article 10.-** The types of majority required and stipulated for voting, by these General Regulations, shall be understood as follows:

- I. Simple Majority: the vote that is done with a trend of fifty percent plus one
- II. Qualified Majority: the vote made with two thirds of the Delegations present.

**Article 11.-** Motions are the general tools of the Delegations and the Chair, with which the debate is properly developed. They will be asserted by raising the placard when the forum is open and they cannot be expressed until the Chair has given the floor. When considered by the Chair, the Delegation must remain standing.

At the beginning of each formal session, the roll call will be carried out in alphabetical order, in which the Delegations must pronounce the statement “Present and voting”, since they have the right to vote in the Voting by List. The Observer Delegations should say “Present” since they do not have the right to vote.

**I. Motion to Establish the Agenda.** Once the roll call is over, the forum will open, at which time this is the only motion that will be in order for its formulation by the delegates, according to the following order:

- 1. Chair: Open forum. Select a delegation.
- 2. Delegation: Establishes the “Motion for the establishment of the agenda”.
- 3. Chair: Admits the motion. Question the topic.
- 4. Delegation: Answer “For the single topic: [Name the topic]”
- 5. Chair: Admits the Motion and calls for a second.
- 6. Chair: If the Motion is seconded, it calls for a vote.
- 7. Chair: With a simple or absolute majority, proceed with the topic.

Once the topic to be discussed has been chosen, the Chair will ask each of the Delegations, in alphabetical order, to read the official position of each State or Nation regarding the selected topic.

An official position is the document in which each Delegation develops its position regarding the topic to be debated according to its official norms, customs, beliefs and culture, with the aim of facilitating the debate between the Nations (see Annex III for an example of Official position).

Each delegation will establish a reading version of each of its official positions with a time limit of 3 minutes. Between the reading of Official Postures, there are no points or motions in order.

**II.** Each Delegation will request to be added to give a speech before the floor through the **Motion for the Establishment of the List of Speakers**. The Chair

will control the list of speakers. Delegations must be assigned to the List of Speakers by direct message to the Chair. The Chair also reserves the unilateral allocation of delegations to the List of Speakers.

Each speaker will initially have a speech time of forty-five seconds to state their position and their feelings as a Delegation on the List of Speakers.

**III. Motion to decrease or extend the time of the speech.** This will be used each time a Delegation wishes to modify the time it has to speak on the Speakers List. It requires an open forum, to be seconded and approved by a qualified majority.

The speech time can never be less than thirty-five seconds or more than three minutes. In the event that a speaker finishes his intervention without having exhausted the allotted speech time, the Chair will ask him how he wishes to assign the remaining time, in one of the following ways:

1. Assign to another Delegation: the speaker must indicate the name of the Delegation to which he wishes to assign his remaining time, which must accept it and use it at the end of the speaker's intervention. If the Delegation to whom the time is transferred refuses to receive it, it will automatically be transferred to the Chair.
2. Yield to the Chair: when the Delegation decides to yield its time to the Moderator to continue with the debate.

**IV. Motion for a Special Session of Questions.** It is in order when a Delegation wishes to interpellate a speaker who has just finished his speech made on the list of speakers.

Requires an open floor and be seconded. If seconded, the Chair will ask the speaker if he accepts the questions. If the speaker accepts them, the table will ask the proponent how many questions he will ask, with two being the maximum number of questions that such a delegation may ask. The Chair will also ask the seconding delegation if they wish to ask an additional question; the secondary delegation can refuse. The Chair will ask if another delegation wishes to ask another single question, too, not to exceed five questions in total.

When a Speaker's response to a question is not clear or coherent, the Delegation that asked the question may request permission to ask a subsequent question, whose function is to be able to ask another question without preamble regarding the same topic that was asked.

**V. Motion to establish a Moderated Caucus.** It allows the Delegations to expedite the debate. It requires an open forum, to be seconded, to express a reason and a defined duration. During this motion each delegate can request the forum to issue a statement from their place.

**VI. Motion to extend the Moderate Caucus.** After the time of the Moderated Caucus, this motion can be introduced. It requires an open forum, to be seconded, to express a reason, a defined duration and to be introduced immediately after the end of a moderated caucus. A second occasion cannot be entered immediately.

**VII. Motion to establish a Caucus.** It consolidates a semi-formal meeting of the Delegations, in which they are allowed to discuss directly with each other, never in the first person. It requires an open forum, to be seconded, to express a reason and a defined duration. Once approved, the Chair will ask the Observers and Faculty Advisors to leave the room. Delegations may stand.

**VIII. Motion to extend the Caucus.** After the time of the Caucus, this motion can be introduced. It requires an open forum, to be seconded, to express a reason, a defined duration and to be introduced immediately after the end of a moderated caucus. A second occasion cannot be entered immediately.

**IX. Motion for a Closed Session.** It is in order when the Delegations experience some discomfort and wish to limit their presence in the room, leaving only the Delegations and the Chair in the room; and will be carried out in accordance with the following:

1. Does not interrupt the Speaker, and is in order when the forum is open
2. Must be seconded and approved by a simple majority vote
3. If approved, the Chair will request the departure of the Observers and Faculty Advisors until the end of the session in which the Motion was introduced
4. The Chair may decree a session behind closed doors, if it deems it convenient

**X. Motion of Precedence.** It is used to introduce a motion to the floor in an emergent manner; it is the only motion that is in order even though the floor is not open, and it is carried out in the following order:

1. Be introduced prior to the vote on the motion that is planned to be revoked
2. At the time of its introduction, the motion by which the change is intended must be established
3. The origin of this motion is a discretionary function of the Chair.

**XI. Motion to Introduce a Working Paper.** Working Papers are informal documents that contain compilations of the ideas discussed during the debate. Their purpose is to help in the formulation of Draft Resolutions. They do not require any formality, they are of unlimited creation and have, as background, the work carried out by a block of Delegations that have similar proposals and capture them in writing.

For the correct reading of the same and to speed up the debate, the following order should be followed:

1. The document is passed to the Chair for a brief review
2. Once approved, the introduction of a **Motion to Introduce a Possible Working Paper** will be in order
3. This Motion must be seconded
4. It must be voted on and approved by a qualified majority.
5. Once the Motion is admitted, it will be numbered, and two representatives of the block that presented it will be asked to read it
6. After its reading, the Chair will recommend the opening of a Caucus or a Moderated Caucus so that the Working Paper can be fully discussed.

**XII.- Motion to Introduce a Press Release and Motion to Vote on the Press Release.** Press Releases are documents that allow Delegations to express themselves about a specific fact as a Committee, request the opinion of another Committee regarding a subject within their competences, or pronounce on the issues that the submitting Committees are dealing with. They must be carried out in accordance with the following:

1. They must be done on a computer. They do not require following any particular writing format.
2. The Delegations can introduce a Caucus in order to quickly work on the drafting of the press release.
3. At the time of closing the Caucus, or when the Press Release is finished, a **Motion for the Introduction of a Press Release** will be in order, which must be seconded and voted by a simple majority.
4. Once the Motion is approved, the Press Release will be read, being it projected so that the Delegations can see it.
5. After its reading, when the floor is open, a **Motion for the Voting of the Press Release** will be in order, which does not need to be seconded, although it must be voted by the simple majority for its origin.
6. Once the **Motion to Vote on the Press Release** has been approved, a vote by list will be taken for the Press Release to be approved, for which a qualified majority of the votes of the Delegations present is required. To carry out said vote, the Observers and Faculty Advisors, as well as the members of



the General Coordination, will be asked to leave the premises during its performance;

7. The Observer Delegations may not vote on a Press Release.

8. The Chair will suggest to the Delegations, according to its criteria, the need or urgency of sending a Press Release to another Council or Committee, although in general, it must be done at the initiative of the Delegations.

(See **Annex VI** for an example of a Press Release).

**XIII.- Motion to introduce a Draft Resolution.** The Preliminary Draft Resolution is that formal document that, based on what was debated and exposed during the formal sessions, proposes solutions to the topics discussed. They must be performed in accordance with the following:

1. It must be written on the computer.
2. Preambulatory and operative phrases should be used in its writing. (See **Annex V** for preambulatory phrases).
3. It must be signed by thirty percent of the Delegations. The Delegations can only give their endorsement to one Draft Resolution.
4. It must be presented to the Committee, which may make the appropriate observations, and will send the document for its correction, or it may approve it directly.
5. Once approved, the introduction of a **Motion to Introduce a Draft Resolution** is in order, which must be seconded and approved by a simple majority vote.
6. If supported by the required vote, the Preliminary Draft Resolution must be numbered and projected. The Chair will call one or two representatives of the block that introduced the Draft Resolution, so that it can be read and defended.
7. Once the Preliminary Draft Resolution has been presented and exposed, the Chair may suggest holding a Moderated Caucus for its discussion.

(See **Annex IV** for an example of a Preliminary Draft Resolution).

**XIV.- Motion to Amend.** This motion is introduced when a Delegation has a proposal to modify the Draft Resolution. It will be done in accordance with the following:

1. It will only be in order when the forum is open.
2. It will not be seconded.
3. Once the Chair authorizes the Motion, the Delegation will be asked to present the proposed amendment.

4. Once the presentation has been made, the amendment must be voted on and have a qualified majority.

Any Draft Resolution that suffers more than five amendments will become a new Draft.

**XV. Motion to Vote on the Draft Resolution.** Once all the amendments to the Preliminary Draft Resolution have been finalized, a vote will be taken on it in its entirety. This motion must be introduced and will only proceed when:

1. The floor is open.
2. It does not need to be seconded.
3. It must be voted by the simple majority for its origin.
4. Once the **Motion for the Voting of the Preliminary Draft Resolution** has been approved, the vote by list will be carried out.
5. To carry out the voting by list, the Faculty Advisors, Observers and members of the Organizing Committee will be asked to leave the premises during its performance.

In order for a Preliminary Draft Resolution to be approved as a Project, it must be approved by a qualified majority. In the case of the Security Council, it is also necessary not to have the vote against the countries that have the right to veto, in accordance with the Manual Protocol.

Once approved, the Draft Resolution will become the Resolution of the topic studied, possibly giving rise to the closure of the debate.

**XVI. Motion to Close the Debate.** Delegations may request this motion once a Resolution has been approved. This Motion will only be in order when:

1. The floor is open, and it may be rejected by the Chair when it is considered that there are still points to be resolved
2. It must be seconded
3. It will be put to a procedural vote.

For no reason may the debate be closed when a Resolution has not been reached, unless the General Secretariat gives its approval.

**XVI. Motion to Close the Debate.** Delegations may request this motion once a Resolution has been approved. This Motion will only be in order when:

1. The floor is open, and it may be rejected by the Chair when it is considered that there are still points to be resolved
2. It must be seconded

3. It will be put to a procedural vote

For no reason may the debate be closed when a Resolution has not been reached, unless the General Secretariat gives its approval.

**Article 12.-** In the event of a violation of these General Regulations, or in the event of any conduct that is considered contrary to the spirit of the Model, the Chair will issue a Warning to the Delegation involved. If the violation or conduct is repeated, the Chair may apply reprimands. (See **Annex I** for Behavior Guidelines).

**Article 13.-** The Chair is empowered to impose reprimands when any of the following assumptions are actualized:

- I. To the Delegations that incur in violations of these General Regulations.
- II. To the Delegations that, in an offensive manner, attack another Delegation, thus breaking the guiding principles of the United Nations Organization, these being: dialogue, brotherhood among Nations, the pursuit of peace and the stability of the International Community .
- III. To the Delegations that are not present at the time of the roll call.
- IV. To the Delegations that do not present their Official Position on the date and time indicated by the General Secretariat.
- V. To the Delegations that lose their credential or placard.
- VI. To the Delegations that maintain direct contact with their Faculty Advisors, Observers or Advisors during a session, either inside or outside the same committee.
- VII. To the Delegations that make incorrect use of electronic devices (See **Annex II** on Use of Electronic Devices).
- VIII. To the Delegations that do not strictly comply with the clothing protocol;
- IX. To the Delegations that omit the use of the third person; of the singular or plural, at the moment of establishing in the formal sessions. The Chair must first make a warning, and admonish only for recidivism. The Chair may admonish a Delegation without prior warning if numerous warnings have been made to other Delegations, and they have been ignored.
- X. To the Delegations that cite printed, digital, electromagnetic or other similar media that are considered untrue, apocryphal or contrary to good customs, because at all times only official media may be cited and, in that case, if the corresponding reference.

**Article 14.-** Warnings imposed on a Delegation will have the following consequences:

I. Suspension

1. That Delegation to which two reprimands are credited, will be suspended from the session in which it is, and may return until the next one

**2.** That Delegation to which four reprimands are credited, will be suspended for the rest of the day of the Model, and may return until the next day.

The suspensions do not entail the elimination of the right to aspire to receive any recognition granted by RealMUN, in case of being worthy of it.

## **II. Expulsion**

The Delegation that during its development is subject to six reprimands will be expelled from the Model.