BIMUN Protocol

UNITED NATIONS

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Roles and functions

Chair (composed by the following three)

1. **Chairperson/ President:** They are in charge of analyzing the entire debate and making sure that the debate is in order, by making sure every Delegate attains to the protocol. They verify that every participant stays within its official position, approve all the decisions of the Committee and can suggest any motion. They will be responsible for checking the diplomatic notes/private messages. In the event of any technical problems, the president will be in charge of continuing the debate accordingly. They are the highest authority in the Committee (apart from the Secretariat), therefore they can suspend the debate. The President is in charge of checking the position papers of the Delegates attending the session, with the purpose of checking that the position paper is based in reality. For the position papers to be checked, the President has to have written information about each one.

2. **Moderator:** They are responsible for mediating the debate, with the purpose of guiding it in a respectful manner. The Moderator has the task of being objective and equitable while recognizing Delegates to speak in the debate. They are the formal contact between Delegates and the Chair. They can temporarily transfer their role and function to any member of the Chair/Secretariat.

3. **Conference Officer:** They are in charge of registering the activity of the Committee, declarations, relevant events in the Committee, Motions, taking time on the Speakers' List, Simple Caucus and Moderated Caucus, registering the votes for the possible Resolution Paper and taking attendance. Officially, these will be registered in the electronic program designed for this Forum.

Delegates: They are the representatives of each Country/Organization/Ambassador or other debating member in the Committee. They are in charge of proposing solutions to the topics that are debated in the Committee in a diplomatic and organized way, always attaining to their official position. They need to deliver their Position Papers for both topics to the Committee's President at the first session.

Secretariat: The secretariat is the organizing Committee of the Forum, it is divided into several sub-secretariats. Delegates mainly respond to the academic undersecretaries, the academic coordinators, and the general secretaries.

Rules

General Rules

1. Be on time to all sessions, otherwise the Delegate will receive a warning.
2. Refrain from eating during the debate.
3. The use of any electronic devices is not allowed during the debate (with the exception of the device used to attend the debate if applicable).
4. Always ensure to take a clear and diplomatic stance.
5. Respect the dress code.
6. The Chair's decision is unappealable.
7. The use of the official Forum credentials is mandatory.
8. Always speak the official language during the debate.
9. The inappropriate use of diplomatic notes/private messages will be penalized.
10. Respect everyone during the Forum; it doesn't matter if they are Chairs, Secretariat, Delegates, Faculties, Teachers, Staff, Security, Press or Ushers.
11. If a Chair is not following its role and functions, it is obligatory to report this behavior to the Academic Secretariat for them to take action.

Chair

1. The Chair cannot influence the Delegate's position, unless the Delegates are not following their official position.

2. Always represent the Forum in a professional manner.

Delegates

1. Do not establish any type of direct contact with other Delegates and Observers, if you want to communicate with a Delegate it will have to be through the chair (except the observers, there cannot be any type of contact).
2. Always direct to the Committee in third person.
3. Refrain from using any vocabulary not recognized by the UN.
4. No Delegate may leave the room during the debate without the prior authorization of the table (except for technological failures).
5. It is obligatory for the Delegates to deliver accordingly their respective Position Papers.

Warnings

Any Delegate that has received a warning will not be able to win any type of prize. If the Delegate receives a second warning, their right of entry to the Committee will be taken for that session. In case of a third warning the Delegate will not be welcomed to the Forum. The following reasons or behavior may result in a warning for the Delegate:

- Being late to the session.
- Being found eating (including chewing gum): If the Delegate has been called three times, they will receive a warning.
- Violation of the dress code: If the Delegate takes off any piece of clothing without permission, they will be called out. If this situation happens three times, the Delegate will receive a warning.
- Not maintaining a diplomatic stance during the session: If the Delegate has been called three times, they will receive a warning.
- Not speaking in third person: If the Delegate has been called three times, they will receive a warning.
- Make informal contact with other Delegates/Press/Observers during the debate: If the Delegate has been called three times, they will receive a warning.
- Using motions/points/ placards/yielding time to another Delegate/right of retort incorrectly.

- The use of inappropriate language and vocabulary not recognized by the UN is prohibited.
- The use of any electronic devices is not allowed during the debate (with the exception of the device used to attend the debate if applicable): If the Delegate has been called three times, they will receive a warning.

Protocol Phrases

Motions, points and requests

To solicit any type of motion, point or request, the placard should be raised and mention that motion in particular. If a Delegate raises their placard while another Delegate is speaking, the Delegate that raised the placard should mention any type of point or request, if the action is done accidentally, the Delegate will be called out for the action. If the Delegate wants to ask for a point of personal privilege, it is recommended to send your request via Usher(diplomatic note). If the Delegate wants to mention a request, avoid saying "request" at the start.

Types of Motions	
Motion to…	**Usage**
Open or close the session (opening the session doesn't mean you can start the debate).	After taking attendance, the session will be opened. It will be used to open or close the session. If the time established for the session has ended the session can be closed.
Open the speakers' list (which determines the order to follow for the Delegates to pass in front of the Forum).	When a Delegate wants to open a speakers' list to formally present the position of the country.

Open an extraordinary session of questions to the Delegate of…	Make a question to the delegation that has just passed to the speakers' list.
Open a moderated Caucus.	Start debating more fluidly about the topic and its possible solutions.
Open a simple Caucus.	When the proposals are already established, the delegations will need to get together to start making a worksheet and possible resolution paper.
Extend the time of the moderated/simple caucus.	After the time established for the caucus, the time can be extended, always ensuring that the time of the extension should be less than the first caucus.
Extend/Decrease the time of the speakers' list.	Change the time that the Delegates have to speak in front of the Forum.
Set the agenda.	Pick a topic to debate.
Read in front of the Forum the possible resolution paper.	The possible resolution should be read in the Committee for the Delegates to make comments and questions about the resolution.
Vote on the possible resolution paper.	The voting phase will determine if the resolution paper passes to become an official resolution paper.

Types of Points	
Point of…	**Usage**
Parliamentary Inquiry	Request any type of information regarding the topic

Order	Point out any errors in the protocol made by the chair or other Delegates or when your delegation is offended by the commentaries of other delegation.
Personal Privilege	Request any personal need to the chair.
Relevance	When the debate is not relevant to the topic.

General Protocol

Speakers' list

In this list, the countries that are represented by the Delegates will be added. Only the ones that raise their placard, will be added. At the start of the debate, a Delegate will propose the time for the speakers' list. The Chair, then, will decide if it is correct or not. The minimum time is 30 seconds and the maximum is 3 minutes. The Chair reserves to change the time established at any moment.

Speech

When the Delegate comes to the front of the Forum, the Delegate has to speak between the time established. When there are ten seconds left for the time to conclude, the moderator will request the Delegate to conclude. The President or Conference Officer will remind the Moderator, by knocking on the table that the time has concluded.

Yield time

When the Delegate has any time left, they can yield the time for the following purposes:

- **Chair:** When the Delegate finishes their speech, the Delegate shall say "I yield my time to the Chair", and the Moderator will respond with the time that the Delegate has yielded to the Chair.
- **Questions and comments:** When the Delegate finishes their speech, the Delegate shall say "I yield my time to questions and comments", the other Delegates will have the opportunity to raise their placard and make any questions or comments.

- **Another Delegate:** When the Delegate finishes their speech, the Delegate shall say "I yield my time to the delegation of …", the Delegate who has been yielded the time to speak in front of the Forum for the remaining time that the Delegate had. It is important that the second Delegate has asked for the time previously.

Extraordinary Session of Questions

If a Delegate wants to ask a question to the Delegate that already ended their speech on the speakers' list. The Delegate should make a motion to open an extraordinary question session. The question session will also be opened when the possible Resolution Paper is ready to be voted.

Caucuses

Moderated	Simple
This type of caucus is a continuous debate controlled by the moderator, where the Delegates stay on their places. The Moderator will choose the order of the Delegates to speak. The Delegates, after another Delegate has finished speaking, should raise their placard for the Moderator to admonish them to speak. Only one delegation is allowed to speak at the time.	This caucus is used for the Delegates to gather and discuss their proposals. They should also start working on the possible Resolution Paper. In general, the recommended time used for this type of caucus is 20 to 25 minutes.

Voting

For a motion to be approved, more than half of the Committee (50%+1) should vote in favor. The Delegates should establish if their delegation is in favor, against or abstain from voting.

Resolution Paper

Document where the proposals that are said during the debate are written. These proposals are aimed to solve the topic debated. It is worth mentioning that all proposals should be specified and presented in a well written manner. Before the Resolution Paper is approved by the Committee and the Chair, the document is called a possible resolution paper and it is not required to be in an official format.

Format of the Official Documents (Official Resolution Paper)

- Write the three **sponsors** that the Committee chose.
- The **signatories** are the countries that are part of the possible resolution paper.
- It is important to write the name of the **topic** that the Committee is discussing.
- Start with the name of the Committee and then continue with a **preambulatory clause.**
- Before writing the proposals of the possible resolution paper, make a **brief introduction** with a preambulatory clause.
- Then write the proposals that they want to implement in the possible resolution paper using the **operative clauses** at the beginning.
- Use **commas** to separate preambulatory clauses.
- Use **semicolons** to separate operative clauses.

Example Resolution Paper:

[Committee Name]

[Topic/Area of Discussion]

Sponsors: [List of countries/delegates who wrote the resolution]

Signatories: [List of countries/delegates supporting the resolution]

Preambulatory Clauses:

- Usually start with present participle verbs (e.g., Recognizing, Taking into consideration, Emphasizing, etc.)
- Provide background information, precedents, and reasons justifying the resolution
- Each clause should end with a comma (,) and the following clauses begin with words like Recognizing, Bearing in mind, Noting, etc.

Operative Clauses:

- Start with actionable verbs (e.g., Calls upon, Urges, Recommends, etc.)
- Propose specific actions to address the issue at hand
- Each clause should end with a semicolon (;) except for the last clause, which ends with a period (.)

• End resolutions with a **period**.	

Debate Procedure

At the start of every session, attendance should be taken. When the delegation name is called, the Delegate should say “Present” or “Present and voting”.

Roll Call

When attendance is taken, if a Delegate says “Present and voting”, that Delegate must not abstain from voting during that session. If a Delegate wants to abstain, when attendance is taken once again, they shall say “Present”. During the first session, at the start, the session should be opened and after, the agenda should be set with a topic to be debated. The selection of the topic should be voted on.

Set the Agenda

The Delegate should raise their placard to pick a topic to debate. The Delegate should say: “Motion to set the agenda with topic A/B”. After the motion has been approved by the Chair, one Delegate will be asked to speak in front of the Forum in favor to set the surplus topic and another Delegate to speak about the topic mentioned in the motion. If a Delegate wants to speak that Delegate shall raise their placard and then pass in front of the Forum to address the topic of choice. After the Delegates finish speaking, the Delegates will vote in favor or against the topic that the motion established.

Voting

After the motion is proposed, the moderator shall call a voting phase. There, the Delegates will be asked if they are in favor, against or abstain from voting. If the majority of the Committee votes in favor, the motion will pass (in the case of a tie, abstentions will be counted as in favor votes), and if the majority votes against, the motion will not pass. In the voting process for the possible resolution paper, the voting will be as the Chair was taking attendance.

Speakers' List

After choosing the topic, the speakers' list has to be opened with a set time, preferably one minute, this with the motion "Motion to open the speakers' list with the time of one minute." With the time being set, the Delegates will vote and then they will be asked if anyone wants to be added to the speakers' list, then, the Delegates will raise their placards if so. If the chair notices that a Delegate is not participating, that Delegate will be added to the speakers' list. In the first session, to open a moderated caucus, 7 to 10 Delegates should pass in front of the Forum. In the following sessions, the chair can decide whether to open or not a moderated caucus. After a Delegate has said their speech, the Moderator will open the Forum and will ask if there are any motions on the floor. At this time, the Delegate will have an opportunity to open an extraordinary session of questions to the Delegate that passed before or request any motion or point.

Extraordinary Session of Questions

The Delegate will raise their placard and say "Motion to open an extraordinary session of (number of questions desired to be asked) questions to the delegation of (country that the questions are directed to)" the Delegate will have to mention the number of questions that will be done. In the case of a Delegate not specifying the number of questions, the chair will ask the Delegate how many questions the Delegate would like to make. After voting, the Chair will ask the Delegate that will be answering the questions if its delegation accepts or not, if the Delegate answers no, the motion does not pass. In case the Delegate accepts, the Delegate will have to pass in front of the Forum. When the Delegate passes in front of the Forum, the Delegate who asked for the motion will wait until the chair says "please establish Delegate". If the Delegate wants to refer to the previous speech, the question will start as follows:

- Delegate: Point of personal privilege
- Moderator: Establish
- Delegate: To open a brief preamble
- Moderator: It's in order, please establish

If a Delegate does not know the answer to one of the questions that they have been asked, that Delegate will have to provide the answer to that question via Usher within the next session. If not, the Chair will consider the penalty. The Delegate who asks the question will only have one follow up. When the 12th Delegate finishes asking the question, the Delegate who seconded the

motion will have the opportunity to ask another question or can say if the question the Delegate had already been answered. Then, if it is the case, the third Delegate chosen to make the third question will be able to proceed. This process will repeat itself after all the requested questions have been answered.

Moderated Caucus

When the Chair considers that a Moderated Caucus can be opened, any Delegate can make a Motion to open one, the exchange will be as follows:

Case 1 (without specifying the time)	Case 2 (specifying the time)
Delegate: Motion to open a moderated caucus **Moderator:** It is in order Delegate, for how long? **Delegate:** The time the chair considers **Moderator:** The chair considers…, would you like to reestablish? **Delegate:** Motion to open a moderated caucus for the time of… **Moderator:** It is in order	**Delegate**: Motion to open a moderated caucus with the time of… **Moderator:** It is in order Delegate

After the requisition ends, a Delegate will be asked to second the motion. This Delegate will go after the one who requested the motion. Then the Moderator will choose which Delegate will speak after the one who is speaking finishes. When the time ends, the Moderator will warn about the remaining time to all the Delegates. After the Forum opens, the Delegates can request an extension of the caucus.

Simple Caucus

For the Simple Caucus to open, the Chair has to be sure that the Delegates are ready to draft their Working Paper or possible Resolution Paper. The exchange will go as follows:

Case 1 (without specifying the time)	Case 2 (specifying the time)

Delegate: Motion to open a simple caucus **Moderator:** It is in order Delegate, for how long? **Delegate:** The time the chair considers **Moderator:** The chair considers…, would you like to reestablish? **Delegate:** Motion to open a moderated for the time of… **Moderator:** It is in order	**Delegate:** Motion to open a simple caucus with the time of… **Moderator:** It is in order Delegate

The voting process will start once again for the approval of this Motion. The Observers have to retire from the Forum once the Simple Caucus starts. When the time ends, the Moderator will warn about the remaining time to all the Delegates. After the Forum opens, the Delegates can request an extension of the Caucus.

Voting on the Possible Resolution Papers

The Observers have to retire from the Forum once this process starts. After finishing writing the possible Resolution Paper(s), the Moderator will suggest a motion to read the possible Resolution Papers(s) in front of the Forum. After it is read, an Extraordinary Session of Questions and commentaries will open for an unlimited time, after the question session ends there will be a voting process requested by a motion. The possible Resolution Paper will have to be approved by half of the Committee plus one. There will be three voting stages. On the first and second stage abstentions are allowed, until the third stage, only in favor or against votes will be available. If the possible Resolution Paper is approved by the Committee and the Chair, the possible resolution will pass to theSecretariat for further approval of the Resolution Paper. After the Resolution Paper is approved by a member of the Secretariat, the topic will be officially closed and the Delegates can proceed debating with the remaining topic.

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