

ACADEMIC

HANDBOOK

UNITED NATIONS



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Welcome to **BIMUN**

We are honored to welcome you to the twenty-fourth edition of the Fundación Colegio Bilingüe de Valledupar Model United Nations, BIMUN. Every year, the Fundación Colegio Bilingüe de Valledupar has the privilege of hosting BIMUN. This student-model of the UN aims to encourage participants to dive into the investigation of global issues and attempt to solve them. This way, leaders who achieve positive changes in society and who come to improve our way of life, surge and develop their minds.

BIMUN is an event that takes place every school year, in which students allow themselves to develop in different academic activities using skills such as public speaking and problem-solving. This model has been celebrated for over twenty-four years, allowing it to expand and advance, always looking for the best in its participants. It has a vision to be the best MUN in Colombia, a goal that our team works on to scale up each edition of this event.



The first model held at the Fundación Colegio Bilingüe de Valledupar was given thanks to the students' creativity, ingenuity, and enthusiasm who intended to learn about the world and how certain historical events continue to affect us today. It is a privilege to say that BIMUN has become a prestigious model for twenty-four years, always transforming itself to give the best it has to offer.

During the time BIMUN has been ongoing, it has been possible to appreciate students who have become critical, reflective, and creative people, thanks to their effort and preparation. All the above has been possible thanks to the model's demands, which motivate students to do exhaustive research, try different persuasion techniques, question different political thoughts, and think about the various scenarios that allow reaching a peaceful resolution.

In line with these principles, BIMUN will continue to grow, supporting students and providing a platform for young minds to create, explore, collaborate, and reflect on the major issues facing our world. We are proud to invite you to join this experience, where you will learn, develop your awareness, and become the best diplomat you can be. Welcome to the Fundación Colegio Bilingüe de Valledupar Model United Nations.

This year, BIMUN will have the following academic proposal:

United Nations Security Council

Topic A: "Examining the Red Sea Proxy Conflict and the Intensifying Geostrategic Rivalries Among Iran, the UAE, Egypt, and the Houthis, Amid the Political and Security Collapse in Sudan and Threats to Maritime Security."

Topic B: "Combating the Ongoing Security Crisis in Eastern Congo Amid the Escalating DRC–Rwanda Tensions and the Resurgence of the M23 Insurgency Threatening Regional Stability and Civilian Protection."

Topic C: Open Agenda.

Disarmament and International Security (DISEC) Committee

Topic A: "Ceasing Strategic Military Actions in the Kashmir Region as a Flashpoint for Escalating Tensions and Cross-Border Military Engagements Between India and Pakistan."

Topic B: "Addressing the Escalating Militarization of the Kuril Islands and Rising Regional Tensions as Russia Increases Its Military Presence and Japan Faces Strategic Vulnerabilities."

Topic C: "Evaluation of Counter-Military Expenditures Worldwide by China and the United States to Forestall Potential Destabilization of the Status Quo."

Comisión de Asuntos Económicos y Financieros (ECOFIN)

Tema A: “Indagación a la influencia de grupos religiosos, su poder fáctico en los sistemas bancarios y el posible monopolio socioeconómico y político apoyado por grandes potencias.”

Tema B: “Cuestionamiento a la estrategia de financiamiento de China como mecanismo de endeudamiento, sus implicaciones geoeconómicas y riesgos de sostenibilidad.”

Tema C: “Análisis al método correcto para la financiación de la Misión Multidimensional Integrada de Estabilización de las Naciones Unidas en la República Centroafricana.”

Social, Humanitarian & Cultural Issues (SOCHUM) Committee

Topic A: “Addressing Violent Repression, Cultural Imposition, and Arbitrary Detentions Toward Uyghurs and Kazakhs by China in the Xinjiang Region.”

Topic B: “Questioning the Kafala System and Conducting a Comprehensive Examination of the Sponsorship System and Its Impact on Migrant Worker Mobility and Policy Dynamics in the Gulf Region.”

Topic C: “Ensuring Dignity and Human Rights Through Advancing Robust Judicial Due Process Reform and Addressing Systemic Human Rights Challenges in Ethiopia’s Amhara Region.”

Special Political and Decolonization (SPECPOL) Committee

Topic A: "Assessing the Political and Security Implications of Russian Intervention in Unrecognized States by Examining the Cases of Transnistria, Abkhazia, and South Ossetia as Destabilizing Factors in Eastern Europe and the Caucasus."

Topic B: "Ensuring Stability in Eastern Countries Due to the Belt and Road Initiative as a Possible Geopolitical Strategy Used to Maintain Power in the Region and Its Threat as a Modern Colonization Technique."

Topic C: "Assessing Unresolved Tensions in the Guyana-Venezuela Dispute Over the Essequibo Region Due to Its Geopolitical Implications and Destabilizing Factors in the Region."

Comisión Jurídica

Tema A: "El vacío jurídico internacional en torno al asilo diplomático y su uso como herramienta de presión geopolítica entre Estados."

Tema B: "La autonomía de los pueblos nativos como contradicción entre el reconocimiento normativo de sus derechos y las constituciones de los Estados."

Tema C: "Ambigüedades en la aplicación del principio de autodeterminación como obstáculo para el establecimiento de criterios legales internacionales sobre el reconocimiento de nuevos Estados."

United Nations Children's Fund (UNICEF A & B) (Starter Committee)

Topic A: "Examining the Humanitarian Crisis and Displacement of Children in Haiti, Caused by Gang Violence, and the Collapse of Social Safety Structures."

Topic B: "Protecting Romani Children's Rights in Europe by Ending Statelessness and Breaking the Cycle of Discrimination to Ensure a Dignified Life."

Topic C: "Ensuring Informed Consent in Medical Procedures for Minors When Limited by Their Religion and Socio-Political Morals."

Instituto Interregional de las Naciones Unidas para Investigaciones sobre la Delincuencia y la Justicia (UNICRI)

Tema A: "Prevención de sombras en sistemas financieros a través de los Papeles de Pandora develando prácticas ilícitas e injustas, y su repercusión en la comunidad internacional."

Tema B: "Asesinato de diplomáticos como factor de desestabilización internacional y sus repercusiones en las relaciones interestatales."

Tema C: "La inestabilidad política, la violencia social y la migración en el Triángulo Norte de Centroamérica como factores determinantes en la unidad de gobernanza de seguridad y las estrategias geopolíticas internacionales."

Congreso de la República de Colombia

Tema A: Proyecto de Ley: “Por medio de la cual se adiciona y modifica la Ley 1098 de 2006 (Código de la Infancia y la Adolescencia), para fortalecer el Sistema de Responsabilidad Penal para Adolescentes, estableciendo sanciones más severas y proporcionales.”

Tema B: Proyecto de Ley: "Por medio de la cual se adoptan medidas tendientes al estatus legal de los grupos disidentes y al margen de la ley en Colombia, pensada por la protección a la ciudadanía.”

Tema C: Proyecto de Ley: "Por medio de la cual se modifica el artículo 317 de la Ley 906 de 2.004 en sus numerales 4, 5 y 6, junto con la interpretación adecuada de restablecimiento de la libertad por vencimiento de términos.”

United States Senate

Topic A: “Equitable Healthcare Act Towards a Comprehensive Public Universal Healthcare System, and Abolition of Private Insurance.”

Topic B: “Federal Implementation of a Military Draft Act to Strengthen National Security, Foster Civic Responsibility, and Enhance National Defense Preparedness.”

Topic C: “Stricter Immigration Activity Act, Including Mass Deportations and Border Closures, as a Measure to Address the Immigration Crisis.”

The United Nations

History

As World War II neared its end in 1945, nations lay in ruins and the world yearned for peace. From 25 April to 26 June 1945, representatives of 50 countries gathered in San Francisco, California, at the United Nations Conference on International Organization to draft and sign the UN Charter. Over the course of two months, they completed and formally signed the Charter, establishing the United Nations, an institution designed to prevent another world war like the one they had just experienced



Four months after the San Francisco Conference ended, the United Nations officially began, on October 24, 1945, as it came into existence after its Charter had been ratified by China, France, the Soviet Union, the United Kingdom, the United States, and by a majority of other signatories. More than 80 years later, the United Nations is still working to maintain international peace and security, give humanitarian assistance to those in need, protect human rights, and uphold international law.

At the same time, the United Nations is doing new work not envisioned for it in 1945 by its founders. The United Nations has set Sustainable Development Goals for 2030, to achieve a better and more sustainable future for us all. In parallel, nations have committed to urgent climate action, under the vision to stop global warming. With many achievements in its past, the United Nations is looking to the future, for new achievements.

The history of the United Nations is still being written.

What is the Role of the UN in International Issues?

The United Nations (UN) is crucial in addressing international issues across various domains. Its primary purposes include maintaining international peace and security, promoting cooperation among nations, fostering development, and protecting human rights. The UN has been the cornerstone of peace in hard times and is one of the most important organizations globally. Its impact on the international community has been ample:

1. **Peacekeeping:** The UN deploys peacekeeping missions to conflict zones, to help maintain peace, protect civilians, and facilitate political processes to resolve conflicts peacefully.
2. **Security Council:** It is responsible for maintaining international peace and security. It can authorize sanctions or the use of force to address threats to peace.
3. **Humanitarian Assistance:** The UN coordinates and delivers humanitarian aid to regions affected by natural disasters, conflicts, or other crises, providing food, shelter, medical assistance, and other vital support.
4. **Promotion of Human Rights:** The UN advocates for human rights globally and sets standards through agreements such as the Universal Declaration of Human Rights.
5. **Development:** Through specialized agencies such as the World Health Organization (WHO) and UNICEF, the United Nations supports development efforts in health, education, and poverty reduction, as well as the pursuit of the Sustainable Development Goals (SDGs).
6. **Environmental Protection:** The UN addresses global environmental issues through initiatives like the United Nations Environment Programme (UNEP) and international agreements such as the Paris Agreement on climate change.
7. **International Law and Justice:** It promotes adherence to international law and oversees international courts like the International Court of Justice to settle disputes between countries.
8. **Promotion of Economic and Social Progress:** The UN works in several areas to foster economic stability, promote fair trade, and reduce inequality among nations.
9. **Diplomacy and Negotiation:** It provides a platform for nations to engage in dialogue, negotiation, and diplomacy to address global challenges and find solutions.

The United Nations Charter

The Charter of the United Nations is the founding document of the United Nations. It was signed on 26 June, 1945, in San Francisco, after the United Nations Conference on International Organization, and came into force on 24 October, 1945.

The United Nations can take action on a range of issues due to its unique international character and the powers vested in its Charter, which is considered an international treaty. As such, the UN Charter is an instrument of international law, and UN Member States are bound by it. The UN Charter codifies the major principles of international relations, from sovereign equality to preventing the use of force in international relations.

Since the UN's founding in 1945, the organization's mission and work have been guided by the purposes and principles contained in its founding Charter, which has been amended three times — in 1963, 1965, and 1973.

The text and body of the UN charter can be found on the official page of the [United Nations](https://www.un.org/en/about-us/un-chapter).



Model United Nations and its Goals

Model United Nations (also Model UN or MUN) is an academic simulation of the United Nations. It aims to educate participants about civics, current events, effective communication, globalization, and multilateral diplomacy.

In a standard MUN, students take on roles as diplomats and participate in a simulated session of an intergovernmental organization (IGO) such as the United Nations. Participants research a country, investigate its international issues, debate, deliberate, consult, and then develop solutions to world problems.

Attending Model United Nations is an opportunity to gain insight into global relations through a challenging and constructive program. The primary objective of this conference is to provide students who participate with the experience of representing a country's point of view on global issues and engaging in resolutions through critical thinking, compromise, and cooperation. Students also gain exposure to parliamentary procedure, debate, and resolution-writing, enabling them to:

- increase students' awareness of international affairs.
- enhance students' understanding of the United Nations and its effect on the international community.
- communicate the students' concerns through their role as a delegate about issues bearing international consequences.
- inspire the students with a peaceful environment to solve problems concerning international peace.
- cooperate with other students in formulating solutions to problems of international consequences.
- gain skills in debate, discussion, and oratory to guarantee a good representation.
- develop an insight into the process of, and commit to, international understanding and tolerance.

Delegate Preparation and Responsibilities

In Model UN, a delegation is a group of people who represent the government of a given country, presenting their point of view on the issues to be discussed in the model. The delegation is formed by a group of delegates, who individually represent their delegation and their government in the committees. The duties of the delegate are:

- to act in coordination and cohesion with their delegation, presenting themselves as one voice and all presenting the same position.
- to research everything related to the United Nations (UN), to his/her assigned country, to the assigned topics, and the position and role of his/her country in those topics.
- to represent your school/educational institution throughout the model.
- to represent your assigned government, leaving aside your convictions regarding the issues.

In addition, delegates must submit essential documents to the presidents of their respective committees by a strict deadline. Failure to meet this deadline may jeopardize eligibility for academic awards. Required documents from each committee include:

Security Council

1. **Position papers:** Topic A and B
2. **Background** (with the opening speech of the Opening General Assembly if it is your responsibility)

DISEC, ECOFIN, SOCHUM, SPECPOL, Legal, UNICEF, UNICRI, Congreso, and US Senate:

1. **Position papers:** Topic A, B, and C
2. **Background** (with the opening speech of the Opening General Assembly if it is your responsibility)

Research Your Country

Participants must develop a comprehensive understanding of the nations they represent by researching their history, political ideologies, governmental, economic, and social structures, and all kinds of information concerning their countries. This knowledge must be applied in representing the nation's official position on international issues at the conference.

Remember that you are not alone; all delegates representing the same country can work along. To research efficiently, divide responsibilities in examining the characteristics of each nation.

The participant should research the periodical indexes of the past decade on appropriate topics and read articles relevant to that nation's attitudes. Beware of new reports of important events such as daily papers, because speculation and confusion surround immediate reports of problems. Retrospective analysis or research articles are the most appropriate, informative sources.

Delegates should pursue all possible sources of information, including bibliographies and footnotes in articles and books. Delegates should cooperate during their sessions to exchange information and offer new suggestions for proposals. Organization and assignment of responsibilities ensure efficient research. A general knowledge of the country, beyond the specific areas addressed, is important to effectively represent a country.

When preparing for a Model United Nations conference, the members of a delegation should ask themselves three questions:

- What should I research?
- How should I go about researching?
- Why should I research?

Delegate's Responsibilities

Conference Preparation: Each participant should thoroughly research and practice the procedure to be observed at the conference. Research all aspects of the designated country, involvement in global conflicts, affiliation within political alliances, and (in particular) the conference issues. The success of a Model United Nations depends upon the depth of your understanding of social, political, and economic position held by your delegation.

General UN Research: When researching the United Nations, the delegate should be familiar not only with the history and operations of the UN and his/her council, but also with the past actions of the UN on the council's topics, and the current status of those topics in the UN system. Most information on countries and the United Nations may be found at <https://www.un.org/en/>. There are several areas to examine when conducting research for a conference. The delegate needs to research the United Nations, the country being represented, the topics, the country's opinion, and world opinion.

Topic-Specific Research: To excel at a conference, having comprehensive information related to the topic is crucial. It is much easier to formulate a country's policy on a topic after finding sufficient information regarding the topics. Much of this information can be accessed through the United Nations, in the form of past actions. Academic guides sent by the presidents often list past resolutions, and looking up these resolutions is a good starting point. They can be found through numerous sources, such as UN depository libraries and the UN itself.

World Opinion: After learning about the topics, the delegate must turn to the allies of their country and various blocs. Delegates should know which countries support their position, and the position other blocs (groups of nations with similar interests) will have on the various problems to be discussed. He/she should also know which countries will be represented in the committee. To have a better and complete understanding, investigate the involvement of other blocs regarding the topics.

Position Paper Research: Delegates must prepare a position paper that outlines their nation's position on the topics that will be discussed at the conference. The position paper should be written like a research paper. All sources must be documented. Delegates should pay particular attention to the decision-making structure within the country. It is crucial to comprehend the actual, rather than the theoretical, process of political decision-making. An entire delegation should participate together in the research process. The more you know about your country, the easier it will be to accurately determine your country's positions on the matters you will debate. Additionally, you should research your nation's relationship with and role in the United Nations. This should include when your nation became a member and committees and organizations of which you are a member, among other facts.

General Guidelines of the Model

BIMUN is an academic event; therefore, behavior within the conference must be completely professional. For the model to be developed correctly, proper conduct is required from all delegates and other guests during General Assemblies, committee work, and breaks. All participants must be aware that everything they do during the model, including their behavior, will be a representation of their school/educational institution.

Positive language and a moderate tone of voice are used to communicate in public places. Committee work is at the heart of MUN conferences; good manners and seriousness of purpose characterize the conduct of each delegate during a discussion. During recess and lunch, table etiquette is observed.

Furthermore, delegates are expected and encouraged to respect and tolerate other's differences and not cheat in any manner, following orders from sponsors, presidents, staff, or the Secretariat. BIMUN will not tolerate any kind of disrespect, bullying, or actions done in bad faith; such behavior will have consequences.

Code of Conduct for the Model and Decorum

During the conference, all participants' behaviors must coexist with those in the Manual de Convivencia of Fundación Colegio Bilingüe de Valledupar.

1. Delegates are expected to behave appropriately at all times, both during and outside the conference. No form of bullying, discrimination, aggression, or other negative behavior—toward themselves or any other participant—is permitted throughout the event.

2. Delegates must adhere to the instructions given by the presidents, Academic Sponsor, and Secretary-Generals, during committee sessions and outside of them.
 - 2.1 To refer to members of the Secretariat, use “Secretary-General [Last Name]” or “General Coordinator [Last Name].” To address presidents, use “President [Last Name].” In committee sessions, presidents should be referred to as “Honorable Chair” or simply “Chair.”
 - 2.2 Failure to use parliamentary language will be considered disrespectful to the Chair and the committee. After three calls to attention, a warning will be issued.
 - 2.3 Delegates must refrain from disrespecting the BIMUN Team or any other participants at the conference under any circumstances.
3. Delegates must follow etiquette:
 - 3.1 After each session, the tables, chairs, and microphones must be left in perfect condition. Additionally, attendees must leave their places organized before leaving.
 - 3.2 In formal sessions, it is forbidden to eat or chew gum.
 - 3.3 Direct communication between delegates during formal sessions within the venue is prohibited. Communication within the committee will be done through members of the floor secretaries team via paper notes, with the consent of the Chair.
 - 3.3.1 Messages sent through floor secretaries must be related to the committee and contain respectful vocabulary, these will be checked, and if it does not follow procedure, the delegate will be sanctioned by the Chair.
 - 3.3.2 Contact between teachers and students during committee time is strictly prohibited. Teachers cannot interfere during committee sessions in any way.
 - 3.4 Garbage must be deposited only in the places indicated for it.
 - 3.5 Excessive or obscene displays of affection are strictly prohibited.
4. The chain of information and due process must be respected. Any questions, queries, comments, or suggestions must go through the Chair before eventually reaching the Secretary-Generals.
5. Attendees are obliged to wear their badge at all times.
6. Delegates will only be able to use the areas designated for the model.
7. Delegates are required to adhere to the designated schedules of their committees and be punctual at all times.

8. Participants of the conference will not be able to leave the facilities of the Fundación Colegio Bilingüe de Valledupar without the consent of the Secretariat.
9. Using electronic devices, that interfere with the work carried out in sessions (such as mobile phones and tablets), is prohibited unless authorized by the Chair. Laptops are exempt from this rule, if used for the correct purpose.
 - 9.1 Cell phones must be turned off and out of sight during committee sessions. While BIMUN has implemented security measures, the organization is not liable for any lost or stolen items. Non-compliance may result in confiscation by security staff.
10. The consumption, possession, or influence of Illicit drugs and smoking devices (e.g., cigarettes, vapes) will not be tolerated. Any individual found to be in possession or use of illicit drugs will be held criminally liable. If found, the respective delegation will be required to leave the conference.
11. Delegates and attendees cannot sleep during committee work; this will be sanctioned by the Chair.
12. Delegates must respect and tolerate others' beliefs, religion, personality, and race.
13. No one is allowed to steal, hide, or take others' belongings.
14. No one is allowed to possess or use weapons inside the installations.
15. Any serious act, approved by the presidents and Secretary-Generals, will result in consequences, regardless of whether it is specified in the Handbook.
 - 15.1 Serious infractions, as determined by the Chair and approved by the Secretariat, will result in sanctions, even if they are not explicitly outlined in the Code of Conduct.
 - 15.2 Repeated failures by delegates or conference attendees may lead to expulsion from BIMUN.

Each of these rules has consequences, determined by the presidents or Secretary-Generals, which have the right to choose the sanction by its graveness, or by this Handbook.

Sanctions and Infractions

Infraction	Consequence
Incorrect use of parliamentary language (repeatedly)	Warning
Making marked expressions and laughing	Warning or admonishment
Eating inside the committee or chewing gum	Warning or admonishment
Late arrival to the committee/session	Warning or admonishment
Misconduct altering the flow of the committee	Warning, expulsion, or admonishment (up to the Chair)
Being sarcastic or disrespectful to the Chair's authority	Warning, expulsion, or admonishment (up to the Chair)
Disrespect towards delegates	Warning, expulsion, or admonishment (up to the Chair)
Sleeping in committee work	Admonishment and removal from the room
Disrespect towards the presidents, staff, Secretary-Generals, or General Coordinators	Warning, expulsion, or admonishment (up to the Chair)
Use of rude or obscene language/swearing	Warning, expulsion, or admonishment (up to the Chair)
Not being on the committee during its respective committee sessions	Warning or admonishment
Placing the placard aggressively, or loudly	Warning (if done repeatedly, it may proceed to be an admonishment)

Infraction	Consequence
Assigned areas must be kept tidy and organized at all times—whether before a session or after a motion	Warning
Intimidation, verbal or physical abuse, towards anyone	Admonishment or expulsion from the model (up to the Secretariat, and the presidents)
Intolerance towards the personality or liberty of expression of another person	Admonishment or expulsion from the model (up to the Secretariat, and the presidents)
Disrespecting or vandalizing school facilities or any member of the school community	Admonishment or expulsion from the model (up to the Secretariat, and the presidents)
Incorrect implementation of the Dress Code	Warning or admonishment. The delegate must proceed to correct the part of the attire immediately
Noise coming from devices (songs, ringtones, messages, and others)	Warning
Leaving the committee without permission of the Chair	Admonishment/ Warning (depending on the reason for leaving the room)
Consumption of psychoactive substances	Expulsion of the model (checked by the Secretariat, and the presidents)
Not being present at the model's installations	Admonishment
Stealing, hiding, or messing with other objects, implements of the school, or any other	Admonishment
Attending under the influence of psychoactive substances	Expulsion of the model (revised by the Secretariat, and the presidents)

Infraction	Consequence
Plagiarism or use of artificial intelligence in backgrounds, working papers, resolutions, press releases, position papers, and other required documents of the conference	The tabling of the papers (which does not permit them to be read in the committee/General Assembly). This will affect the academic score of the delegate
Bullying or targeting others (in or out of the model)	Expulsion of the model (up to the Secretariat, and the presidents)
Speaking offensively of the Secretary-Generals, General Coordinators, presidents, BIMUN Team, sponsors, or staff	Expulsion of the model (up to the Secretariat, and the presidents)
Use of artificial intelligence in documents	Admonishment, score reduction

1. **Call to attention/Warning:** It happens when a delegate commits a minor offense, for the first time or for not knowing the rules. The Chair in charge shall call the delegate's attention and warn him/her that if he/she commits the same offense again, he/she will receive an admonishment.
2. **Admonishment:** Occurs when a delegate breaks the rules of the model or repeats a minor offense for which he/she has already been warned. Admonishments vary according to the times they are given to a delegate.
 - a. **First Admonishment:** Will be given privately to the delegate, unless his or her conduct disturbs the order of the committee or assembly.
 - b. **Second Admonishment:** The delegate shall receive an admonishment in public and be warned that on the third admonishment, he/she will be required to leave the room.
 - c. **Third Admonishment:** The delegate shall receive publicly an admonishment and shall be removed from the committee for such time as the Chair deems appropriate.

3. **Withdrawal from the Precinct:** Occurs when the delegate incurs in three admonishments or when he/she presents a fault that seriously disturbs the order of the committee or assembly. The Chair in charge, in addition to the corresponding admonishment, shall stipulate a period during which the delegate shall be outside the committee.
4. **Expulsion from the Conference:** Occurs when a delegate commits misconduct serious enough to alter the decorum of the committee, or any grave offense.

These sanctions will affect a delegate's performance and evaluation according to the offense committed. Additionally, depending on the severity of the infraction, the presidents have full discretion to amend established rules to maintain decorum.

Dress Code

On the days in which the model is developed and during it, delegates must dress as follows:

- **Men:** Must use a suit and tie for all working days. The use of formal colors in clothing is recommended. The suit may be unbuttoned when sitting down, but when standing up and especially when addressing the podium, the suit must be buttoned. It is strictly forbidden to loosen the tie. To remove the suit, permission from the Chair is required through a motion, which must be done in extreme cases of discomfort; otherwise, it is not allowed.
- **Women:** Business suits, pants, and skirts (at least knee-length) are acceptable. Sober colors should be used and jewelry can also be worn as long as it is discreet. Necklines and transparencies are prohibited.
- Neatness is requested both about clothing and about appearance and personal hygiene.
- Clothing typical of culture is not allowed.
- Violation of the Dress Code is grounds for sanctions.

To see all the rules, go to the [Dress Code Manual](#) on the BIMUN web page.

General Procedure of Academics

The following rules have been adopted in advance of the conference; however, the Secretary-General and the Committee Chair have the authority to establish new guidelines based on the principles outlined in this document.

Language

Spanish is the sole language permitted in the committees of the Comisión de Asuntos Económicos y Financieros (ECOFIN), the Comisión Jurídica, the Instituto Interregional de las Naciones Unidas para Investigaciones sobre la Delincuencia y la Justicia (UNICRI), and the Congreso de la República. The General Assembly held on the first day of the model will be conducted in Spanish during the deliberation period, which includes opening speeches and points of information.

English is the official and exclusive language permitted in the following committees: United Nations Security Council, Disarmament and International Security (DISEC) Committee, Social, Humanitarian & Cultural Issues (SOCHUM) Committee, Special Political and Decolonization (SPECPOL) Committee, United Nations Children's Fund (UNICEF), and United States Senate.

It is important to note that during an unmoderated caucus (or lobby time), delegates must communicate in the official language of their committees. If not, they will be sanctioned.

The Closing General Assembly will be conducted in the language of the committee under discussion.

Seating of Delegates

Delegates are arranged in alphabetical order by country, starting from the first row and seat closest to the head of the table (depending on the committee). After reading Position Papers, delegates have the option to propose a motion to strategically change places.

Agenda

The committees will begin by making a roll call to verify quorum. During roll call, delegates may respond with: "present" or "present and voting". Then the Chair will establish the agenda of the committee.

The following is the recommended procedure for committees to follow:

1. Roll Call and Quorum Verification

- a. The session begins with a roll call to verify quorum.
- b. Delegates must respond with either:
 - i. "Present": This can be changed, in the next roll call, to "present and voting".
 - ii. "Present and voting": Choosing this option means the delegate cannot abstain from voting in substantive matters. This cannot be changed, once said, throughout the day.
- c. If a delegate is absent when called but arrives later, they will receive a warning, and a written explanation of their tardiness must be submitted to the Chair.

2. Commencement Motions and Establishment of the Agenda

- a. The Chair will establish the agenda based on pre-determined topics.
- b. Topics are discussed by day:
 - i. Day 1: Topic A
 - ii. Day 2: Topic B
 - iii. Day 3: Topic C (if applicable)
- c. Delegates do not decide the order of topics.

3. Opening Procedures

- a. Position papers:
 - i. In alphabetical order, each delegation will pass to read its position paper.
 - ii. If a delegation was absent during their turn, they will present last.
 - iii. Delegates must respond to at least one and at most five questions during the points of information at the end of the position papers.

4. **Debate Procedures**

a. Moderated caucus:

- i. A structured debate where delegates speak with the Chair's recognition within a set time limit.

b. Speakers list (if necessary):

- i. The Chair will ask for delegations who wish to speak. Delegates raise their placards, and the Chair calls on them alphabetically.

5. **Unmoderated Caucus (Lobby Time) and Drafting Process**

a. Delegates discuss and negotiate agreements.

b. Delegations must draft either:

- i. A working paper (if there is sufficient support).
- ii. A press release (for smaller blocs without enough members for a working paper).

c. All delegations must contribute to one of these documents to avoid potential sanctions.

6. **Presentation and Voting**

a. Each bloc presents its working paper to the committee.

b. Amendments are proposed and introduced by the Chair and delegates.

c. A motion to vote on the working paper follows.

d. If another bloc submits a press release instead of a working paper, it will be read, but will not be subject to amendments or voting.

7. **Transition to the Next Topic**

a. Close the agenda on the current topic.

b. Suspend the agenda and move to the next scheduled topic.

Committee Work

Committee work is at the heart of every MUN conference; for it to flow correctly, and achieve mutual understanding, there are some rules which must be followed:

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Committee Work

- I. Positions Papers are required according to your respective committee, by topic.
 - a. These papers will have time limits when being read according to the committee as assigned by the presidents.
- II. PowerPoint presentations or slides, infographics, photographs, documents, and all appropriate visual aids are allowed.
 - a. Resources presented to the committee shall be sent at least thirty minutes before its presentation and must be approved by the Chair.
- III. Delegates are not allowed to cite from the record of other committees.
- IV. A delegate cannot be in two different resolutions of the same topic. Not as a Signatory Country, Sponsoring Country, or Head of Bloc.
- V. Information, and events before the creation of the United Nations (October 24, 1945), cannot be mentioned in the committee, session, or debate. Unless given permission.
- VI. Delegates cannot refer directly to another delegation, but must do so employing: “delegations such as...” or any other respectful and not direct form, unless it is specific evidence related to a specific country.
- VII. Delegates shall refer to the president as “Chair” or “Honorable Chair” during committee time.
- VIII. Only trusted sources are accepted when making citations. Furthermore, plagiarism is not tolerated and is sanctioned.
- IX. Questions/Motions resulting in a tie vote shall be considered defeated. In case of a Challenge to the Competence, the Secretary-General and the Chair will decide which delegation loses its voting rights.
- X. Delegates must speak in the third person. They may not use “I”, “me”, “you”, “my delegation”, “your delegation”, or “he/she said”. Instead, they should employ formal third-person expressions such as “the delegation of [Country]”, “delegations such as...”, “the delegate/representative of [Country]”, “the international community”, and other appropriate MUN terminology.
- XI. The terms “imperialism” and “colonization” are not appropriate for parliamentary language, and delegates are prohibited from using them. These terms, as per United Nations protocol, are not open to discussion or motion. The terms “terrorism” and “terrorists” can be used without referring to a country. The use of derogatory words that may affect the integrity or status of another delegate is also not allowed.
- XII. Delegates must stand up, and not face their back when referring to the Chair.

Rules of Procedure

BIMUN is an educational model of the United Nations; thereby, utmost respect for this organ of peace must be present at all times of the conference. In this order of ideas, delegates must follow the following rules during committee work, which will allow for the correct and usual development of committees:

1. Delegates should, at all times, act under the articles and principles of the United Nations Charter.
2. No delegate can interrupt in any form when the Chair has the floor. Neither points nor motion are ways to interrupt the Chair. Interruption of the Chair's word will lead to a warning.
3. Delegates raise their placard after the Chair has finished speaking.
4. Documents like working papers, interventions, or presentations prepared before the model are strictly prohibited and will not be accepted for presentation.
5. A delegate may only address the committee if, and once, they have been recognized and received permission from the Chair.
6. Delegates are not allowed to use artificial intelligence in any document, or at any time during committee work.
7. A speaker may not be interrupted by another delegate unless the delegate has raised an interruptible-point.
8. Delegates who want to use the space of the room when using the floor shall make a point of personal privilege or a motion to use the floor (this motion will last for the committee's day, so each new day this motion shall be introduced if this action is desired to be taken in place).
9. Each Member State shall be represented by only one delegate per committee. The presidents shall provide a list of committee-members and delegates registered.

10. Delegates will be out of order in the following situations:

- a. When eating in the committee.
- b. When making marked facial expressions or laughing.
- c. When not implementing the parliamentary procedure and language.
- d. When speaking before the Chair recognizes the delegate.
- e. When using the room without the Chair's recognition.
- f. When sleeping.
- g. When talking with other delegates directly.
- h. When using WhatsApp, Instagram, Snapchat, and other apps that have nothing to do with committee work.
- i. When standing out of place without the Chair's permission.
- j. When changing their vote from "present and voting" to just "present".

In case of a dispute, the final authority on the validity, applicability, and interpretation of these rules rests with the Secretary-General or the Chair.

Roll Call

Attendance shall be conducted by the Chair, who may perform a roll call at the beginning of every session. Delegates shall establish their presence in the committee by raising their placards and declaring themselves as 'present' or 'present and voting' when called. Non Member States cannot express themselves as "present and voting", they may just use "present".

Quorum

Committee activities and debates shall start when at least 2/3 of the committee-members are present. If the quorum is not met ten (10) minutes after the scheduled start time of the committee session, the committee shall start its session with the number of delegates already present. The Secretary-General or the Chair may instruct otherwise. The quorum shall be assumed when the committee activity begins.

Powers of the Chair

The presidents, the Chair, the Secretary-Generals, and the Academic Coordinator have the authority to take such actions as he/she deems necessary to ensure decorum. The Chair and Secretariat make all decisions concerning motions, amendments, questions, etc. The Chair also has the right to impose warnings, or other sanctions, whenever a delegate violates the principles of diplomacy or good conduct.

The authority and decision of the presidents, Chair, Secretary-Generals, General Coordinators, and Academic Coordinator, shall not be challenged.

The Chair can adapt to the procedure, thereby modifying things said on this document, and things not mentioned before. Therefore, any unexpected behavior shall be up to the hands of the Chair. Additionally, it has the authority to establish new guidelines for the procedure of committees and the General Assembly. These decisions shall not be challenged, otherwise, they will have consequences.

The Chair will oversee the committee proceedings impartially and fairly. Their responsibilities and authorities include, but are not limited to:

- announcing the opening and closing of each committee session
- facilitating debate and discussion
- ensuring adherence to the Rules of Procedure
- granting the right to speak
- ruling on points of order
- maintaining order and exercising full control over proceedings
- presenting motions for consideration at any time, or passing them automatically by virtue of office
- determining the applicability of rules and, when necessary, clarifying their interpretation without requiring committee approval.

They may suggest to the committee:

- imposing time limits on speakers
- closing the list of speakers or ending the debate
- suspending or adjourning the debate on the current agenda item.

In situations not explicitly covered by the rules, the Chair will use their discretion, guided by the principles of these rules. Decisions made by the Chair are authoritative. Decisions made by the Chair shall be binding. In cases of serious rule violations, a delegate may invoke the Secretary-General. The decision of the Chair is not to be contested, whether it is in the Handbook, and even then, it has the power to beneficially modify the procedure.

Parliamentary Language



Delegates must show diplomatic respect to all other delegates, members of the Chair, and the BIMUN Team throughout the conference. Breach of this rule may lead to a verbal warning from the Chair. In cases of repeated or serious violations of diplomatic courtesy, the Chair reserves the right to remove them from the committee, either temporarily or permanently.

To uphold decorum and respect during committee deliberations, it is crucial to adhere to parliamentary language. All delegates participating in the conference must consistently employ it in committee proceedings, including interventions, documents, working papers, and press releases. The Chair and Secretariat anticipate that all delegates will observe this requirement. No derogatory or offensive language, vulgar words or any kind of disrespectful phrases, that insinuate to create disorder in the committee may be used. Motions to introduce words to parliamentary language are prohibited.

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Instead of This	Say This
War	Armed Conflict/ Conflict
Kill	Commit Murder/ Casualties/Execute
Rich Countries	Developed Countries
Poor Countries	Undeveloped Countries
Poor People	Lack of Resources
Black (referring to a race)	Colored
White (referring to a race)	Caucasian
Money	Economic Resources
Imperialism	Assert Dominance
Colonization	Assert Dominance/Control

Procedural References

Being a Model United Nations, the vocabulary and manner of speaking during the event should adequately represent this. To express yourselves for other reasons different from the topic at hand, the delegate must ask the Chair for permission to speak, raising their placard and asking for the floor through a point.

Points and motions are used at all times in the committee. This allows delegates to express themselves correctly, maintaining order and diplomacy. It is recommended that new delegates have a physical copy of the points and motions at hand, since implementing these will help them preserve procedure in the committee, thus the flow of it.

Points

Requests are interruptible, do not need to be seconded, are not debated, and are decided by the Chair. Delegates should lift their placard and make their request. Use a moderate tone of voice when asking for a point. There is no point to a point. Be patient and respect the Chair's authority.

Point of Order

A delegate may raise a point of order if a delegate or the Chair does not properly observe a Rule of Procedure. The Chair will rule on the validity of the point. The Chair may rule out of order those points that are dilatory or improper. Such a decision cannot be appealed. A point of order may only interrupt a speaker when the speech itself is not following proper parliamentary procedure. Try to wait after the Chair speaks (after a delegate finishes speaking) to make a point of order, sometimes the Chair will correct the improper procedure automatically.

It is important to note, there is no point of order about a point of order.

Point of Personal Privilege

This is used when the delegate is experiencing some discomfort that prevents his or her correct participation in the discussion, for example, if it is too cold or too noisy, or to present a photograph, or any resource to the committee. In addition, it is important to use it in case the delegation wishes to approach the Chair. A delegate who speaks or interrupts to explain/say his situation, without implementing this procedure, will be out of order.

Point of Information to the Speaker

This is used when a delegate wishes to ask a question to another delegate who has the floor; for example, to ask the delegate about his or her position on the issue or any other matter through a question. This has to be done when the speaker finishes their intervention, it is only used in moderated caucuses, since in the position papers they are opened automatically by the Chair. There are no points of follow-up. When doing points of information, remember: If the question was answered, whether it aligns with your ideal or not, you should say you are satisfied with the answer; not doing so, may be disrespectful to the committee. Do not answer “the delegation is not satisfied with the answer” to intimidate other delegates; answer unbiasedly. Additionally, the delegate does not decide if they repeat the question or not, the Chair is the only one with the authority to ask a delegate to repeat the question as many times as the it considers. Thereby, answering “the delegation is not satisfied with the answer, but would not like to repeat it”, is out of order.

Point of Information to the Chair

It is used when a delegate wishes to ask a question to the Chair, in which the delegate wishes to know certain information. For example, when you want to know about what motions are being entertained, or to ask if a delegate can open to additional points of information (In this case they will not be given to the delegate that made the point, but distributed by the chair’s authority).

Point of Parliamentary Inquiry

It is used when the delegate wants to consult a certain doubt he/she has about parliamentary language, usually when the translation of a word is needed, but try to avoid asking the Chair for large sentences.

Point of Relevance

A delegate can raise a point of relevance if the speaker's comments are unrelated to the proceedings. Whenever a delegate strays off-topic and consistently brings up irrelevant matters in their statements regarding the current discussion topic. It can also be brought up when a delegate mentions events or information that occurred before the creation of the United Nations (October 24, 1945).

Point of Veracity

This point can be used when a delegate wants to rectify and verify the information said by another delegate, finding out the source of the information mentioned. In case the delegate submits the resource and the Chair does not approve it, the delegate shall publicly apologize to the committee and the delegate will receive a warning.

Motions

Motions shall be put to a vote immediately if approved by the Chair. The Chair may rule the motion dilatory, and their decision is not subject to appeal. Motions are not interruptible, thereby, points and further motions, when entertaining a motion, are not allowed. Motions, if used properly, result in a projection of the delegates on their performance in the sessions. If not correctly used, it will interrupt the management of the debate.

To make a motion of which the Chair is unaware, raise your placard through a point of information to the chair, and ask if the Chair is willing to entertain such motion. The Chair will entertain it or not. If it does, sit down, wait for the Chair to entertain motions, raise your placard, wait to be recognized, and then state the motion that the Chair has already approved. You should not say “motion” for the Chair to see that you want to use this procedure.

When the Chair is entertaining a motion, make a point of information to the Chair, wait to be recognized, ask what motion the Chair may be entertaining, after you know, sit down, wait for the Chair to say again that it is entertaining motions, raise your placard without saying “motion”, wait to be recognized, and then present the motion that the Chair approved, sit down, and continue with the motion process.

Procedural motions may be approved immediately by the Chair. If necessary, the Chair has the authority to approve any motion deemed appropriate to ensure decorum and effective debate management.

Motion to Open/Close Session

It is used when you want to close or start the session, this is done when you are beginning or ending the day's work.

Motion to Suspend Session

It is used when you want to suspend the session, this is done when you are going on to a coffee break, lunch, or any other interruption to committee work.

Motion to Resume Session

It is used when you want to resume the session, this is done when you come back from a coffee break, lunch, or any other interruption to the committee.

Motion to Open/Close the Agenda

It is used when you want to close or start the agenda for the committee, and after, on a certain topic. This is done when you are beginning or ending committee work on a certain topic, or at the end of all committee sessions. To start an agenda on a topic, the delegate must state which topic should be considered. The motion must pass with a Simple Majority of votes. If the motion is defeated, another motion shall be introduced with another topic of the committee.

Motion to Read Position Papers

It is used at the start of opening a topic's agenda, so delegates can alphabetically be called to read their position papers on the topic being discussed. During this time, delegates will have the opportunity to open to points of information from other delegates.

Motion to Go to Recess/Lunch

It is used to ask the Chair for permission to go to recess or lunch, this motion is made after suspending the session and shall be coherent with the committee's schedule.

Motion to Relax the Dress Code

This is used when you want to take off the suit jacket or when you feel discomfort from temperature levels. This shall not be exaggerated; additionally, it must only be entertained in extreme cases of discomfort.

Motion to Strategically Change Places

This is used when you want to change your physical place in the committee, this is made when you believe a strategic placement of seats will benefit your bloc and the committee as a whole. It must be done at the start of a session or after the position papers are read, and shall not be a bridge to disorder on the committee.

Motion to Use the Floor

This is used when you want to use the physical space of the committee to express your ideas better, or for any other reason. This motion lasts for a day, thereby, each day must be renewed.

Motion to Add to the Record

It is used when a delegate wishes to add something said by another delegate during committee time, this is usually done so that the delegate cannot retract or contradict what was previously said. It must be approved by the Chair. Delegates have the right to deny allegations; in this case, the motion will pass through a simple majority vote. Otherwise, delegates can concede that they mentioned this and add it to the record. Delegates have the right to add context to the phrase (which shall be approved by the Chair).

To add to the record, delegates must send the exact words of the delegate through a note to the Chair, including correct spelling and grammar, the sender of the quote, and the delegation who said these words. If the motion does not have the exact words or the correct spelling of words, the motion is not in order. This motion passes by a simple majority.

Motion to Start a Speaker's List

This motion is used to initiate a speaker's list, in which the Chair recognizes delegates who wish to speak in an specific order. Interventions follow alphabetical order and serve to ensure that each delegate has an opportunity to address the committee. To be included in the list, delegates must raise their placards when the Chair calls for participants after introducing the motion. Delegates do not choose when they speak, as the order is strictly alphabetical. It is very similar to the reading of position papers.

Motion to Start a Moderated Caucus

This is used when initiating a moderated caucus. This involves the Chair recognizing delegates who wish to speak during the debate, not in a specific order. The delegate presenting this motion will always be the first to be recognized if the motion passes. Delegates must specify the time the moderated caucus should take, or they could let the Chair decide how much time can be wielded for this caucus. The Chair can also refuse to allocate time and consequently reject motions if necessary for the agenda's progression.

Motion to Start an Unmoderated Caucus

It is used when an Unmoderated Caucus (also known as Lobby Time) is to be initiated. This consists of delegates speaking freely (in the committee's language), using the room in order. Delegates must specify the time the unmoderated caucus should take, or they could let the Chair decide how much time can be wielded for this caucus. The Chair can also refuse to allocate time and consequently reject motions if necessary for the agenda's progression.

Motion to Extend Unmoderated Caucus/Moderated Caucus

It is used when delegates want to extend the time for an unmoderated caucus or the moderated caucus, (delegates must also specify an amount of time, or let the Chair decide. The Chair can deny extending the debate, or deny the amount of time petitioned to extend the debate and modify it).

Motion to Close Unmoderated Caucus/Moderated Caucus

It is used when delegates want to close an unmoderated caucus or moderated caucus, after the time given for it has ended.

Motion to Resume a Speaker's List/Unmoderated Caucus/Moderated Caucus

It is used when delegates want to resume the speaker's list/unmoderated caucus/moderated caucus. In the speaker's list: if all delegates on the list have already been given the floor, the committee should proceed to entertain another motion. In the Unmoderated Caucus/Moderated Caucus: the time in which the caucus is resumed must follow the time established when the initial motion was entertained, if the times for these caucuses have already ended, the Chair may consider entertaining a motion to extend unmoderated caucus/moderated caucus.

Motion to Present Working Paper

It is used when delegates wish to present the bloc's work on finding a solution to the topic at hand. The Heads of Bloc will pass to read the working paper with their placards, and its procedure begins. Delegates must specify the number of the working paper when stating the motion.

Motion to Vote Working Paper

It is introduced when delegates will proceed to vote on a working paper presented to the committee, after this motion has been established, no delegate can leave or enter the room. In the motion, delegates must specify the number of the working paper. No delegate can make a point, motion, or procedural reference when and after this motion is entertained.

Motion to Table

This motion is introduced to the committee when a delegate considers a working paper is not fit enough to pass, and should be automatically filed. It must be done only when the amendments surpass the required amount. A working paper subject to this motion which has five (5) friendly amendments or more, or five (5) unfriendly amendments or more, will immediately be filed and not voted on. Friendly and unfriendly amendments are not cumulative; for example, 3 friendly amendments and 2 unfriendly amendments is not a reason to discard a Working Paper. Delegates must ensure their Working Paper is perfect to prevent this from happening. This motion must be introduced after the reading of amendments. The Chair may refuse to entertain this motion.

Motion to Reconsider

It is used to reconsider (revote) the voting of a working paper or certain procedural motions, it must be made with the Chair's permission; and mostly, the Chair is the only one that can propose this motion.

Right to Reply

If a delegate's personal or national integrity has been slandered or misunderstood, they may submit a request to the Chair for a Right to Reply. The decision to grant this right lies with the Chair, who allows up to 1 minute for the delegate to clarify the offense to their delegation. There is no opportunity for a response to a Right to Reply. **Delegates can also do this when a delegate presents incorrect information, allowing the committee to correct or verify its accuracy.**

Challenge to the Competence

The Challenge to the Competence is used when a delegate wishes to veto another delegate because the latter has misrepresented his country's position. This Challenge to the Competence will follow strict guidelines. First, the challenger will ask the Chair through a note (which includes the sender and the person who is to be challenged), which must specify the reasons and must have proof from official sources, and from the record (it can be of the General Assembly). The Chair, then, decides if it allows it to happen. Then the Chair will proceed to consult with the Secretary-Generals and the Academic Coordinator, they shall determine if the Challenge to the Competence is valid and will happen.

Challenge to the Competence

Finally, both delegates (the challenger and the one being challenged) will have 1 minute and 30 seconds to explain themselves. After this, the committee will vote a motion to remove voting rights to the delegation being challenged. If the motion passes with a simple majority, the delegation being challenged will lose its voting rights in all committees of the model in which it is present. If the motion does not pass, the challenger will lose its voting rights in all committees of the model in which it is present. Then all committees of the UN will be informed of the results.

The procedure of this term is also established by the Secretary-Generals, who have the authority to change this already-established method.

Point or Motion	Votes Required	Inte-ruptible	Requires Voting
Point of Order	Chair	Yes	No
Point of Personal Privilege	Chair	Yes	No
Point of Information to the Speaker	Chair	No	No
Point of Information to the Chair	Chair	No	No
Point of Parliamentary Inquiry	Chair	No	No
Point of Relevance	Chair	Yes	No
Point of Veracity	Chair	No	No
Motion to Open/Close Session	Simple Majority	No	Yes
Motion to Suspend Session	Simple Majority	No	Yes
Motion to Resume Session	Simple Majority	No	Yes
Motion to Open/Close the Agenda	Simple Majority	No	Yes

Point or Motion	Votes Required	Interruptible	Requires Voting
Motion to Read Position Papers	Simple Majority	No	Yes
Motion to Go to Recess/Lunch	Simple Majority	No	Yes
Motion to Relax the Dress Code	Simple Majority	No	Yes
Motion to Strategically Change Places	Simple Majority	No	Yes
Motion to Use the Floor	Simple Majority	No	Yes
Motion to Add to the Record	Simple Majority	No	Yes
Motion to Start a Speaker's List	Simple Majority	No	Yes
Motion to Start a Moderated Caucus	Simple Majority	No	Yes
Motion to Start an Unmoderated Caucus	Simple Majority	No	Yes
Motion to Extend Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Close Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Resume a Speaker's List/Unmoderated Caucus/Moderated Caucus	Simple Majority	No	Yes
Motion to Present Working Paper	Simple Majority	No	Yes
Motion to Vote Working Paper	Simple Majority	No	Yes
Motion to Table	Qualified Majority	No	Yes
Motion to Reconsider	Qualified Majority	No	Yes
Challenge to the Competence	Chair & Simple Majority	No	Yes
Right to Reply	Chair	No	No

Citations

Delegates may quote from reliable sources or individuals. The quote must be in the language of the committee. Delegates may not cite themselves or individuals widely recognized for crimes against humanity, genocide, or similar atrocities, excluding current or recent leaders of the country they are representing, when used in a diplomatic or policy-relevant context. Before quoting, delegates must ask permission from the Chair and specify the source of the phrase. Do not modify quotes, and do not cite from movies, series, or any other unauthorized source. A delegate may be sanctioned if he/she provides a quote out of the parameters or not the original author of the quote is credited or incorrect way of quotation. It is in order to quote from leaders, ministers, or representatives of your respective government. The Chair may or may not approve the quote to be said in the committee. This rule also applies when quoting in position papers.

For example, a delegate may say: “Permission to quote Albert Einstein.” The Chair may respond, “Yes, delegate,” after which the delegate proceeds to read the exact quote: “I know not with what weapons World War III will be fought, but World War IV will be fought with sticks and stones.” The delegate then continues with their intervention. Quoting without prior permission is out of order. Similarly, it is out of order to make burlesque or satirical references to songs, movies, TV series, or similar sources—whether quoted or not.

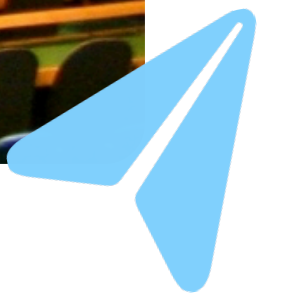
Yieldings

A delegate given speaking time from the position papers reading can yield their remaining time in one of two ways:

- **To another delegate:** The next delegate to speak receives the remaining time and cannot yield any further time. To do this, the delegate must say at the end of their position paper: “The delegation yields their time to the delegation of [Next Country in the Order]”
- **To the Chair:** If the delegate has completed their speech and prefers not to give others more than the established time. To do this, the delegate must say at the end of their position paper: “The delegation yields its time to the Chair.”

Yielding is mandatory at the end of every position paper. *Yields* are only in order while entertaining a speech from the reading of position papers.

The General Assembly



The General Assembly of the United Nations (UNGA) is one of the six principal organs of the United Nations, established under the UN Charter. It is composed of all 193 Member States of the UN and serves as a forum for international dialogue and decision-making on a wide range of global issues. Key functions of the General Assembly include:

- Discussing and making recommendations on international issues within its mandate
- Deliberating on matters related to international peace and security
- Approving the UN budget and overseeing financial matters
- Electing non-permanent members of the Security Council and members of other UN bodies
- Considering and adopting Resolutions on various topics, **which are non-binding**, but influential in shaping international norms and policies.

The General Assembly at BIMUN is held twice during the conference.

Opening General Assembly

On the first day of the conference, an Opening General Assembly is held with all committees and delegates to officially begin the model. During this session, selected countries deliver a two-minute opening speech before the General Assembly. These delegations are then open to points of information, which may be requested by any other delegation.

Although all committees must be present during this event, only the following may participate: the Security Council, DISEC, ECOFIN, SOCHUM, SPECPOL, Legal Committee, UNICRI, and UNICEF. While only these committees participate actively, all delegates—including those from the Congreso de la República and the US Senate—are required to attend the full agenda of the first day.

Each delegation, chosen by the Secretary-Generals, has the opportunity to address the General Assembly through a two-minute opening speech. Only one delegate shall deliver the speech, which must be taken very seriously, that delegate can be accompanied by another delegate of the same delegation (The Secretary-General will inform the responsibility of the opening speech to the delegation, which shall decide who goes in front).

Delegations who say “present and voting” during the roll call of the Assembly must not abstain in any voting process throughout the whole model.

The opening speech may address a government's major concerns regarding important issues affecting it, or the objectives that the government has for the conference.

Some important points to take into consideration:

1. Not all delegations will be required to deliberate opening speeches.
2. The official and permanent language of the General Assembly is Spanish, so all opening speeches and points of information shall be in this language.
3. There is no debate, only the reading of the opening speeches and their respective points of information.

The procedure for opening speeches is the following:

1. A motion is made to open the agenda of BIMUN XXIV.
2. Roll call and quorum verification. When called upon, a single delegate must raise their placard, stand up, and say “present” or “present and voting”.
3. Start of the session of the General Assembly
4. By motion, opening speeches will be read.
5. When the Chair calls the delegation to the podium, a maximum of two delegates per delegation should approach the podium, carrying their respective placards.
6. The delegate(s) will have two minutes to deliver their opening speech.
7. After yielding the floor to the Chair, it shall be open to points of information, and then it must proceed to answer those points.

Closing General Assembly

On the last day of the model, the Closing General Assembly will be carried out during all sessions available of the day. This will be mandatory for the following committees: DISEC, ECOFIN, SOCHUM, SPECPOL, and Legal. All other committees will continue to adhere to their agendas without interruption from this assembly.

In this General Assembly, the main committees of this organ will discuss working papers. The order in which working papers will be presented is according to the committee; thereby, DISEC’s work will pass first, then ECOFIN’s (by changing the language to Spanish), SOCHUM’s (in English), SPECPOL’s (in English), and finally, Jurídico (in Spanish). Each working paper of each committee will pass through the following procedure:

1. Presentation in front of the General Assembly of working papers by their respective Heads of Bloc, in order (the order is designated by the number assigned to the working paper). Heads of Bloc will have two minutes after reading the document to persuade delegates to vote in favor of their work. If necessary, delegates will answer points of information from other delegates.
2. Then, the opportunity to present amendments must be made by the Chair.

3. Following this, a motion to vote on the working paper shall be introduced and performed. After a working paper passes, it will become a resolution of the General Assembly, if it does not pass it will be automatically filed.
4. After all the work on working papers has been presented, and been through this procedure, the General Assembly will proceed to the next committee.

Notes:

1. Press releases read in the committee will not be read in the General Assembly; only working papers, that were not tabled or filed, will pass.
2. Each Member State has one vote in the General Assembly, if a country does not have permanent membership in the UN, it will not have a vote and this will not be subject to change.
3. The same delegates who read and were Heads of Bloc of the Working Papers (that passed) during the committee procedure, will pass in front to read this same document to the General Assembly.
4. The language of the assembly will be determined by the committee (delegates shall change the language when their committee is set to read its Working Paper):
 - a. DISEC: English
 - b. ECOFIN: Spanish
 - c. SOCHUM: English
 - d. SPECPOL: English
 - e. Comisión Jurídica: Spanish
5. There is no debate, only the reading of the working paper and their respective amendment procedure, and, if necessary, points of information about the documents.
6. Delegates must participate in the voting procedure, those who said “present and voting” during roll call in the committee or General Assembly do not have the right to abstain from voting.
7. During the voting procedure, no delegate can talk, make a point, leave the room, or stand up.
8. Per delegation, only one delegate can raise their placard.

Documents

Opening Speeches

Some delegations have the opportunity to address the Opening General Assembly through the opening speech for two minutes. A single delegate must read the speech, which must be taken as seriously as possible. The Opening Speech can talk about a government's main concerns regarding important issues that affect it or also the objectives that the government has for the conference.

Delegations must prepare good opening speeches, as the impression this makes on the General Assembly will set the character of that delegation against the rest of the delegations in all committees. Under no circumstances may a speaker use this opening statement to insult other members of the United Nations or present their government in an inappropriate and disrespectful manner. **This speech, shall be done in Spanish.**

This speech must start with a greeting, for example: “Honorable miembros de la Mesa, presidentes, delegados, y todos los demás presentes, reciban un cordial saludo.” And at the end it must yield the word to the Chair, for example: “La delegación cede la palabra a la mesa”.

Example on the next page >>>

Opening Speech

Example

Honorables miembros de la mesa, presidentes, delegados, y todos aquellos que están comprometidos con la significativa misión de esta institución, reciban un cordial saludo.

Los Estados Unidos de América, la nación que ha construido el camino de la historia, sinónimo de utopía, es un poema de esperanza donde las palabras de la libertad, y la justicia, resuenan en cada rincón. Es tanto así, que en nuestra sorprendente historia nunca hemos tenido, ni tendremos, un sentimiento falso en nuestra esperanza y patriotismo. Con esta misma voluntad se presenta ante esta prestigiosa Asamblea General, para instaurar el orden y ser aquella luz en medio de la tormenta que vive la tierra prometida.

El Medio Oriente una vez más es el blanco de embestidas motivadas por los intereses de un grupo al margen de la ley, el cual ha revivido, dolorosos recuerdos y cicatrices dejadas por el antisemitismo y genocidio del Pueblo Judío. Por esto, condenamos fuertemente aquel grupo que pretende engañar a la comunidad internacional, Hamás, que usa como mensaje la liberación del pueblo palestino, para ocultar su verdadera motivación: el exterminio del pueblo judío.

La ausencia de justificación para el acto impulsado por grupos subversivos es innegable y constituye un ultraje ante nuestros principios, es por eso, que América defenderá aquella labor de protegerse que tiene el pueblo Israelí contra estas barbaries, pero no acolitará el uso excesivo de fuerza contra el pueblo palestino. Se tiene que trabajar por un futuro donde dos Estados democráticos, Israel y Palestina, vivan uno al lado del otro, algo que Hamás no quiere ver.

Concluyendo así, fieles a nuestro destino manifiesto, *de muchos, uno*, ratifica ante la comunidad internacional su deseo y compromiso, para no dejar apagar esa llama de esperanza que llevará a alcanzar el soñado camino de la paz. Por último, aclaramos y reiteramos que no descansaremos hasta que el último centímetro del terror y la tiranía egoísta sea extinguida en este planeta.

*Dios Bendiga América que antes los ojos de Dios, será solo para los americanos.
La delegación cede la palabra a la Mesa.*

Position Papers

Position papers are speeches where a delegate expresses their country's/congressman's/individual's stance on a particular issue. The Position Paper shares with the opening speech its character of making an impression: through this statement, the delegate informs the entire committee of their stance on a particular issue. Having a good Position Paper is important because it serves as the delegate's first impression of the committee, and a favorable impression can greatly benefit the delegate throughout the committee sessions. Every committee requires one position paper per topic. Each committee will be allocated time according to the quorum.

In BIMUN, a position paper is read per topic, so each time the committee opens an agenda of a new topic, delegates first read their position paper for that topic. Then delegates will have the chance to open up to points of information from other delegates. Each time a new agenda for a new topic is opened, position papers for that topic will be read in front of the whole committee.

The Chair can grant extensions and will be in charge of calling the delegate's attention in case he/she exceeds the established time. All speeches must begin with the parliamentary greeting: “Honorable members of the Chair, delegates, and others present, receive cordial greetings from the honorable delegation of the [Full Name of your Delegation].” At the end, it must yield the word; for example: “The delegation yields the floor to the Chair.”

As a guideline, a good position paper should:

- praise what your country's/congressman's/individual's supports and criticize what it does not support
- portray your country/congressman/individual as a leader in the field

- establish the strong degree of concern and interest your country/congressman/individual has in a topic
- outline the vital needs for your country/congressman/individual to support a resolution
- highlight recent actions and historical background of your country/congressman/individual on the topic
- make a strong-impact statement.

It is important to emphasize that the position paper must be faithful to the reality of your country/congressman/individual. The position paper must align with what your delegation states; it cannot distort or change what your government has said. If it contradicts what your government has established, other delegates may rethink its credibility.

The position paper must be prepared by the delegates themselves; it is not acceptable for any external agent to do so. This is not only for reasons of honesty, but also because it undermines the delegate. By doing this, the delegate loses confidence and spontaneity, which are vital for effective public speaking.

The delegate has until a certain time established by the presidents to deliver its position paper, if it is not handed in, the delegate may reduce its chances of winning academic awards.

A good delegate, will not propose exact measures/solutions in its position paper, rather, he/she will make clear its stance and what the delegation seeks to achieve, and following what rules, codes, and guidelines.

Example on the next page >>>

Position Paper

Example

Honorable members of the Chair, delegates, and others whose ideals align with those of the UN receive cordial greetings from the honorable delegation of the United States of America.

The North Atlantic Treaty Organization is not just an alliance; it's a shield against aggression, protecting over one billion citizens from those who seek to sow chaos and tyranny. It unites nations under a banner of collective security, steadfast in its commitment to uphold international peace. NATO stands firm against those who dare to violate sovereignty. The country of the Fifty Spangled Stars will not tolerate bullies or invaders. NATO stands proudly with Ukraine in their courageous battle against men like Putin and his brutal invasion, and defending freedom and justice against tyranny and oppression coming from one man, and one man alone.

“The only thing necessary for the triumph of evil is for good men to do nothing.”

— Edmund Burke

Guided by the light of liberty, the United States will protect Ukraine, its citizens, its rich and vast culture, its sovereignty, and territorial integrity. A safe, democratic, and prosperous Ukraine is in the interest of the United States, and we shall ensure that no other country's territorial integrity is affected by the ambitious and selfish interests of some supposedly global “leaders”.

At last, this committee will be able to establish some synonyms for those who have freed this aggression: “bully”, and “selfish”, but also “doomed”, because we will never succumb to them or allow them to succeed in this kind of act.

God bless America, which in the eyes of God will only be for Americans.

Thank you, the delegation yields the word to the Chair.

Background

The background is a document to be completed by all delegates and presented to their respective committee presidents. It must be sent through the committee's email, Classroom, or president's email. Remember that the completion of this document increases your chances of being selected for academic awards, as it helps in deciding ties.

The background should contain the following:

1. Cover page
2. Position papers on the committee's topic
3. Opening Speech of the General Assembly (if required)
4. Summary of each of the topics
5. The central position of your country on each of the topics
6. Guiding Questions for each of the topics

To check for an example of this document, check the "[BIMUN Preparation](#)" page.

Debate

Preparation

Forms of Debate

To resolve an issue, it is important to discuss the topic, taking into account the different viewpoints of all delegations. Therefore, after the position papers have been read, a debate will follow, to reach a resolution that benefits the entire international community. Thus, in the model, there are three types of debate: speaker's list, moderated caucus, and unmoderated caucus.

In BIMUN, an argument's structure and logic are appreciated. We suggest that you follow the structure proposed:

1. Introduction (Thesis)

In the initial phase of any argument, the thesis is presented. This is the central idea that one seeks to defend. In this section, it is essential to capture the audience's attention through an effective statement that engages the audience. The problem or question to be addressed is defined in such a way that the adopted position is clearly expressed. For example, if the topic is the importance of renewable energy, the thesis could state: "To have a planet in the future, there must be sustainability, and for sustainability to exist, we must ensure the use of renewable energy, thereby guaranteeing that present and future generations can meet their needs." In this way, the starting point of the argument is established from the beginning, setting the direction that the intervention will follow.

2. Building the Idea

Once the thesis has been presented, the next step is to build the idea. This consists of organizing the reasoning in a logical and sequential manner. In this stage, the premises that justify the adopted stance are connected, using linking words and transitions that make the argument easier to understand. Here, the thesis is developed by explaining how and why the presented reasons lead to the conclusion.

Continuing with the previous example, one could explain: "This organization defines sustainable development as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs' and what better option than to choose energy sources that do not cause this adverse damage, known as the greenhouse effect, since greenhouse gas emissions are the main contributors to global warming, especially considering that fossil fuels significantly contribute to these emissions." This phase is crucial to demonstrate the internal coherence of the argument and to establish a clear bridge between the thesis and the supporting evidence.

3. Facts and Evidence

The strength of an argument lies in the support provided by data, examples, and verifiable evidence. This section includes facts, statistics, studies, and quotations that back each statement in the reasoning. For example, when continuing with the topic of renewable energy, reports from the International Energy Agency can be cited, which show the reduction of CO₂ emissions in countries that have invested in solar and wind energy. Presenting concrete evidence not only reinforces the credibility of the argument but also aids persuasion by offering the audience objective elements that support the thesis. Furthermore, the use of reliable sources and the correct citation of them allows the argument to be perceived as rigorous and well-founded.

In this part, it is also crucial to analyze what is happening in other countries, both what is going wrong and what is going well. This is used in a debate; generally, data from negative cases is presented to argue against following the same path. This generates controversy, which increases relevance in the committee.

4. Counterarguments

Every solid argument must anticipate possible objections or criticisms to the defended thesis. In the counterarguments section, the main objections that could be made by those who disagree are briefly presented, and then logically and evidence-based rebuttals are offered. For instance, regarding the use of renewable energy, some may argue that the initial investment is high; however, one can argue that the reduction in technological costs and government incentives have made this alternative increasingly competitive compared to fossil fuels.

By including counterarguments and offering strong rebuttals, a broad understanding of the topic is demonstrated, and the original position is reinforced, showing the audience that different perspectives have been considered before reaching the conclusion.

Additionally, in this section, one should revisit what other delegates have mentioned so that it truly becomes a conversation and not just a series of statements. Attention should be paid to what others say, especially if they mention your country, and one should respond or analyze their comments accordingly.

5. Conclusion

The conclusion is the closing of the argument, where the main ideas presented throughout the development are summarized and synthesized. In this part, the thesis is reaffirmed in light of the presented evidence and reasons, and the audience is invited to reflect or to take action based on the defended argument. Continuing with the example, one could conclude: "In conclusion, the widespread adoption of renewable energy is not only viable but essential to ensure a sustainable future. The reduction of emissions, the improvement of public health, and the economic boost that come with this transition make this alternative the best option to combat climate change." A well-structured conclusion enhances the persuasiveness of the discourse and leaves the audience with a clear and convincing impression of the topic.

Speaker's List

In a speaker's list, the Chair will recognize delegates who wish to intervene, in alphabetical order, allowing each delegation (that desires) the opportunity to speak. To initiate a speaker's list, delegates must make a motion, but first ask through a point of information to the chair. All delegates who wish to participate must raise their placard when the Chair asks. Then, the ones that raised their placard will be called in alphabetical order, without exception and without allowing delegates to select whether they go last or first.

The default speaking time shall be one minute and a half (1:30) per speaker when any Speakers List is opened. A delegate exceeding the given time for a speech may be called to order by the Chair.

Moderated Caucus

In a moderated caucus, the Chair is responsible for recognizing delegates who wish to speak, and the distribution of the floor. To do so, delegates must make a motion through a point of information to the Chair; the delegate making the motion will be the first to be recognized. The Chair will recognize delegates who request the floor by raising their placards (when the Chair asks for those who wish to use the floor), granting the floor to delegations who wish to speak or those deemed necessary for the flow of the debate. All delegates recognized by the Chair must participate, even if they did not raise their placard. The time limit per speaker is three and a half minutes. Points of information to the Speaker are allowed at this time, and at the discretion of the Chair.

Unmoderated Caucus

An unmoderated caucus, or lobby time, is designated for negotiations between parties. Delegates will be able to openly talk to delegates (in their committee's language) without being recognized, as well as to stand up from their place and negotiate freely. Its purpose is to foster collaborative problem-solving and help delegates reach consensus. Once the debate concludes, delegates are expected to utilize this time effectively to develop solutions that benefit the international community and align with the UN's objectives. Delegates who do not follow decorum are subject to being sanctioned by the Chair.

Material for the Debate

During the debate, you can present different types of resources to express your ideas. These kinds of visual aids may be helpful in understanding a solution or a position. But it is also important that this visual aid does not negatively affect the flow of the committee, so prepare, and be sure of what you are saying.

There are several resources you can use during the debate: slides, images, charts, joint interventions, and press releases. Before presenting any of this to the committee, you must ask for a point of personal privilege, so the Chair permits the visualization or presentation of your resource.

The Chair must have had these resources at least thirty minutes before its presentation, and it will be either approved and presented, or disapproved and not shown/presented to the committee. Presentations have a maximum time limit of five minutes.

Press releases may also be another option from a working paper. If your bloc does not have enough members, it must do a press release, which will not be voted on, and will not receive amendments.

Notes of the visual aids:

- It may be the base of a resolution, but not the resolution itself.
- After the presentation of the visual aids, delegates will be able to open up to points of information regarding the presented, to clear any doubts.
- A good design, organization, and aesthetic will show your effort, and dedication in trying to represent your country, so prepare them well, and double-check them.

Example on the next page >>>

Press Release

Example



Washington, D.C., United States of America

The White House

November 18th, 2023

United for Peace: Compromise to the People by the United States of America and The United Kingdom of Great Britain and Northern Ireland in Afghan Territory

The primary focus of the United States and the United Kingdom is to preserve security, seek peace, and protect citizens, both within and beyond our borders. The international community is at a crucial time when indiscriminate Taliban violence has endangered and ended the lives of innocent civilians in Afghanistan; additionally, they pose a great threat to the peace of the international community.

Subsequently, President Joseph Biden and Prime Minister Rishi Sunak declared a time of 72 hours, in which the Taliban must leave the government, the streets, and the houses of Afghan people, without a single drop of blood spilled.

Press Release

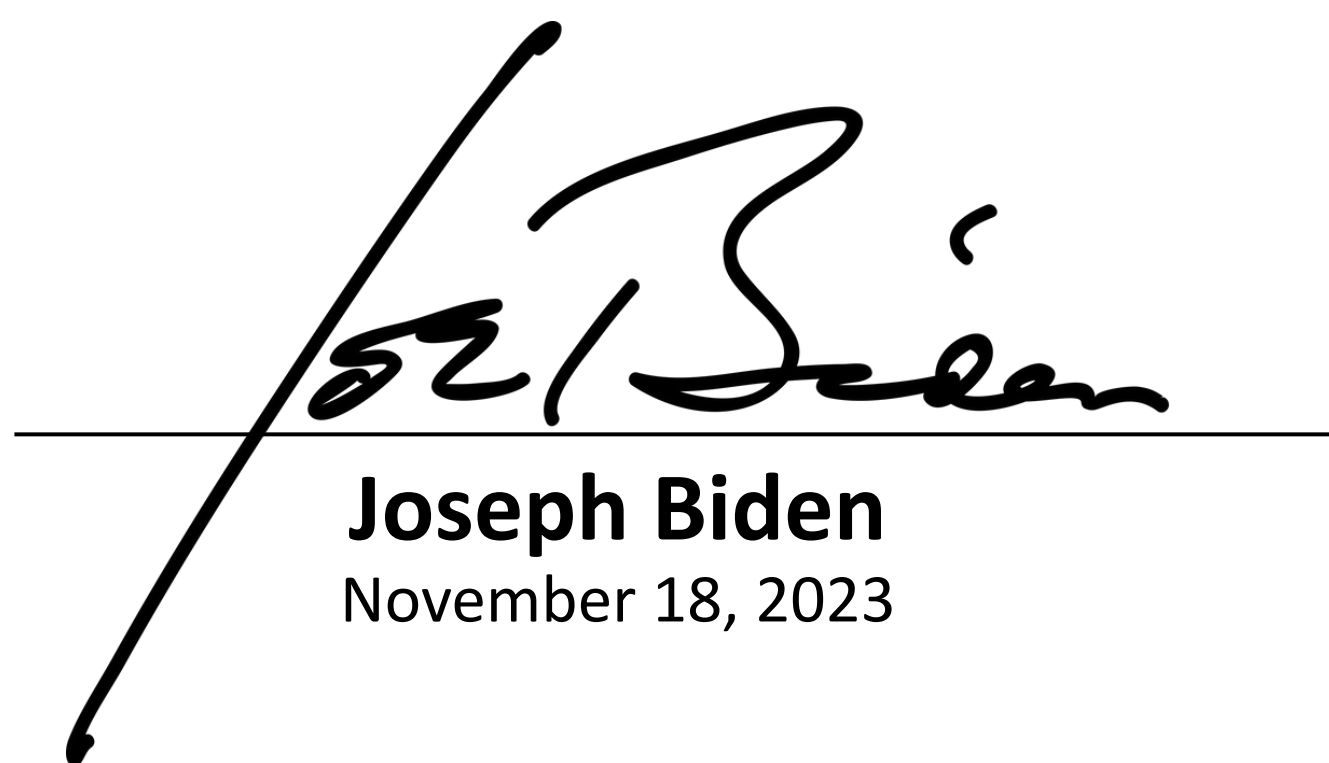
Example

Our will to seek peaceful solutions and protect innocent lives is firm. However, if the Taliban do not heed this call and persist in their violent actions that are threatening the lives of civilians, the United States and the United Kingdom will be forced to take drastic measures that will not leave a single Taliban in any corner of the world.

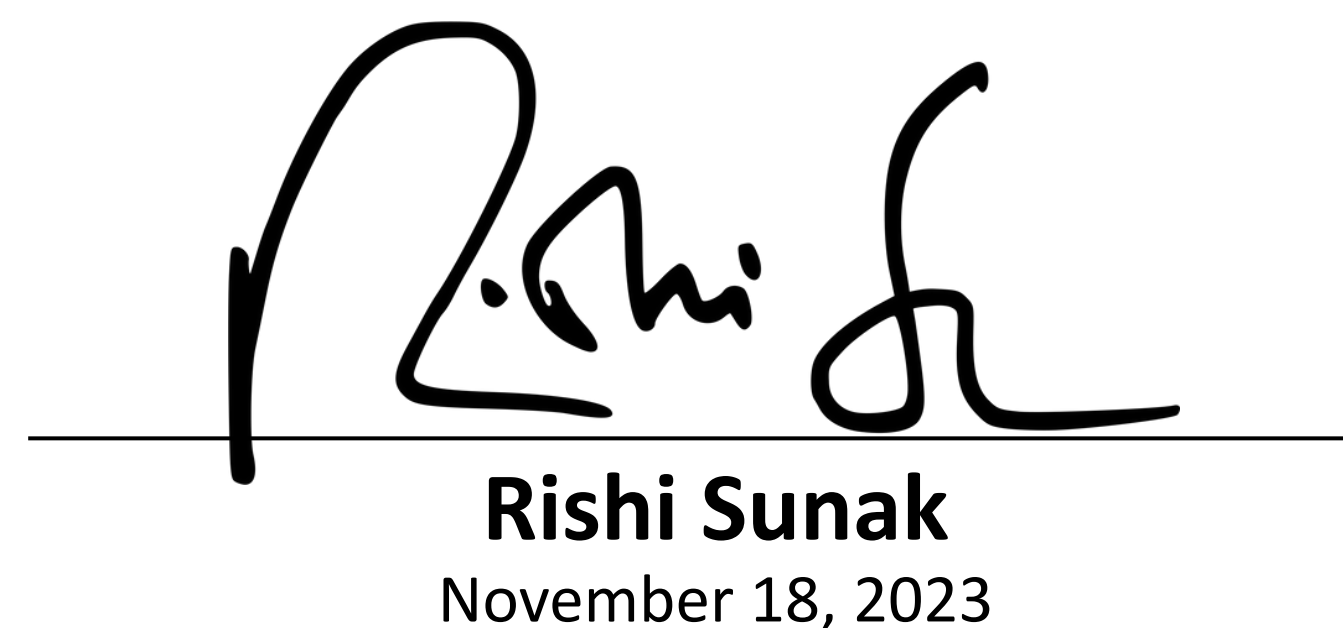
The United States and the United Kingdom, hereby, invoke the Responsibility to Protect (R2P) that establishes that every nation can intervene without the Security Council's authorization to protect populations from genocide, war crimes, ethnic cleansing, and crimes against humanity. Furthermore, the United States and the United Kingdom invoke Article 5 of the North Atlantic Treaty and call out the People's Republic of China to support this plan of action. Otherwise, this nation will be considered a supporter and validator of the Taliban.

Finally, taking into account the power of the United States, the United Kingdom, NATO, and their allies, and in the case of the Taliban not cooperating, it is estimated that in the next two weeks (November 30th, 2023), military groups will arrive to Afghan territory and start to seize the unlawful rule of the Taliban, which we expect to happen before the end of the year.

Moreover, these parties estimate that by December 21st, 2023 all Taliban should have fled Afghanistan; otherwise, they will be subject to international law and all the power of all the parties of this statement.



Joseph Biden
November 18, 2023



Rishi Sunak
November 18, 2023

Resolutions

Resolutions are the primary documents of the model. Before being approved, it is a working paper, drafted by delegates in each committee. Each committee should develop at least one working paper per topic. Once the working paper is completed, it shall be put to vote, if it passes, it will pass to the General Assembly (if part of the UNGA), or the Security Council to finally become a resolution of the United Nations.

Working Papers

Working papers are where delegates work to present their ideas formally, and then for them to become resolutions of the United Nations. There are very specific formats that must be followed, since simple errors can be a way for this document to be tabled.

A working paper is presented to a committee by two Member States, who led the drafting of the paper. These leading Member States, known as Heads of Bloc, are committed to passing and often authoring the paper. A sponsor of the working paper can withdraw their support for it before the voting process starts. If a working paper loses all its sponsors at any point, other committee Members will be invited to sponsor it. If no committee members agree to sponsor the paper, it will be excluded from further consideration.

Representatives, that are not Member States of the UN, will not have the right to vote nor sign a working paper or resolution. They cannot be a Head of Bloc, Sponsoring Country, nor a Signatory Country. These representatives must do a press release.

Format and Structure

Each of the following rules, if not followed, can be counted as an amendment sent by delegates. If the amendment is correctly formatted and does apply these rules, the document must be immediately corrected, and it should be counted as a friendly amendment, these are non-substantive amendments. But it should not be the cause to erase sentences, only to correct the error (this is not discussable), except if it is a reason to discard the working paper:

Font and General Formatting:

- a. The entire document must use Times New Roman, size 12, in black ink.
- b. The text must be justified, except for the title, which should be centered.
- c. All numbers and letters in the document must follow this font, size, and ink style.
- d. The size of the sheet must be Letter (8.5" x 11"). With 1 inch margins at the top, bottom, left and right.

Italics Usage:

- a. The name of the organ and its article (and the comma that accompanies it) before the preamble should be in italics.
 - i. If the committee is part of the General Assembly (DISEC, ECOFIN, SOCHUM, SPECPOL, Legal), replace the name of the committee with "The United Nations General Assembly", in the case of committees in English.
- b. Preambulatory phrases and the inclusion of an annex (and the period that accompanies it) should also be in italics.

Bold and Underlining:

- a. The title of the Working Paper, labels of the heading ("Committee:", "Topic of Discussion:", "Heads of Bloc:", "Sponsoring Countries:" and "Signatory Countries:") and the operative phrases are the only parts of the document that must be in bold.
- b. List numbers, or bullets in subclauses, and subclauses should not be in bold.
- c. Operative phrases are the only part of the document that should be underlined.

Format and Structure

Restrictions:

- a. No text in the document should be highlighted.
- b. No images should be included in any part of the document.
- c. Normal text, including the list's numbers from the operative clauses, must not be bold, italicized, underlined, placed in any color other than black, hyperlinked, or highlighted.

Spacing:

- a. The line spacing must be 1.5 throughout the entire document.
- b. Paragraph spacing must be 15 points before and after each paragraph. To apply this format, select Custom Spacing under Line and Paragraph Spacing.
- c. There should be no extra spaces between paragraphs. Use Paragraph Spacing to create gaps, not by adding extra blank lines after sentences.

Number and Letter Formatting:

- a. Generally, write out numbers from zero to one hundred in nontechnical writing (one, two...). This does not apply to the numbers in the operative phrases list.
 - i. Apply when it is not an article, a monetary amount, or other ways that require to use technical writing
- b. For numbers above one hundred in technical and scientific writing, use numeric digits.
- c. Ensure number usage is consistent throughout the document.
- d. Note (Not for an amendment). Try to make the language consistent: Either British English, or American English.

Title Formatting:

- a. The title of the Working Paper must be centered and in bold.

Format and Structure

Preamble Formatting:

- a. After the name of the organ before the preamble, place a comma (also in italics).
- b. **Sentence Endings:**
 - i. End each preambulatory clause with a comma, except for the last sentence, which should end with a semicolon.
- c. Preambulatory phrases must start every sentence (of this part of the document) and they should be in italics.
- d. Do not use sub-clauses or more than one sentence within the preambulatory phrases. Only one sentence should be written for each preambulatory clause.

Operative Section Formatting:

- a. **Sentence Endings:**
 - i. End each operative sentence with a semicolon, except the last sentence, which should end with a period.
- b. **Clause Numbering:**
 - i. Operative clauses should be numbered like a list: 1., 2., 3., ...
 - ii. Clauses can have sub-clauses (labeled a., b., c.) and sub-points (labeled i., ii., iii., etc.).
 - 1. **Sub-Clause Formatting:**
 - a. End the main clause with a colon and start the sub-clause in lowercase (if it is not a personal pronoun).
 - b. End all sub-clauses with a semicolon if there are no more sub-points.
 - 2. **Sub-Point Formatting:**
 - a. End the sub-clause with a colon and start the sub-point in lowercase (unless it is a personal pronoun).
 - b. End all sub-points with a semicolon.
- c. **Operative Phrases:**
 - i. Bold and underline operative phrases at the start of each operative clause. Only the phrase itself should be in bold and underlined; the space following it should not.

Annex

The annex must be delivered in a paper or note; it should be legible. It must have a title: “Annex [And the Number Given by the Chair]”. Then it must have all countries who sign the Working Paper listed by numbers (1.), (2.)... and alphabetically with the full form names, it must have the Heads of Bloc, the Sponsoring Countries, and all those who participated in the working paper.

Heading Format

In the heading of the working paper, there are strict rules. The Heads of Bloc must include the full names of the countries. These must be in alphabetical order, separated by commas, not by “and”, there should be exactly two (2) Heads of Bloc. The Sponsoring Countries must have the full name of the countries, and it must be in alphabetical order, it must be separated by commas, not by “and”, there should be exactly five (5) Sponsoring Countries, which must be different from the Heads of Bloc. The committee must have the full name of the organ, and its abbreviation, if there is one (this last item should be in parentheses).

The Topic of Discussion must have the official name of the topic the working paper is based on; it must be inside quotation marks. The Signatory Countries must have “Annex [And the Number].” in italics. End each part of the heading with a period, except the title. In the Annex the period must also be in italics. And in the Topic of Discussion, the period goes before the last quotation mark. In the format, uppercase and lowercase letters should be as in the example provided.

Preambulatory Phrases

This section is intended to articulate the purpose of drafting this Resolution. It should provide a clear overview of the topic and summarize previous actions taken. A minimum of five (5) Preambulatory clauses are required. A Preambulatory Phrase may only be used once, if not, one clause may be deleted completely by an amendment, or changed by another one. Only English-language committees may use the following phrases:

Acknowledging	Expressing appreciation	Noting with regret
Acting	Noting with approval	Noting with satisfaction
Affirming	Expressing concern also	Observing
Alarmed by	Expressing concern	Reaffirming
Alarmed	Expressing its appreciation	Reaffirming also
Anxious	Expressing its satisfaction	Realizing
Appreciating	Expressing satisfaction	Recalling
Approving	Firmly convinced	Recalling also
Aware of	Fulfilling	Recognizing
Bearing in mind	Fully alarmed	Recognizing also
Believing	Fully aware	Recognizing with satisfaction
Cognizant	Fully believing	Referring
Concerned	Further deploring	Regretting
Confident	Further recalling	Reiterating
Conscious	Guided by	Reiterating its call for
Considering	Having adopted	Reminding
Contemplating	Having considered	Seeking
Convinced	Having considered further	Seized
Declaring	Having devoted attention	Stressing
Deeply concerned	Having examined	Taking into account
Deeply conscious	Having heard	Taking into consideration
Deeply convinced	Having received	Taking note
Deeply disturbed	Having reviewed	Taking note also
Deeply regretting	Having studied	Taking note further
Deploring	Having approved	Underlining
Desiring	Having decided	Viewing with appreciation
Determined	Keeping in mind	Viewing with apprehension
Emphasizing	Mindful	Welcoming
Encouraged	Noting	Welcoming also
Expecting	Noting with deep concern	

Operative Phrases

These statements propose solutions to the issues outlined earlier in the Resolution. A minimum of seven (7) Operative Clauses are required. An Operative Phrase may only be used once, if not, one clause may be deleted completely by an amendment, or changed by another one. Only English-language committees may use the following phrases:

Accepts	Deplores	Reaffirms
Acknowledges	Designates	Recalls
Adopts	Directs	Recognizes
Advises	Draws the attention	Recommends
Affirms	Embraces	Regrets
Also calls for	Emphasizes	Reiterates
Also recommends	Encourages	Reminds
Also strongly condemns	Endorses	Renews its appeal
Also urges	Expresses its appreciation	Repeats
Appeals	Expresses its hope	Requests
Appreciates	Expresses its regret	Requires
Approves	Further invites	Solemnly affirms
Authorizes	Further proclaims	Stresses
Calls	Further recommends	Strongly advises
Calls for	Further reminds	Strongly condemns
Calls upon	Further requests	Strongly encourages
Commends	Further resolves	Suggests
Concurs	Has resolved	Supports
Condemns	Implements	Takes note of
Confirms	Instructs	Transmits
Congratulates	Introduces	Trusts
Considers	Invites	Underlines
Decides	Notes	Underscores
Declares	Notes with satisfaction	Upholds
Declares accordingly	Proclaims	Urges
Demands	Proposes	Welcomes

Amendments

After the Heads of Bloc have presented their working paper, the Chair will indicate a time in which amendments will be accepted. An amendment may add, modify, or delete part or all of a clause. It should be noted that an amendment that modifies a clause cannot alter the sense of the clause. The committee may reject an illegible amendment. Therefore, the amendment must be easy to understand and must coherently explain what it seeks to change and why.

When the Chair receives an amendment it will decide whether it is a non-substantive amendment or a substantive amendment, if it is the second option, the Heads of Bloc may choose whether to consider it friendly or unfriendly. If it is friendly, the amendment will pass, otherwise, the Sponsoring Countries will vote on whether they consider it friendly or unfriendly. If at least three of them consider it friendly, the amendment will pass, if not, the entire committee will vote by simple majority whether the amendment should or should not pass.

It is in the discretion of the Chair to define the time, during which the floor will be open to amendments. Amendments shall be written on a note paper to the Chair. An amendment must have the title “Amendment”, the delegation suggesting the amendment, the mistake, or thing the amendment considers wrong, why, and the correction (eliminate, change it to..., and other forms). An amendment without this format, or with illegible handwriting, may not be considered by the Chair.

Non-Substantive Amendments

Amendments correcting grammatical, spelling, or formatting mistakes will be automatically adopted without a vote from the committee, at the discretion of the Chair. These amendments are proposed to be corrected. If there are any of these kinds of amendments put to vote, a delegate can make a point of order. It is important to remember there are no points of order to points of order, but if someone else believes the delegate is wrong, a delegate may do a point of personal privilege to explain why to the Chair. Try to wait for the Chair’s response, to avoid interruptions. These amendments count immediately as a friendly amendment.

Substantive Amendments

All amendments require approval from the Chair to be introduced. The Heads of Bloc may choose whether to consider it friendly or unfriendly. If it is friendly, the amendment will pass, otherwise, the Sponsoring Countries will vote on whether they consider it friendly or unfriendly. If at least three of them consider it friendly, the amendment will pass, if not, the entire committee will vote by simple majority whether the amendment should or should not pass. These amendments refer to eliminating, modifying, or adding a clause.

Friendly Amendments

It is the kind of amendment that wants to correct, or modify something wrong in the working paper; these amendments tend to be grammatical, non-substantive-format, or coherence-related, but it may also delete a clause or part of the document. These amendments will be implemented in the working paper. A working paper that has seven (7) operative clauses or five (5) preambulatory clauses, and loses one of any by an amendment (it leaves less than seven operative clauses or less than five preambulatory clauses), does not pass, and will be filed.

Unfriendly Amendments

Substantive amendments to a working paper not approved by the Heads of Bloc, Sponsors, or simple majority of the committee, on the working paper are considered unfriendly. These amendments are not going to be implemented in the working paper.

Amendments by the Chair

Are allowed and will be considered friendly.

Tabling a Working Paper

1. The annex (which should list the official names of all signatory countries in alphabetical order) is poorly done, any of the following reasons is a reason to table:
 - a. Not in alphabetical order.
 - b. There is no title.
 - c. Includes non-Member States of the United Nations.
 - d. The name is not in its full form or has a mistake (Upper and lower case mistakes do not count) (the official names are in each committee's guide).
 - e. It does not follow the format established.
2. In the Heads of Bloc:
 - a. Not in alphabetical order.
 - b. Not exactly two (2) Countries.
 - c. Includes non-Member States of the United Nations.
 - d. The name is not in its full form or has a mistake (Upper and lower case mistakes do not count) (the official names are in each committee's guide).
3. In the Sponsoring Countries:
 - a. Not in alphabetical order.
 - b. Not exactly five (5) Countries.
 - c. Includes non-Member States of the United Nations.
 - d. The name is not in its full form or has a mistake (Upper and lower case mistakes do not count) (the official names are in each committee's guide).
 - e. There is a country in the Sponsoring Countries that is also in the Heads of Bloc.
4. There are less than five (5) preambulatory clauses.
5. There are less than seven (7) operative clauses.
6. The document is modified in any detail, or way of form, after the time given to do them (the unmoderated caucus) is over.
7. The name of the committee is wrong or is not the official one in the labels.
8. There are one or more countries that are in more than one working paper.

9. A working paper which has five (5) friendly amendments or more, or five (5) unfriendly amendments or more, will immediately be filed and not voted on. Friendly and unfriendly amendments are not cumulative between each other, for example, 3 friendly amendments and 2 unfriendly amendments in the same working paper, is not a reason to discard it.

The official names of the committees are as follows:

1. United Nations Security Council
2. Disarmament and International Security (DISEC)
3. Comisión de Asuntos Económicos y Financieros (ECOFIN)
4. Social, Humanitarian & Cultural Issues (SOCHUM)
5. Special Political and Decolonization (SPECPOL)
6. Comisión Jurídica
7. Instituto Interregional de las Naciones Unidas para Investigaciones sobre la Delincuencia y la Justicia (UNICRI)
8. United Nations Children's Fund (UNICEF A)
9. United Nations Children's Fund (UNICEF B)
10. Congreso de la República de Colombia
11. United States Senate

Working Paper Example

The only example that may be used, and is previously checked, is the one found on the BIMUN website, in the “[Preparation](#)” section. Select, according to your committee, the document, where the format and requirements are applied exactly.

Voting Procedure and Definition of Majorities

Delegates vote when voting is announced by the Chair. All delegates present in the room must second the motion presented, and then vote. This is important because delegates raise their country's voice on the matters held at hand.

Voting Procedure on Resolutions/Working Papers

1. When the first working paper is to be presented, it must be introduced through a motion, the Heads of Bloc approach the podium with their respective placards and read the document in order.
2. At the end of the reading, the Chair will open the floor for two minutes and the Heads of Bloc will be given the floor in which they may speak in favor of the working paper.
3. At the end of this intervention, the Heads of Bloc must open to a minimum of one and a maximum of three points of information.
4. Then the Chair will receive amendments.
5. After the Chair reads all correctly-made amendments, delegates shall propose a motion to vote on the working paper, initiating the voting procedure for working papers (substantive vote).
6. After the voting procedure ends, the next working paper (if there is one), will pass through this process.

Procedural Votes

A procedural vote shall be triggered upon the proposal of any motion. All delegates present shall cast their vote by raising their placards. Non-Member States shall vote in this procedure

Substantive Votes

Substantive votes shall be considered those referring to the outcome documents of the committee, a Challenge to the Competence, and amendments. During substantive votes, the Chair will call each delegation in alphabetical order, delegates may either vote “in favor”, “against”, “in favor with reasons”, “against with reasons”, or “abstain”. Delegates who declared themselves as “present and voting” during the initial quorum verification (roll call) cannot abstain. Only the Secretariat, delegates, and the Chair shall be present in the committee’s room during substantive votes. Note-passing and points or motions shall be suspended. No delegate shall leave the room.

Invitees, or representatives of delegations not Member States, shall attend and participate in the sessions of the committee. They shall have the same rights as other representatives, but shall not have the right to vote on substantive matters. Observers may also remain in the committee room during the voting procedure, but not vote.

Working Papers

A working paper will pass when it achieves an absolute majority (50% + 1) of the committee votes in favor; otherwise, it will be filed. During this procedure, no delegate comes in or out, sponsors and observers may not leave or enter the committee. Only members of the Secretariat, delegates, and the Chair shall be present in the committee room during substantive votes. Note-passing and points or motions shall be suspended.

Voting Order

If two or more working papers relate to the same question, they shall be voted on in the order in which they were submitted. Voting occurs on each Resolution after the amendment process.

For example:

1. Working Paper 1.1.1
2. Working Paper 1.1.2

The first number is the committee, the second is the topic in the order of days, and the third is the number of the bloc. This is assigned by the Chair.

Voting Rights

Each Member State has one vote in the committee, if a country does not have permanent membership in the UN, it will not have a vote, and this will not be subject to change. A country that lost its voting rights in a Challenge to the Competence does not have the right to vote, nor be part of working papers. In addition, countries that are not members of the UN cannot be in working papers, they must make a press release.

The Security Council

Members with veto power (People's Republic of China, United States of America, Russian Federation, French Republic, and the United Kingdom of Great Britain and Northern Ireland) have to vote in every decision; in other words, they do not have the right to abstain from voting in any matter.

For a working paper to pass, there must be nine (9) votes in favor, and no votes against from vetoes. One vote against from a veto immediately discards the working paper.

The General Assembly

Each Member State has one vote in the General Assembly, if a country does not have permanent membership in the UN, it will not have a vote, and this will not be subject to change.

Definition of Majorities

To pass a vote, the following definitions of majority must be taken into account:

1. **Qualified Majority:** Represents 66.6% (2/3) of the delegations present. In this way, abstaining implies, in practice, voting against, despite expressing a different position.
2. **Absolute Majority:** It is the one that represents 50% + 1 of the delegations present. Again, abstaining implies a negative vote.
3. **Simple majority:** It is the one that represents one more vote in favor of that position than against. Indeed, in this case, to abstain is to have no opinion on the matter. In this majority, a tied vote means a defeat.

It is important to note that delegations that declare themselves "present and voting" during roll call must participate in the voting process and cannot abstain.

Academic Awards

In *The Security Council, DISEC, ECOFIN, SOCHUM, SPECPOL, Legal, UNICEF (A & B), UNICRI*:

1. Best Delegate
2. First Outstanding Delegate
3. Second Outstanding Delegate
4. Best Junior Delegate
5. Best Position Paper

In *Congreso de la República*:

1. Mejor Congresista
2. Primer Congresista Sobresaliente
3. Segundo Congresista Sobresaliente
4. Mejor Congresista Junior
5. Mejor Papel de Posición

In *US Senate*:

1. Best Senator
2. First Outstanding Senator
3. Second Outstanding Senator
4. Best Junior Senator
5. Best Position Paper

In *BIMUN*:

1. Best Opening Speech
2. Best Delegation

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Secretary-General

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