



HANDBOOK

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SLRMUN HANDBOOK

United Nations Model Franciscano San Luis Rey School

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VOLUME I: SLRMUN

CHAPTER I: ABOUT SLRMUN

Article 1. The Model United Nations of Colegio Franciscano San Luis Rey (SLRMUN) is an academic space, fundamented on discipline, excellence, solidarity, and Franciscan values. It represents a simulation in which situations of social, political, geographical and of any kind that, by their nature, concern the United Nations Organization (UN) by affecting international dynamics and the normal development of relations between nations, destabilizing international security and the integrity of social, political, and economic actors that are part of them. Regarding this, the space aims to foster the skills of argumentation and resolution of conflicts and problems of all kinds, requiring a solid knowledge of current world affairs so that all delegates and representatives of the nations and other governmental bodies present, may propose viable and coherent solutions for each specific context. In this way, all activity carried out within the framework of SLRMUN is defined by principles already established, as stated in the letter of the United Nations and the Coexistent Manual of the Educational Institution Colegio Franciscano San Luis Rey.

CHAPTER II: GENERAL CONSIDERATIONS

Article 2. All participants of SLRMUN, regardless of their designated role within it, shall be subject to the guidelines and provisions established in this Handbook. Admission to and participation in the Model constitutes implicit consent to its content and, consequently, to its mandatory compliance.

Article 3. Any amendment deemed pertinent to the present document must be submitted before the general secretary, general directives and the teacher advisor (Sponsor) of the Model for due review and approval. Any member of the executive board may put forth proposals for amendment, should they consider it necessary.

Article 4. Participants of the Model shall be solely responsible for their personal belongings. Neither the SLRMUN Organizing Committee nor the educational institution Colegio Franciscano San Luis Rey shall assume responsibility for the loss of such items, nor for any damages they may incur within the premises where the event takes place.

VOLUME II: ORGANIZATIONAL STRUCTURE

CHAPTER III: THE EXECUTIVE BOARD

Article 5. The Executive Board shall constitute the highest authority in the planning and execution of the Model.

Article 6. The Executive Board shall be composed of:

- a) a)The General Secretary.
- b) The General Director.
- c) The faculty advisor (Sponsor).

Article 7. The functions of the Executive Board shall be as follows:

- a) Manage the development of all activities necessary for the proper execution of the Model.
- b) Intercede before the authorities of the Educational Institution to ensure the implementation of the activities planned within the framework of the Model and to request the pertinent authorizations for the use of the various physical spaces and additional resources that may be granted.
- c) Establish the committees to be simulated during the Model, as well as the topics to be discussed within each of them.
- d) Timely appoint one (1) President and one (1) Vice President for each committee of the Model, in accordance with the selection criteria established for such positions.
- e) Provide training in the knowledge and mastery of parliamentary procedure and other requirements of the role to the appointed Presidents and Vice Presidents, in order to guarantee their optimal performance and ensure the proper management of all parliamentary dynamics within each committee.
- f) Timely select members of the Educational Community who have expressed their intention to be part of the organization of the Model and whom it deems suitable to delegate various management responsibilities.
- g) Conduct selection processes for members of the student community who wish to participate in the Model, verifying compliance with the selection criteria established for this purpose.

- h) Carry out training processes for the participants of the Model, with emphasis on the knowledge of parliamentary procedure and the topics to be developed in each of the committees. Training for external participants shall only be provided if requested by them, through the established communication channels, no later than two (2) weeks prior to the holding of the Model.
- i) Effectively coordinate the work carried out by each of the bodies involved in the organization of the Model, enabling timely communication among them and fostering a collaborative working environment that meets all planning requirements.
- j) Appoint, prior to the conclusion of each edition of the Model, their respective successors, after considering compliance with the requirements established for the positions of the Executive Board that may become vacant at the end of the ongoing edition.

Article 8. The General Secretary and the General Director may submit their resignation to the Executive Board within a period not exceeding two months from the beginning of the academic year, together with the reasons that led them to make such a decision. The resignation may be rejected if the other members of this body do not deem it pertinent. After this period has elapsed, the resignation of either of these members shall only be admissible in cases of force majeure and subject to the prior consensus of the Executive Board, or through dismissal, should this body consider any of its members negligent in the performance of their duties. The dismissal of these positions, as well as the reasons motivating it, shall rest exclusively under the authority of the Executive Board.

CHAPTER IV: GENERAL SECRETARY

Article 9. The General Secretary shall be the highest authority of the Model in all logistical and disciplinary matters. All other bodies and actors involved in the organization of the Model, with the exception of the Sponsor, must obtain his/her authorization for the adoption and execution of any decision.

Article 10. The functions of the General Secretary shall be as follows:

- a) Represent the Model before the authorities of the Educational Institution.
- b) Work in close coordination with all internal and external bodies and actors to consolidate and successfully carry out the execution of the Model.
- c) Supervise and ensure the effective fulfillment of the duties assigned to each of the actors involved in the organization of the Model, as well as those of the Presidents, Vice Presidents, and the Crisis Corps.
- d) Oversee and guarantee compliance with the provisions set forth in this Handbook and in the Code of Conduct of Colegio Franciscano San Luis Rey, imposing appropriate sanctions on those who infringe them.

- e) In conjunction with the Executive Board, annul the participation in the Model of those who, by virtue of the nature and gravity of their infractions, merit such sanction, or in cases of repeated offenses.
- f) In conjunction with the Executive Board, dismiss from office any individual who has demonstrated negligence in the performance of their functions, regardless of the body to which they belong, and appoint a suitable replacement to occupy such position.
- g) Supervise the proceedings of the committees during the days in which the Model takes place.
- h) Present his/her judgment, grounded in the constant observation of the performance of participants in each committee, when determining the awards to be granted to the most outstanding participants once the debates have concluded.

Article 11. Each year, the acting General Secretary shall select, together with the Executive Board, his/her successor, in accordance with the requirements established for such office, and shall announce this decision during the closing ceremony of the Model.

Article 12. The requirements to be considered eligible for the position of General Secretary shall be as follows:

- a) Be a student of the eleventh grade.
- b) Have served as President of a committee in the ongoing Model.
- c) Have actively participated in the planning and organization of the ongoing Model.
- d) Have fully carried out the responsibilities of a committee President and excelled in the performance of such office.
- e) Have notably participated in at least three internal Models of Colegio Franciscano San Luis Rey as a Delegate and two external Models.

CHAPTER V: GENERAL DIRECTOR

Article 13. The General Director shall be the highest authority of the Model in all academic matters. All members of the Academic Body of the Model, notwithstanding their authority in specific matters, shall report directly to him/her.

Article 14. The Academic Body, headed by the General Director, shall be composed of:

- a) Committee Presidents.
- b) Committee Vice Presidents.
- c) The Crisis Corps.
- d) The Press Corps.

Article 15. The functions of the General Director shall be as follows:

- a) Supervise and ensure the satisfactory fulfillment of the duties of the Academic Body of the Model.
- b) Timely delegate to the committee boards the processes of drafting the thematic guides and supervise their satisfactory completion.
- c) Oversee the proceedings of each of the committees during the days in which the Model takes place.
- d) Report to the Executive Board on the development of the committees and on any matters pertaining to the Academic Body that may arise therein.
- e) Act as the channel of communication between the Academic Body and the other actors involved in the planning and execution of the Model, in order to ensure the proper conduct of all activities carried out within its framework.
- f) Permanently report to the Executive Board on the performance of each of the members of the Academic Body.
- g) Present his/her judgment, grounded in the constant observation of the performance of participants in each committee, when determining the awards to be granted to the most outstanding participants once the debates have concluded.

Article 16. The requirements to be considered eligible for the position of General Director shall be as follows:

- a) Be a student of the eleventh grade.
- b) Have served as President of a committee in the ongoing Model.
- c) Have actively participated in the planning and organization of the ongoing Model.
- d) Have fully carried out the responsibilities of a committee President and excelled in the performance of such office.
- e) Have notably participated in at least three internal Models of Colegio Franciscano San Luis Rey as a Delegate and two external Models.

CHAPTER VI: PRESIDENT AND VICEPRESIDENT

Article 17. The Committee Presidents shall represent the highest authority in all academic, logistical, and disciplinary matters within their respective committees. In the absence of the Secretaries, all participants, observers, and others present in each chamber shall be subject to their authority. Notwithstanding the foregoing, they in turn remain accountable to the Executive Board.

Article 18. The functions of the Committee Presidents shall be as follows:

- a) Draft the background guides corresponding to each of the committees, incorporating all information necessary to contextualize the participants regarding the issues under discussion (each guide shall include an introduction to the Bureau, a welcome letter, an introduction to the committee, and a description of the topic to be addressed therein).
- b) Actively participate in the training processes for participants conducted by the Executive Board prior to the commencement of the Model.
- c) Present before the Executive Board the delegations or Delegates to be assigned to the various participants for the conduct of debates, according to the nature and historical context of each committee.
- d) Moderate the debates held within each committee during the days in which the Model takes place.
- e) Ensure compliance with all provisions of Parliamentary Procedure by the participants and promptly sanction those who incur in violations thereof, in accordance with the established criteria.
- f) Oversee the proceedings of their respective committees, fully understanding their dynamics and consistently remaining attentive to all developments occurring therein, so as to properly moderate and regulate their progress through mastery of Parliamentary Procedure.
- g) Maintain constant communication with the other bodies involved in the organization of the Model in order to coordinate the execution of all activities necessary for the proper conduct of proceedings, particularly when such activities require the involvement of personnel external to the committee itself.

Article 19. The Committee Vice Presidents shall assist the Presidents in the fulfillment of their duties; in essence, they possess the same responsibilities and, in the absence of the Presidents, represent the highest authority in academic, logistical, and disciplinary matters within each committee. Notwithstanding the foregoing, they remain directly accountable to the Presidents and to the Executive Board.

Article 20. During the course of debates, the Committee Vice Presidents shall prioritize the management of the scoring sheets in order to maintain an effective quantitative record of participant performance in accordance with the established evaluation criteria.

Article 21. The Committee Vice Presidents shall hold the authority to moderate debates, even in the presence of the President, without prejudice to hierarchy and solely when the dynamics of the committee so require.

Article 22. The Crisis Corps is composed of all members of the Educational Community who, having communicated to the Executive Board their intention to join it through a public call for students of tenth and eleventh grade, and having met all the selection criteria established for that purpose, have been chosen by the Model's authorities to occupy such a position.

CHAPTER VII: CRISIS CORPS

Article 23. The selection criteria are established, by oral agreement among the members of the Executive Board, for each edition of the Model, depending on the topics to be addressed in the Committees established.

Article 24. The functions of the Crisis Corps are:

- a) To maintain constant communication with the other bodies involved in the moderation and management of the Committees with the aim of fully understanding the dynamics present in each of them.
- b) To verify that the dynamics of each Committee are consistent with the social, political, economic, demographic, and geopolitical context corresponding to each of the themes and historical periods in which the debates are framed. If this is not the case, the Crisis Corps must alert the entirety of the Academic Corps to formulate strategies that allow the Committee's work to resume its coherent course.

Based on the behavior of the debates and the decisions made by the Delegates and other members of the Committees, to draft Crisis situations (Chap. XXII) that provide greater intensity and fluidity to the debates. These situations must be submitted, in writing and through the established communication channels, to the Executive Boards of each Committee at least once per debate day.

CHAPTER VIII: LOGISTICS CORPS

Article 25. The Logistics Corps is composed of:

- a) The Organizing Staff.
- b) The Floor Secretaries.

Article 26. The members of the Logistics Corps are selected through a call made by the Executive Board prior to each edition of the Model, reviewing the aptitude of each candidate in accordance with the responsibilities corresponding to each branch of this body.

Article 27. The functions of the Organizing Staff are:

- a) To ensure that all logistical matters of the entire Model are carried out satisfactorily.

- b) To address logistical needs that arise within all debate spaces and other venues where the Model is conducted.
- c) To maintain the spaces where the Committees are located in order and prepared to carry out the corresponding activities of the Model.
- d) To guarantee access to all materials and resources necessary for the proper development of the activities proposed within the framework of the Model and in the spaces assigned for this purpose.

Article 28. The functions of the Floor Secretaries are:

- a) To enable communication among the participants of the Committees.
- b) To ensure communication between the Executive Board of each Committee and the other actors involved in the development of the Model.
- c) To facilitate access to all logistical and sound tools, if necessary, for all those present in the Committee.

CHAPTER IX: PRESS CORPS

Article 29. The functions of the Press Corps are:

- a) To contribute to the dynamism of the event, ensuring that media coverage is fluent and engaging. This includes coordinating interviews, publishing daily summaries, and producing audiovisual content that maintains the interest of both participants and the Educational Community at large.
- b) To visually represent the key events occurring during the debates. This includes the creation of diagrams, maps, infographics, and any other graphic elements that facilitate the understanding of the topics as well as the progress of the event, following coherence with the geopolitics of the debate's course.
- c) To support the management of social media and keep both Delegates and other participants informed. This support includes drafting publications, moderating comments, and creating content strategies.
- d) The Press Corps must coordinate interactive breaks that respect the official protocol of the event. These breaks may include activities that foster the participation of the Delegates, such as icebreakers or interviews.
- e) The content generated by the Press Corps must faithfully reflect the events and debates held in the Committees. This includes drafting graphic press notes and daily reports. The content must be relevant, clear, and tailored to the audience.

CHAPTER X: THE DELEGATES

Article 30. Participants of SLRMUN are considered to be all students of the Educational Institution who have attended the call within the established dates and who have complied with all the requirements set forth by the Executive Board for selection. Also deemed participants are all students from other Educational Institutions who have been invited and deemed apt for participation by their respective institutions. To be considered a participant, notwithstanding the foregoing, it is indispensable to comply with the registration process and the payment of the corresponding fee.

Article 31. The duties of the participants are:

- a) To follow all the rules established in this Manual of Procedure and in the Coexistence Manual of Colegio Franciscano San Luis Rey.
- b) To comply with all requirements set forth in the Code of Conduct (Book II) of this Manual.

Article 32. The rights of the participants are:

- a) To receive the pertinent training regarding the functioning of each committee and the parliamentary resources necessary for the development of the debates. In the case of external participants requiring training, they must notify any member of the Executive Board within a period not exceeding seven (7) days prior to the Model.
- b) To count on the support of the Logistics Corps, Academic Corps, Executive Board, and Press Corps for all activities carried out within the framework of the Model.
- c) To receive courteous treatment from all actors involved in the development of the Model.
- d) To have access to all material necessary for the understanding of the dynamics of the topics and the committees (thematic guides, Manual of Procedure, etc.).

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VOLUME III: CONDUCT EXPECTATIONS

CHAPTER XI: GENERAL CONSIDERATIONS

Article 33. The Executive Board, the Academic Corps, the Crisis Corps, the Logistics Corps, and all participants of SLRMUN hold the responsibility of monitoring compliance with the rules established herein and of reporting to the corresponding authority of the Model in case any of the individuals involved, regardless of their role, transgresses any of them, whether by action or omission.

Article 34. The Presidents and Vice Presidents of each Committee, making use of their knowledge of parliamentary procedure and the regulations established in this Handbook and in the Institution's Code of Conduct, are the only ones who possess the authority to apply sanctions to the participants. Likewise, any member of the Executive Board shall hold such authority, both inside and outside the Committees.

Article 35. Only the General Secretary, in joint decision with the rest of the Executive Board, may impose as a sanction the expulsion from the Model of any of its participants and, in general, of any individual who takes part in it, regardless of their role within the Model, should the committed offense so require. The only exceptions to this rule are, naturally, the General Director and the Sponsor of the Model.

Article 36. Committing any offense considered serious, even if not explicitly listed in this document, shall be sanctioned in proportion to its severity, according to the criteria of the Executive Board.

Article 37. Committing any of the offenses established in the Colombian Penal Code (Law 599 of 2000) shall result in the immediate expulsion from the event, without prejudice to any legal actions that may be taken in accordance with the committed offense.

CHAPTER XII: CODE OF CONDUCT

Article 38. All participants of SLRMUN must comply with the following standards of conduct; otherwise, they shall be sanctioned according to the severity and recurrence of the infraction, pursuant to the criteria of the Executive Board:

- a) To comply with the schedules established for each of the events and activities carried out within the framework of the Model.
- b) To wear the identification badge in a visible place during their stay within the premises of the Educational Institution. The wearing of said badge is indispensable for entering the facilities and for the delivery of refreshments. In case of loss, it must be reported immediately to any member of the event organization.
- c) To be respectful towards the other participants of the Model, all actors involved in its planning and execution, and the educational community at large.
- d) To make responsible use of the technological tools permitted (cell phones, tablets, computers, etc.), strictly aligned with the academic purposes of the Model.
- e) To respect and take proper care of the facilities where the Model takes place and all the physical spaces of the Educational Institution.

CHAPTER XIII: CAUSES OF IMMEDIATE EXPULSION

Article 39. The use of conventional cigarettes, electronic cigarettes of any kind, as well as the consumption of psychoactive substances and intoxicating beverages within the premises where the event takes place shall result in the immediate expulsion from the Model of any individual who engages in such practices.

Article 40. The carrying of weapons or any similar object (blunt or sharp) that may constitute a threat to the physical integrity of any participant shall be considered a serious offense and cause for expulsion.

Article 41. Serious acts of disrespect and the repeated use of offensive language directed towards the organizers and participants of the Model shall be deemed violations subject to sanction.

Article 42. Proven plagiarism and attempted plagiarism, in any instance of the Model, shall be immediate grounds for expulsion.

Article 43. Incurring in any of the offenses established in Article 37 shall be sanctioned accordingly.

CHAPTER XIV: DIPLOMATIC ATTIRE

Article 44. All men attending the event as participants, including runners or floor secretaries, must comply with the following dress code:

- a) Full suit in sober colors.
- b) Long-sleeved shirt in sober colors.
- c) Tie or bow tie.
- d) Shoes matching the suit and tie colors. The use of sneakers is strictly prohibited.
- e) Dark socks matching the color of the suit and shoes.
- f) The use of piercings, bracelets, and other accessories not considered appropriate by the Executive Board of the Model is strictly prohibited.

Article 45. All women attending the event as participants, including floor secretaries or runners, must comply with the following dress code:

- a) Dress in sober colors, no more than five fingers above the knees.
- b) In the event of not wearing a dress, clothing must be appropriate to the occasion, following the standard of sober colors.
- c) The use of blue jeans, or any type of jeans, is strictly prohibited.
- d) The use of open shoes (e.g., sandals) is strictly prohibited. Likewise, the use of sneakers is prohibited.

Pronounced necklines and garments leaving the shoulders uncovered are strictly prohibited. Accessories must be consistent with the formality of the event and the attire. Those considered inappropriate by the Academic Corps or the Executive Board must be removed and will therefore receive an admonition.

Article 46. Failure to comply with the dress code established above will entail the relevant sanctions, as provided in Chapter XV.

CHAPTER XV: SANCTIONS

Article 47. Every participant of SLRMUN who fails to comply with the rules established in this Handbook shall be subject to the relevant sanction, depending on the seriousness and recurrence of the infraction.

Article 48. There are three types of sanctions applicable to the participants of the Model:

- a) Warnings.
- b) Admonitions.
- c) Expulsion.

Article 49. Warnings shall apply when the infraction is minor. Any breach of the rules of this Handbook and of parliamentary procedure, which is not repeated and does not constitute a serious offense, shall be sanctioned with a warning.

Article 50. Admonitions shall apply in two cases:

- a) When three warnings have been accumulated, this sanction shall be applied immediately to the offender.
- b) When a serious offense is committed that, due to its magnitude, does not warrant a warning. The application of this sanction depends exclusively on the discretion of the Presidents of each Committee.

Article 51. Expulsion shall apply in two cases:

- a) When serious offenses are committed that, due to their magnitude, warrant expulsion. Likewise, expulsion shall be imposed on anyone who commits violations of the Colombian Penal Code (Law 599 of 2000) (See Article 43).
- b) When three admonitions have been accumulated, this sanction shall be applied immediately to the offender.

Article 52. Any sanction applied to participants shall affect their performance and possibility of becoming eligible for any award.

VOLUME IV: PARLAMENTARY PROCEDURE

CHAPTER XVI: MOTIONS

Article 53. All motions must be seconded by all Delegates in order to proceed to their voting.

Article 54. Motions are the tools available to participants in order to establish the procedure of each Committee in an orderly manner. For the development of the Committees, the following motions are considered:

- a) **Open Session:** This motion formally initiates the work of the Committees for the duration of the Model.
- b) **Close Session:** This motion definitively ends the work of the Committees.
- c) **Suspend the Session:** This motion temporarily halts the activities of the Committee; it is only admissible when the work of the Committee has concluded for that day.
- d) **Resume the Session:** This motion reestablishes the activities of the Committee when these have been suspended on the previous day.
- e) **Open the Agenda:** This motion opens the day's agenda and begins the Committees' work.
- f) **Close the Agenda:** This motion finalizes the work of the Committee.
- g) **Suspend Debate:** This motion temporarily suspends debate. It does not imply the termination of the Committee's work.
- h) **Resume Debate:** This motion continues the debate that was previously taking place. It is admissible only when the debate has been suspended through the corresponding motion.
- i) **Relax the Dress Code:** Through this motion, Delegates are allowed to remove their blazer only.
- j) **Roll Call:** This motion allows the Chair to verify the attendance of the Committee's participants. When called, a Delegate must rise and may respond in one of two ways:
 - a. **"Present":** With this response, the Delegate affirms their presence in the Committee and may abstain from voting on matters submitted to a vote. However, Delegates who respond only "Present" may not vote on resolute papers or any subsequent agreements arising from them; nor may they formally sign Directives or resolute papers, although they may draft and publish them and take part in the Committee's blocs. Delegations representing institutions (such as the Red Cross), non-member or partially recognized States, and invited States with observer status (such as the Holy See) must respond in this way to Roll Call, as they are not considered full members of the United Nations.
 - b. **"Present and Voting":** With this response, the Delegate affirms their presence and commits to casting a vote on all matters submitted to the Committee, renouncing their right to abstain.
- a) **Commence Reading of Opening Speeches:** Once this motion is approved, the Chair will call Delegates in roll order to deliver their opening speech before the Committee, within the time previously determined by the Academic Board. The order may be modified if a Delegate so requests through a Point of Personal Privilege.
- b) **Take Time from the Chair:** Used to request time that has been ceded to the Chair during the opening speeches.

- c) **Unmoderated Caucus (Informal Debate):** The first to speak is the Delegate who proposed the motion. The duration of the caucus is set by the Chair. To take the floor, Delegates must raise their placard when indicated by the Chair, who will then recognize speakers.
- d) **Moderated Caucus (Formal Debate):** In a moderated caucus, all Delegates must take the floor. The first to do so is the Delegate who proposed the motion; afterward, the Chair will call Delegates in alphabetical order of the roll. Speaking time is determined either by the proposing Delegate or by the Chair. The order may only be modified if requested through a Point of Personal Privilege.
- e) **Extend Debate Time:** This motion is in order when the previously established debate time has elapsed. The Chair will decide whether to submit the motion to a vote, depending on whether the topic has been sufficiently addressed.
- f) **Lobbying Time:** This motion is only admissible once the ongoing debate has been suspended. Once approved, Delegates may leave their roles and freely communicate with other participants within the room, without leaving it unless expressly authorized by the Chair. The duration must be specified when the motion is proposed and must be consistent with the Committee's work.
- g) **Begin Drafting Resolutive Papers:** This motion initiates the process of bloc formation within each Committee for the drafting of resolutive papers. Each Committee must produce resolutive papers every day of debate. Once approved, the Chair will set an appropriate time for their drafting.
- h) **Reading of Resolutive Papers:** Once the drafting time has concluded, this motion allows bloc leaders to read their drafts before the Committee.
- i) **Voting on Resolutive Papers:** This motion initiates the voting process on the resolutive papers.
- j) **Division of the Question:** This motion is used when voting on resolutive papers and it is deemed appropriate to vote on each operative clause or proposed amendment separately. All operative clauses approved by simple majority will be incorporated into the final resolution. Preambulatory clauses may never be subject to voting.
- k) **Challenge to Competence:** This motion must be submitted in writing to the Chair through the Floor Secretaries. It will only be admissible under the circumstances established in Chapter XXIII.

CHAPTER XVII: POINTS AND SOLICITUDES

Article 55. Through points and requests to the Honorable Chair, Delegates may ensure the correct course of the debate and highlight the faults committed by other Delegates, as well as demand the fulfillment of their rights and the duties of others. For the development of the Committees' work, the following points and requests are considered:

- a) **Point of Order:** used when any Delegate, by action or omission, violates the rules established in this handbook, the parliamentary procedure, or parliamentary language; when they disturb the normal development of debates; or when they show disrespect to Delegates or the Honorable Chair.
- b) **Point of Relevance:** used when the content of an intervention lacks meaning and/or relation to the topic under discussion in the Committee.
- c) **Point of Personal Privilege:** restricted to situations of a personal nature. It is used when a Delegate requires making a request, whether related to the debate or not.
- d) **Point of Information to the Speaker:** allows Delegates to pose questions to the Speaker once their intervention has concluded. When a Delegate wishes to use this point, the Honorable Chair will ask the Speaker whether they are open to points of information. If they agree, and more than one Delegate wishes to ask questions, the Chair will request the Speaker to state how many they are willing to answer. Once a question is posed, the Chair will ask the Speaker if they understood the question and if they wish to respond. If they did not understand, they may request reformulation. If they do not wish to answer, the point is suspended unless the Chair considers it necessary. After the answer, the Chair will ask the questioner if they are satisfied. If not, they may reformulate the question to receive another response. Two types of points of information to the Speaker are considered:
 - a) **Syntactic Order:** questions that strictly correspond to “yes” or “no” answers.
 - b) **Semantic Order:** questions whose answers are not limited to affirmation or negation, permitting a brief intervention.
- e) **Point of Information to the Honorable Chair:** allows Delegates to raise doubts or concerns to the Honorable Chair so it may provide guidance.
- f) **Point of Information to the Witness:** used when a recognized witness is present in the chamber and a Delegate wishes to pose a question relevant to the debate. The admissibility of the question depends on the Chair’s discretion.
- g) **Right of Reply:** when, due to declarations made by a Delegate during their intervention, another Delegate feels offended by direct mention and/or compromising statements, they may appeal to the Right of Reply, which the Chair will decide to admit or reject. If admitted, the affected Delegate will have one minute to defend themselves.
- h) **Point of Subsequent Question:** used when, after an initial question to the Speaker, the Delegate wishes to ask a follow-up question.
- i) **Point of Sufficient Illustration:** used when a Delegate has made their point clear and their intervention becomes repetitive.

CHAPTER XVIII: PARLAMENTARY ORDER

Article 56. For the use of points, requests, and motions, the following parameters must be considered:

Point/Solicitud	Interruptible	Vote	Condition
Point of order.	Yes	No	Se debe argumentar a la mesa por qué es apropiado.
Point of relevance.	Yes	No	Se debe argumentar a la mesa por qué es apropiado.
Point of personal privilege .	No	No	N/A
Punto of information to the speaker.	No	No	La pregunta va dirigida exclusivamente al orador cuya intervención haya terminado inmediatamente antes de solicitar el punto.
Point of information to the chair.	No	No	N/A
Point of information to the witness.	No	No	Solo es procedente en presencia de un testigo reconocido por la mesa.
Right to reply.	Yes	No	N/A
Point of subsequent question.	No	No	Solo es procedente si se ha realizado un punto de información al orador
Point of sufficient illustration.	Yes	No	N/A

Motions			
Motion	interruptible	Vote	Condition
Open session	No	Majority	N/A
Close session	No	Mayoría simple	Solo es procedente si se ha culminado, de manera definitiva, el trabajo del comité.
Suspend session	No	Mayoría simple	Solo es procedente si se ha suspendido el debate y se ha terminado el trabajo del comité.
Resume session	No	Mayoría simple	Solo es procedente si se ha suspendido la sesión.
Open agenda	No	Mayoría simple	
Close agenda	No	Mayoría simple	Solo es procedente si la discusión respecto a uno de los temas del comité ha culminado.
Suspend debate	No	Mayoría simple	Solo es procedente si ha finalizado el tiempo de debate o si la mesa lo considera pertinente.
Resume debate	No	Mayoría simple	Solo es procedente si el debate se ha suspendido anteriormente.
Relax the diplomatic attire	No	Mayoría simple	Se puede proponer una vez se haya revisado el código de vestimenta.
Roll call	No	Mayoría simple	N/A
Start reading of opening speeches	No	Mayoría simple	N/A
Informal debate	No	Mayoría simple	N/A
Formal debate	No	Mayoría simple	N/A
Take time given to the chair	No	Mesa Directiva	N7A
Extend lobby time	No	Mayoría simple	Solo es procedente cuando el tiempo de debate ha culminado y no se ha logrado un acuerdo pertinente.
Start lobby time	No	Mayoría simple	Es pertinente únicamente cuando existen asuntos dentro del comité que lo exigen.
Start resolution paper/ draft resolution	No	Mayoría simple	N/A
Reading of the resolution paper/ draft resolution	No	Mayoría simple	Solo es procedentes cuando ha terminado el tiempo para redactar los proyectos.
Vote the resolution papers/ draft resolution	No	Mayoría simple	Solo es procedente cuando se han leído los proyectos.
Split the question	No	Mayoría simple	Solo es procedente cuando se están votando los proyectos resolutivos.
Challenge to the competence	No	Mesa Directiva	Se debe utilizar como último recurso ante las incoherencias de otro delegado. Debe pasarse por escrito a la Mesa.

Article 57. Non-interruptible points will proceed, once the ongoing intervention has concluded, in the following order of priority:

1. Point of Personal Privilege.
2. Point of Information to the Chair.
3. Point of Information to the Speaker.

CHAPTER XIX: PARLAMENTARY PROCEDURE

Article 58. The parliamentary procedure to be followed in all Committees of the Model is determined by a specific order; all motions must conform to it in order to be considered in order.

Article 59. On the first day of debate, to begin the work of each Committee, the following procedure must be followed:

1. Open Session.
2. Roll Call.
3. Open Agenda.
4. Opening Speeches.
5. Debate (Formal or Informal).

No motion that does not follow this order shall be considered in order until the work of the Committee has officially commenced, in accordance with the established procedure.

Article 60. On subsequent days, the same procedure must be followed, omitting the opening of the session. In this case, the session should be resumed, since at the conclusion of the Committee's work, if the Model has not yet ended, the session must only be suspended, not closed.

Article 61. When debate time has ended and Delegates must withdraw due to recess schedules, a motion to suspend the session must be approved; once Delegates return to the Committees, the session must be resumed and continued with the motions pertinent to the dynamics of each Committee.

Article 62. To conclude the work of the Committee temporarily (that is, in the case that debate days remain), all matters related to resolute papers must be finalized and the session suspended, as the last admissible motion.

Article 63. At the end of the last day of debate, as the final admissible motion by the Honorable Chair, the session must be closed, since the work of the Committee is thereby concluded definitively.

CHAPTER XX: PARLAMENTARY LANGUAGE

Article 64. For all Committees corresponding to organs of the United Nations, the proper use of parliamentary language is mandatory throughout the course of debates.

Article 65. The use of parliamentary language shall not be required under any circumstance when debate or session has been suspended; notwithstanding the above, cordial language is required when addressing all members of the Model and of the Educational Community.

Article 66. Parliamentary language is governed by the following principles:

- a) Use of the third person.
- b) Direct mentions of other Delegations are prohibited; instead, the Delegate must address another Delegation by using “Delegations such as...,” followed by the name of the Delegation to which they wish to refer.

Article 67. Within parliamentary language, there exists a wide variety of terms that are not considered appropriate. Some of them are listed below::

Prohibited Term	Alternativa
Guerrilla	Subversive groups
Third world/ underdeveloped	Developing
Corruption	Political dishonesty
Money	Monetary resources, budget
World power	Influential nation
Terrorist	Subversive groups

Article 68. Within parliamentary language, colloquialisms, regionalisms, and offensive language are under no circumstance considered appropriate.

Article 69. Any transgression of parliamentary language shall result in sanctions as stipulated in Chapter XIV of the present Manual.

CHAPTER XXI: OPENING SPEECH

Article 70. This chapter contains the general provisions regarding Opening Speeches that have not been specified in Chapter XV.

Article 71. It is the duty of the Chair to stipulate the duration of the Opening Speeches in each Committee.

Article 72. When 15 seconds remain of the allotted time, the Chair shall notify the participant by knocking twice on the table, thereby indicating that they must conclude.

Article 73. If the speech concludes before the allotted time has expired, the participant may:

- a) Yield the time to the Chair: By expressing this intention, the participant will yield the remaining time to the Chair; in case another participant requires it, they may motion to take time from the Chair, which will determine the feasibility of such request.
- b) Yield the time to another participant: When the participant manifests the desire to yield their time to another, the remaining time will be added to the recipient's initial time. In other words, they will have the initially established time plus the yielded time.
- c) Opening Speeches are uninterruptible, even when the participant commits infractions against procedure or parliamentary language. The Chair must carefully observe compliance with the rules during the speeches and make the pertinent remarks privately to the infringing participant.
- d) Points of Information to the speaker shall not be raised regarding an Opening Speech; however, their content may be taken into consideration for subsequent interventions.

CHAPTER XXII: DIRECTIVES

Article 74. According to the SLRMUN handbook “A Directive is a letter through which a delegation informs the Committee and the Executive Board of a series of measures it has undertaken regarding the issue being addressed within the Committee. It must be coherent and respond to the circumstances around which the debate revolves, adhering to the topic and to the position of the countries involved in its drafting and implementation”.

Article 75. Directives may be submitted at any moment during the debate. While the debate is suspended, no Directive may be sent to the Crisis Corps.

Article 76. All provisions regarding the drafting and functioning of Directives are contained in said Manual, which constitutes part of the academic material to which all participants are entitled to access. Should a participant or the designated Sponsor not have access to it, they must contact a member of the Executive Board.

CHAPTER XXIII: CRISIS DEVELOPMENTS

Article 77. The Crises presented throughout the debate correspond to hypothetical situations adapted to the conditions of each Committee, involving controversial scenarios such as acts of war, political decisions, or the involvement of a nation in violations of human rights, among others.

Article 78. The purpose of these scenarios during the course of the debate is to energize the discussion and involve as many Delegates as possible in each Committee, thereby creating an environment of diplomatic dialogue aimed at resolving the issues presented.

Article 79. Following the introduction of a Crisis, the debate must focus exclusively on its resolution. A Crisis is not considered concluded until a solution to the issue(s) has been reached, and all interventions within the framework of the Crisis must remain related to it. Any interventions related to topics prior to the Crisis shall be deemed out of order.

Article 80. The Crisis Corps is the sole body responsible for the creation of Crisis situations. Once created and authorized by both the Academic and Executive Boards, they must be sent to the Press Corps for the necessary corrections and their adaptation for dissemination in each Committee.

CHAPTER XXIV: CHALLENGE TO THE COMPETENCE

Article 81. A Challenge to Competence is a motion that must be submitted in writing to the Executive Board, which will then determine its admissibility.

Article 82. A Delegate may challenge the competence of another Delegate if the latter has gravely misrepresented the foreign policy of their country. This misrepresentation must be both constant and evident through their interventions or voting on matters related to the Committee's work.

Article 83. If the Executive Board deems the request admissible, and after consulting with the General Secretary, it shall allow the Delegate challenging the competence to address the Committee first. The challenging Delegate must explain how and when the other Delegation has erred in representing its foreign policy, presenting tangible evidence in support of the request (minimum of three proofs). In turn, the challenged Delegate will be given the opportunity to defend themselves.

Article 84. After hearing and analyzing the arguments of both parties, the Executive Board shall conduct a roll-call vote. This motion requires a simple majority to pass. If successful, the challenged Delegation will lose its right to vote on substantive matters in all Committees of the Model. If unsuccessful, the Delegate who initiated the challenge will lose said right.

Article 85. The motion to challenge competence shall be considered only as a last resort, and solely when the conduct prompting it is repetitive and poses a threat to the natural course of debate.

CHAPTER XXV: RESOLUTIVE PAPERS

Article 86. Depending on the number of members within each bloc, there are two types of resolute projects:

- a) Resolute Papers.
- b) Press Releases.

Article 87. If a bloc is composed of 5 or more participants, it must draft a Resolute Paper. This must contain at least 5 preambulatory clauses and 7 operative clauses.

Article 88. If a bloc is composed of fewer than 5 participants, it must draft a Press Release. This must contain at least 3 preambulatory clauses and 4 operative clauses.

Article 89. Regardless of the type of resolute project submitted, all must comply with the established guidelines for their drafting in terms of formal requirements.

Article 90. The structure corresponding to resolute projects is as follows:

1. Heading: This must include, in the order presented below, the following elements written in bold:
 - a. Title, corresponding to a three-number code (e.g., 1.1.1). The first number refers to the number assigned to each Committee; the second to the topic under discussion (i.e., the debate day); and the third to the number assigned to each bloc by the Executive Board. The necessary information for creating the code will be provided by the Chairs to the participants.
 - b. Name of the Committee and topic.
 - c. Bloc leaders, drafting countries, and signatory countries. The latter are annexed at the end of the document; therefore, in the heading, in the corresponding section, the phrase Annex 1 must be written.
 - d. Preambulatory clauses. These must be written in italics, each on a separate line, ending with a comma (,), except for the last clause, which ends with a period.
 - e. Operative clauses. These must be written in italics and underlined, each on a separate line, ending with a semicolon (;).

Article 91. The following preambulatory and operative clauses are deemed appropriate for the drafting of resolute projects:

Preambulatory Clauses

- Further noting
- Noting with approval
- Noting with concern
- Noting with satisfaction
- Affirming
- Alarmed by
- Approving
- Seeking
- Aware of
- Considering
- Convinced
- Fully believing
- Welcoming
- Realizing
- Declaring
- Desiring

- Emphasizing
- Expecting
- Expressing appreciation
- Expressing satisfaction
- Having adopted
- Having considered
- Having studied
- Having examined
- Having heard
- Having received
- Regretting
- Observing
- Observing with appreciation
- Fully aware of
- Deeply regretting
- Deeply convinced
- Deeply disturbed
- Deeply concerned
- Reaffirming
- Recognizing
- Recalling

Operative Clauses:

- Accepts
- Further invites
- Further proclaims
- Further recommends
- Further recalls
- Further resolves
- Affirms
- Encourages
- Supports
- Approves
- Notes with satisfaction
- Condemns
- Confides
- Confirms
- Considers
- Decides
- Declares
- Designates
- Urges
- Expresses its appreciation
- Expresses its wish
- Expresses its satisfaction

- Congratulates
- Finally condemns
- Has resolved
- Has called upon
- Incites
- Regrets
- Draws the attention
- Notes
- Proclaims
- Recommends
- Recalls
- Endorses
- Resolves
- Takes into account

Article 92. The structure of resolute projects must adhere to the following example:

Committee: UNESCO

Topic: Literacy

Drafting Delegations: Russian Federation, Republic of Peru, United States of America, Bolivarian Republic of Venezuela...

Signatory Delegations: Annex 1.

Fully believing in the Charter of the United Nations, which reaffirms faith in fundamental human rights and in the dignity and worth of the human person across various spheres of expression and learning,

Seeking peace among all nations of the world in favor of development and conscious learning for the entire human population,

Recalling our historical past and conflicts of interest that weaken relations between Delegations,

Expecting an improvement in the current state of education at all academic levels,

Aware of the difficult economic and social situation faced by many Delegations across the globe.

Further invites the healthy practice of cooperation among Delegations for an effective solution in the implementation of new commitments;

Supports those Delegations that contribute to the well-being of the population;

Condemns the Delegations that falsely accuse the signatories of this document of insincerity in their intentions;

Congratulates governmental entities external to this Committee for joining processes of quality education;

Incites tolerance among the diverse interests of the present and absent Delegations in this Committee;

Reaffirms the upcoming governmental meetings aligned with this resolution for effective development;

Authorizes the Delegations that support this working paper to propose potential amendments;

Transmits the purposes of this resolution:

- A. Economically influential Delegations shall allocate a percentage of their GDP, as agreed with countries in the Americas and Africa, as investment in educational institutions at all levels.
- B. Developing Delegations shall promote awareness campaigns through mass media on the importance of literacy within their territories.
- C. Jointly, the Delegations belonging to the UNESCO Committee of the United Nations shall assign personnel for the filtration of pertinent content to ensure accurate learning.

This Resolution shall be deposited in the custody of the General Secretary of SLRMUN. In testimony thereof, the undersigned, duly authorized, affix their signatures to this Resolution.

Anexx 1. Signing delegations.

Article 93. The aforementioned Resolutive Paper serves solely as an example and must not, under any circumstance, be copied during the proceedings of the Committee. It is to be used exclusively as a guideline for the drafting of the corresponding papers. Any total or partial imitation of it shall be considered plagiarism.

CHAPTER XXVI: DRAFT RESOLUTION

Article 94. The draft resolutions presented in the Model Senate shall conform to a uniform formal structure that guarantees clarity, order, and coherence in their submission and processing.

Article 95. Every draft resolution shall begin with a submission letter addressed to the Presidential Board of the Senate. This letter shall contain:

- a. A formal greeting to the Presidential Board.
- b. A brief exposition of the objective of the draft resolution.
- c. Mention of Law 5 of 1992 as a requirement for submission.
- d. Indication that the original text of the draft resolution is attached in digital format.
- e. Collective signature under the formula: “From the Honorable Senators.”

Article 96. The body of the draft resolution shall contain, in the following order, the following elements:

- a. Heading: must include the name “Draft Resolution No. __ – Senate of the Republic,” the full title of the draft resolution, and the spaces for rapporteur and authors.
- b. Decree: introduced with the formula “The Congress of the Republic of Colombia Decrees:”.
- c. Title I – General Provisions: with at least three articles:
 - i. Object.
 - ii. Definitions.
 - iii. Approaches.
- d. Title II: additional articles as determined by the Honorable Congressmen in light of the debate.

Article 97. Each article of the draft resolution shall be numbered consecutively and contain a specific provision, avoiding ambiguities and redundancies.

Article 98. It is recommended that standardized operative phrases be used in the articles in order to provide legal or political force to each provision.

Article 99. Every draft resolution shall close with the indication of place, date, recipient, and the formula: “From the Honorable Senators.”

Article 100. This structure and the rules of submission, debate, and voting of draft resolutions shall be exclusively applicable to the Senate Committee within the Model United Nations. Consequently, they shall have no validity in other committees.

Article 101. Considering that the Senate operates under the mechanism of motions and proposals, every legislative initiative shall be formally presented as a proposal or motion, which must be read before the Presidential Board, debated, and subsequently brought to a vote for its approval or rejection.

CHAPTER XXVII: FINAL CONSIDERATIONS

Article 94. The present document, along with all the guidelines established herein, shall enter into force from the moment of its publication and shall apply equally to all members of SLRMUN, without prejudice to their respective standing within it.

