

GENERAL RULES OF PROCEDURE OF THE INTERNATIONAL CONFERENCE OF THE AMERICAS (CILA)¹

Explanatory notes:

1. *This Regulation contains the Rules of Procedure that will govern the simulation of the organs, commissions, committees and organizations in the Model United Nations (MUN) at the **International Conference of the Americas (CILA, as per its acronym in Spanish)** and that should be considered as adopted before the start of the first working meeting.*
2. *The interpretation of these rules should be reserved exclusively to the Secretary-General and the Organizing Committee.*
3. *Any reference in the Rules of Procedure to a male person shall be deemed also to constitute a reference to a female person unless the context clearly indicates otherwise.*

I. SESSION

Article 1

The Model United Nations (MUN) at **CILA** should meet every year in a regular session.

Article 2

Opening and closing date

The opening and closing dates of debates will be established by the Secretary-General and the Organizing Committee.

Article 3

Place of meeting

The organs, commissions, committees and organizations simulated within the framework of the MUN at **CILA** must meet in the place designated by the Secretary-General and the Organizing Committee.

II. AGENDA

Article 4

Provisional Agenda

The provisional Agenda must be established by the Secretary-General and the Organizing Committee. The same shall be disseminated to all participating Member States in the MUN at **CILA**, at least sixty days before the opening of the session.

Article 5

Review of the Agenda

During the opening ceremony of **CILA** session, the General Committee, composed by the Presidents (or Chairs) of the organs, commissions, committees and organizations simulated within the framework of the conference may add, eliminate, postpone or modify the topics in the Agenda. Only those issues of an important and urgent character may be added to the Agenda of that session.

Article 6

Adoption of the Agenda and establishment of order

The approval of the majority of the members of the General Committee of **CILA** will be required to approve or modify the provisional Agenda. The order of the topics in the Agenda must be determined, at the beginning of the first working meeting of each organ, commission, committee and organization simulated, by the vote in favor of the majority of the Member States present and voting (See Article 87).

Article 7

Explanatory memorandum

Any topic that is proposed to be included in the provisional Agenda must be accompanied by an explanatory memorandum and, if possible, supporting documentation.

¹ The document is based on the “*Reglamento General de Modelos de Naciones Unidas*” published online by the United Nations Information Center for Mexico, Cuba and the Dominican Republic. Retrieved on February 4, 2018 at: <http://www.cinu.mx/modelos/como-organizar-tu-modelo/reglamentos/>. However, Globalmuners A.C. also consulted the Rules of Procedure proposed by the initiative UN4MUN available at: <https://outreach.un.org/mun/> and the Rules of Procedure of the United Nations General Assembly and the United Nations Security Council. Globalmuners A.C. has modified some terms and has included various procedures which facilitates a more dynamic interaction between Delegates; therefore, Globalmuners A.C. assumes the responsibility for this methodology of work implemented in the educational simulations that it coordinates.

III. DELEGATIONS

Article 8

Delegations

The Delegations will be integrated as a minimum by: an Ambassador or Head Delegate, one or two Delegates for each Committee of the General Assembly in which the country participates and one or two Delegates for each remaining organ, commission, committee or organization to which the country belongs.

Article 9

The term "Member State", "Representation" or "Delegation" may be used interchangeably. The members of the same will be called indistinctly "Distinguished Delegates" or "Distinguished Representatives".

Article 10

Protocol on the official name of the Delegations

Out of respect for the Protocol, when referring to any Delegation, the official name of the Member State or an abbreviation accepted by the United Nations should be used.²

Article 11

Head Delegate

The Ambassador or Head Delegate will be the student who leads the Delegation. He may be present and participate actively in the meetings of the different simulated organs, commissions, committees and organizations in which its Delegation is represented and in the formal meetings of the Security Council.

Article 12

If the Ambassador or Head Delegate is the only Representative of his Delegation in a given meeting, he cannot leave the room until the meeting is over.

Article 13

In each organ, commission, committee or organization in which a Member State participates, it must do so with at least one Delegate and with no more than two. In the Security Council, the presence of at least two Representatives per country at the aforementioned organ will be mandatory.

Article 14

Observer Delegations

The Observer Delegations, if any, will be made up of a Head Delegate of the Observer Delegation and one

to two Delegates for each organ, commission, committee or organization in which they are accredited. They will have unrestricted access to the informal meetings of the commissions or committees and may attend the formal meetings or the different organs or organizations simulated.

Article 15

Credentials and diplomatic protocol

Delegates must visibly wear their credentials at all times. In the same way, they are reminded that they must adhere to the norms of behavior (Code of Conduct) and respect the diplomatic protocol of the conference.

Article 16

In order that all the members of each Delegation are duly informed of what happens daily in the different organs, commissions, committees, negotiation groups and organizations; at the end of the day the Head Delegate will summon all the members of his Delegation to participate in an informal encounter in which they will share information of what happened in the different meetings held during the day. The Delegates will take note of the progress made.

IV. ORGANS, COMMITTEES AND COMMISSIONS

Article 17

Each organ will be governed according to its own Rules of Procedure. The six organs of the United Nations are:

- 1) General Assembly;
- 2) Security Council;
- 3) Economic and Social Council;
- 4) Trusteeship Council (suspended its operations on November 1, 1994);
- 5) International Court of Justice;
- 6) Secretariat (simulated by the CILA Staff).

Article 18

At the discretion of the CILA Organizing Committee, other international or regional multilateral organizations that are not part of the United Nations System may also be simulated.

Article 19

Each topic of every commission or committee will be discussed first in a general debate and afterwards, it will be brought into a particular debate on the Draft Resolution.

² United Nations Member States List. Retrieved 04 February 2018 at: <http://www.un.org/en/member-states/index.html>

Article 20

In case the Plenary of the corresponding organ is simulated, the Draft Resolutions approved in committee or commission, will be presented before the plenary for its discussion and definitive voting.

Article 21

General Assembly

The General Assembly has six Main Committees:

- 1) Disarmament and International Security (First Committee);
- 2) Economic and Financial (Second Committee);
- 3) Social, Humanitarian and Cultural (Third Committee);
- 4) Special Political and Decolonization (Fourth Committee);
- 5) Administrative and Budgetary (Fifth Committee);
- 6) Legal (Sixth Committee).

Article 22

Economic and Social Council (ECOSOC)

The ECOSOC has eight Functional Commissions:

- a) Statistical Commission;
- b) Commission on Population and Development;
- c) Commission for Social Development;
- d) Commission on the Status of Women;
- e) Commission on Narcotic Drugs;
- f) Commission on Crime Prevention and Criminal Justice;
- g) Commission on Science and Technology for Development;
- h) United Nations Forum on Forests.

V. SECRETARIAT

Article 23

The Secretariat will be composed of the Secretary-General; the Deputy Secretary-General; the Under-Secretaries-General; the Presidents (or Chairs), the Vice-Presidents (or Vice-Chairs) and Rapporteurs of the organ, commissions, committees or organizations simulated in the MUN at **CILA**; the Protocol and Meetings Servicing Officers; the Meeting Servicing Assistants; and the Chiefs and technicians of the Strategic Communications Division and the News and Media Division.

Article 24

The Secretariat will be the final decision-making body within the MUN at **CILA**. They will watch over these Rules of Procedure, which he will fulfill and enforce. They will decide on matters that are not

foreseen in it and will impose the corresponding disciplinary measures in the case of non-compliance with the norms of behavior (Code of Conduct).³

Article 25

Duties of the Secretariat

The Secretariat shall receive and distribute documents, reports and Draft Resolutions; as well as carry out any other task that is required for the successful development of the MUN at **CILA**.

Article 26

Statements by the Secretariat

The Secretariat may at any time make oral or written statements to the General Assembly, the Economic and Social Council, the Security Council and its Commissions or Committees.

Article 27

Secretary-General

The Secretary-General will officially declare the MUN at **CILA** open and closed.

Article 28

Duties of the Secretary-General

The duties of the Secretary-General, the Deputy Secretary-General and his Under-Secretaries-General will be the following:

- a) Moderate Debates in the different organs, if considered necessary.
- b) They may inform the different organs about the issues that are being dealt with in other organs. They shall inform the General Assembly of all matters relating to the maintenance of international peace and security that the Security Council is dealing with; they shall also inform the Assembly as soon as the Council ceases to deal with such matters.
- c) Facilitate negotiations among the Representatives and collaborate with them within the MUN at **CILA**, being able to actively intervene.
- d) They will be able to integrate the Draft Resolutions Approval Board.
- e) The Secretary-General may delegate his functions, totally or partially, to another authority of the MUN at **CILA**.
- f) The Secretary-General, as a civil servant and symbol of the United Nations and its Member States, will act as spokesperson for the international community. He can validate with his signature the bilateral or multilateral treaties or

³ The disciplinary measures could be applied to any person present at **CILA** (Delegates, Faculty Advisors, Observers, etc.).

agreements made based on the preventive diplomacy.

- g) The Secretary-General may allow the entry of special observers to the different forums of the MUN at **CILA**, accompanying them during their journey.

VI. POWERS OF THE AUTHORITIES

Article 29

The Bureau (or Dais) in each commission or committee could be composed by the following members:

- a) President (or Chair)
- b) Vice-President (or Vice-Chair)
- c) Rapporteur
- d) Meeting Servicing Assistant
- e) Advisor

Article 30

Functions of the President (or Chair)

In addition to exercising the functions conferred by the corresponding Rules of Procedure, the Chairperson of each organ, commission, committee or organization shall declare the opening and closing of each formal meeting, shall moderate the discussions in the meetings, shall ensure compliance with the Rules of Procedure, coordinate the right to use the floor, ask questions and announce decisions. He will lead the Draft Resolutions Approval Board. It will be responsible for maintaining order in the locations where the corresponding organ, commission, committee or simulated organization operates. The Chairmen may decide directly or propose to the Delegations to decide on:

- a) The time limit on speeches.
- b) The closing of the Speakers' List.
- c) The adjournment or closure of the debate.
- d) The suspension or adjournment of the meeting.
- e) The order in which the Draft Resolutions are presented.

Article 31

Functions of the Vice-President (or Vice-Chair)

The Vice-Chairperson will replace the Chairperson in case of absence. It will assist the Chairperson in his functions during the development of the meetings. It will be part of the Draft Resolutions Approval Board, in which the projects are evaluated and corrected so that they can be presented to the Chairperson.

Article 32

Functions of the Rapporteur

It will support the tasks of the Chairperson in the formal meetings. It will record the votes of the Delegations. It will resolve the inconveniences that are presented to the Delegations. It will facilitate the communication of the same through written messages, as long as the Chairperson authorizes them, for which it will have the faculty to receive from the Meeting Servicing Assistants the messages to determine if the content of the same is inappropriate and to take them to the attention of the Chairperson. During consultations or informal negotiations, the Rapporteur can collaborate with the Advisors in everything that benefits the performance of the Delegations. The Rapporteur will coordinate the work of the Meeting Servicing Assistants.

Article 33

Functions of Meeting Servicing Assistants

They will support the functions of the Rapporteur. Under his coordination, they will collaborate in the registration of the votes of the Delegations; resolve the inconveniences presented to the Delegations; they will facilitate the communication of the same through written messages, which will lead to the attention of the Rapporteur, who will determine if the content of the same is appropriate and will seek the authorization of the Chairperson before transmitting the message.

Article 34

Functions of the Advisors

The Advisors will be experts whose function will be to guide Delegations who so request, on the various Rules of Procedure used in the MUN at **CILA**. In addition, they will advise the Delegates to better use their time and knowledge and, if necessary, coordinate the tasks of the Delegations or moderate the informal meetings for a period of time to be determined according to the situation. They will not answer questions about the thematic contents to the Delegations in particular. However, they will be part of the Draft Resolutions Approval Board and will supervise its content. They will receive the amendments to the Draft Resolutions that the Delegations wish to present for a particular debate on the committees and commissions. The role of the Advisors will be limited to providing advice without intervening in the procedures.

Article 35

Draft Resolutions Approval Board

The Draft Resolutions Approval Board will answer to the Chair of the organ, commission, committee or organization and will be integrated by a member of the Senior Management Group and the Advisor. In case the Chair deems it necessary, it may request another authority to join the Board.

Article 36

Functions of the Draft Resolutions Approval Board

- a) Receive and review the Draft Resolutions verifying that they meet the essential requirements of form and content to be presented.
- b) Present, to the Chairperson, the Drafts that meet the necessary conditions.
- c) They will assist the Chairperson in determining the order in which the Draft Resolutions should be presented to the debate.
- d) During the debate, amendments and corrections will be incorporated by them into the Draft Resolution until a final version is obtained.

VII. CONDUCT OF BUSINESS

Article 37

Official and working languages

The official and working languages will be established by the Secretary-General and the Organizing Committee, in each edition of **CILA**.

Article 38

Working languages by commission

Both the speeches and oral interventions as well as the documents and Draft Resolutions must be made in the working language established by the Secretary-General and the Organizing Committee, for each organ, commission, committee or organization simulated.

Article 39

Interpretation

Any Delegate or Representative wishing to address the forum or provide a document in a language other than that established, must provide a translation in this language.

Article 40

Minute of silent prayer or meditation

Immediately after the opening of the first working meeting of each organ, commission, committee or organization simulated and immediately before closing its last working meeting in each period of sessions, the Chair will invite the Representatives to

observe a minute of silence dedicated to prayer or meditation.

Article 41

Quorum

The Chairperson shall declare the opening of each working meeting when the forum has the presence of at least 1/3 of the Member States of the organ, commission, committee or organization registered to participate in said session of the MUN at **CILA**. The presence of the majority of the registered Delegations will be required for the taking of any action (adopt a Draft Resolution or Amendment).

Article 42

Speeches

No Delegate may address the committee without obtaining prior permission from the Chairperson. The Chairperson shall call upon speakers in the order in which they may call a Delegate to order if the argument is not relevant to the subject under discussion, if the Delegate exceeds his allotted time or if their comments are offensive to a Delegate or Delegation.

VIII. DEBATE

Article 43

The debate will be the means of interaction of the Delegations to address the topics in the Agenda. This debate must be governed by this Rules of Procedure, in an environment of respect, tolerance, equality, cooperation and goodwill; and in accordance with the principles of the Charter of the United Nations. The purpose of the debate will be the elaboration of a Resolution pertinent to the subject, which must be objective, comprehensive and applicable.

Article 44

Authority of the Commission

The President, in the exercise of his functions, remains under the authority of the organ, commission, committee or organization simulated. It will be the responsibility of the **CILA** authorities to guide, with impartiality, a constructive debate, under the aforementioned principles.

Article 45

Modalities of the Debate

The debate may adopt two different modalities: formal debate and informal consultations.

Article 46

Formal debate (Speakers' List)

It will be the means by which the Chair will guide the course of negotiations.

- a) The formal debate will follow a Speakers' List, which will be prepared by the Chair at the beginning of the debate. Delegations willing to be on the Speakers' List will request it by raising their *placard* when the Chair asks if there are any Delegations wishing to be added to the list. Delegations that wish to be added later, should send a written note to the Chair.
- b) The Speakers' List will follow a chronological order with a limited time to take the floor. This time may be modified by a procedural motion.

Article 47

Time limit on speeches

The Chair or any Delegation may propose the time to be allowed to the speakers, which may not exceed two minutes. In case there is no consensus, the Chair will recognize two Delegations that speak against and two Delegations that speak in favor of the suggested time. The decision shall be made by a simple majority of the Member States present and voting (See Article 87). Each speaker will have that time to explain his position on the topic that is being debated in the organ, commission, committee or organization and may agree to take one or two questions.

Article 48

Modify the time limit on speeches

Any Delegation may request to modify the time allotted for speeches. If the proposal is not accepted by consensus, the Chair will recognize two Delegations that speak against and two Delegations that speak in favor of the new proposal. The decision shall be taken by a simple majority of the Member States present and voting (See Article 87).

Article 49

Any Delegate may, with the permission of the Chair, after speaking:

- a) Yield the remaining time to one or two questions and/or comments.
- b) Yield the remaining time to another Delegation.
- c) Yield the remaining time to the Chair.

Article 50

The Delegate must announce his decision to the Chair at the end of his speech. Otherwise, it will be assumed that the remaining time is yielded to the Chair. In case the time remaining is assigned to questions, it will

start to run as soon as the Delegate questioned answers the first question.

Article 51

Extraordinary Session of Questions

If a Delegate considers that a greater number of questions is necessary, he may propose to hold an Extraordinary Session of Questions to the speaker.

Article 52

To carry out an Extraordinary Session of Questions, the following requirements must be complied:

- a) To be proposed by a Delegation to the Chair and seconded by at least another Delegation.
- b) Be accepted by the Delegate speaking.
- c) Be submitted to a vote and be approved by a simple majority of the Member States present and voting (See Article 87).

Article 53

The session will consist of a maximum of two questions to the Delegate speaking. Delegates who ask a question will be able to ask a second follow-up question if they are not satisfied with the Delegate's response in the floor. The Chair will decide if it is relevant to give the floor to the Delegate.

Article 54

Closing of Speakers' List

The Chair or any Delegation may propose the closing of the Speakers' List on the subject under discussion. This motion requires the vote of the simple majority of the Member States present and voting to be approved (See Article 87).

Article 55

Procedural motions

Any Delegation may make use of the motions to request that a situation or proposal be considered during the development of the formal debate, and must express the type of motion requested.

Article 56

There are twenty-four procedural motions:

- 1) Motion to revise the Agenda (General Committee);
- 2) Motion to establish order in the Agenda;
- 3) Motion to establish the time of the speeches;
- 4) Motion to modify the time of the speeches;
- 5) Motion to hold an Extraordinary Session of Questions;
- 6) Motion to close the Speakers' List;
- 7) Right of Reply;
- 8) Point of Order;

- 9) Motion to appeal the Chair's decision on a Point of Order;
- 10) Point of Personal Privilege;
- 11) Point of Parliamentary Inquiry;
- 12) Motion to suspend the meeting in Moderated Informal Consultations (Moderated Caucus);
- 13) Motion to extend the time of the Moderated Informal Consultations (Moderate Caucus);
- 14) Motion to suspend the meeting in Regular Informal Consultations (Regular Caucus);
- 15) Motion to extend the time of Regular Informal Consultations (Regular Caucus);
- 16) Motion to adjourn the meeting;
- 17) Motion to adjourn the debate;
- 18) Motion to introduce a Draft Resolution or Amendment on the floor;
- 19) Motion to close the debate;
- 20) Motion to divide the question (Draft Resolutions and Amendments);
- 21) Motion for reconsideration of a proposal;
- 22) Motion to withdraw a motion on the floor;
- 23) Motion to request a Roll Call Vote;
- 24) Motion to explain a vote.

Article 57

Order of procedural motions

The following motions shall have precedence, in the order indicated below, over the other proposals or motions formulated:

- a) Motion to suspend the meeting (Informal Consultations and Regular Informal Consultations);
- b) Motion to adjourn the meeting;
- c) Motion to adjourn the debate (on the item under discussion);
- d) Motion to close the debate (on the item under discussion);

Article 58

The procedural motion will be governed by the following characteristics:

- a) For the Chair to consider approving the procedural motion, it must have at least one endorsement. The Delegation that requested the motion may not second it.
- b) The majority of the procedural motions may not interrupt any Delegate or the Chair when they are speaking or in the course of a proceeding.
- c) The Chair may accept or reject a motion. In case of accepting it, the Chairperson will verify that there is consensus on the same asking if any Delegation opposes.

- d) Depending on the type of motion, two Representatives may speak in favor of, and two against the motion.
- e) The Chair will call an informal vote by raising placards and announce the type of majority (simple or two thirds) that is required to be approved.

Article 59

Right of Reply

If the closing of the Speakers' List has been approved and a Delegation that is not in the list understands that it is necessary to respond to a statement made by another Delegation during its speech, it may request a Right of Reply. It must be requested in writing and it is recommended that it be exercised once all the Delegations in the list have spoken.

Article 60

Point of Order

The Point of Order is used when a Delegation considers that the Chair or some other Delegation has made an error regarding the procedure and wishes to make it notice with due respect. By virtue of a point of order, a Representative may request the Chair to apply a particular article of the Rules of Procedure or challenge the manner in which the Chairperson applies said article.

Article 61

A Delegation may rise to a Point of Order at any time during the formal debate but may not refer to matters of substance (substance of the matter) on the subject under discussion.

Article 62

Appeal the Chair's decision on a Point of Order

The decision of the Chair on the Point of Order shall be maintained unless appealed by a Representative. Any appeal to the Chair's decision must be immediately put to the vote. If the majority of the Delegations present and voting support the appeal, the decision of the Chair will be revoked. The votes of the Delegations that abstain will not be taken into account to calculate the necessary simple majority and will be considered "not voting" (See Article 87).

Article 63

Point of Personal Privilege

The Point of Personal Privilege will be used when a Delegate is considered affected or diminished by a matter external to the content of the debate. These situations include not being able to listen properly to the interventions of the other Delegations.

Article 64

The Point of Personal Privilege cannot be denied without first having listened to the request.

Article 65

This Point may interrupt both the Delegates and the Chair when they are speaking or in the course of a proceeding.

Article 66

Point of Parliamentary Inquiry

The Point of Parliamentary Inquiry consists of a request for clarification of the proceeding that is being carried out in the formal debate.

Article 67

The Point of Parliamentary Inquiry may not interrupt any Delegate when it is in use of the floor.

Article 68

Informal Consultations

The Informal Consultations may be used to expedite the negotiations or to propose a change in the dynamics of the debate. They can also be called Caucus, according to the criteria of the Chair.

Article 69

There are two variants to Informal Consultations: Moderated and Regular.

Article 70

Suspend the meeting in Moderated Informal Consultations (Moderated Caucus)

During the discussion of any matter, a Delegation may propose the suspension of the meeting to move to Moderated Informal Consultations (Moderated Caucus) on the matter under discussion. The Delegation that proposes it must specify its duration, which may not exceed ten minutes, as well as the time of intervention for each speaker, which must not exceed one minute. Such motion must have at least one endorsement. The Delegation that requested the motion may not second it. The support of the majority of the Member States present and voting will be required to approve it (See Article 87). If the Motion is approved, the Speaker's List will be temporarily suspended. The Presidency will give the floor to the Delegates who request so by raising their *placard*.

Article 71

At the end of the time established for Moderated Informal Consultations (Moderated Caucus), it may be extended by means of a procedural motion.

Article 72

Suspend the meeting in Regular Informal Consultations (Regular Caucus)

During the discussion of any matter, a Delegation may propose the suspension of the meeting in Regular Informal Consultations (Regular Caucus), specifying a time for its restart. They are used for the purpose of meeting informally to advance negotiations. Once approved, the Delegates can establish direct and informal communication between them. The Delegates may not leave the room during the Regular Informal Consultations, unless previously authorized by the Chair. Motions of this type must have at least one endorsement. The Delegation that requested the motion may not second, the support of the majority of the Member States present and voting is necessary to approve it (See Article 87).

Article 73

Once the time established for the Regular Informal Consultations (Regular Caucus) has ended, it can be extended by means of a procedural motion.

Article 74

Adjourn the meeting

During the discussion of any matter, a Representative may propose a motion to adjourn the meeting and take a recess. Motions of this type must have at least one endorsement. The Delegation that requested the motion may not second, the support of the majority of the Member States present and voting will be required to approve it (See Article 87). After the break, the Delegates must continue with the next working meeting according to the CILA Program. At the end of the day, the meeting must be postponed until the first of the following day. The adjournment of the last working meeting should postpone the works for the next annual edition of CILA.

Article 75

Adjourn the debate

A Representative may, at any time, propose a motion to adjourn the debate with the intention of suspending the discussion on the topic that is being debated and postponing it with the option that it may be resumed in the future. Said motion must have at least one endorsement. The Delegation that requested the motion may not second it. It must be debated by two (2) Representatives who are in favor and by two (2) who are against. The support of the majority of the Member States present and voting will be required to approve it (See Article 87). If a motion to adjourn the

debate passes, the topic under discussion will be considered postponed and no action will be taken in this regard. This proceeding is known as the "no-action motion" because it blocks the work on a Draft Resolution and/or a vote on it.

Article 76

Draft Resolutions and Amendments

The Draft Resolution and the Substantial Amendments must be submitted in writing to the respective Bureau (Dais), with the names of 20% of the Member States (sponsors and signatories) registered in the organ, commission, committee or organization simulated in the MUN at CILA. The sponsoring Delegations are the authors of the proposal and the signatories are the Delegations willing to debate it. Draft Resolutions and Amendments may be withdrawn by those who suggested them before voting on them has commenced.

Article 77

Amendments

An Amendment is a proposal to make a change, add or delete a part of another proposal.

Article 78

Submit a Draft Resolution or Amendment to the Forum

Once the Draft Resolutions Approval Board has validated a Draft Resolution or Amendment, the Chair will authorize its circulation among all the Delegations. One of the sponsoring Delegations may request a motion to introduce the Draft Resolution or Amendment on the floor. As a general rule, no Draft Resolution shall be put to the vote unless the copies thereof have been provided to all the Delegations present or that have the technological facilities that allow its projection on the screen. The Chair may, however, allow the discussion and consideration of the Amendments, even when these have not been distributed.

Article 79

If the sponsors of the Draft Resolution accept the adoption of the proposed Amendment, the Draft Resolution shall be modified accordingly and the voting on said proposal shall not be necessary. A document modified in this manner shall be considered as the Draft Resolution for all purposes, including subsequent Amendments.

Article 80

Close the debate

A Representative may, at any time, propose the closure of the debate on the topic under discussion, despite the fact that some other Representative has expressed his desire to speak. The motion to close the debate must have at least one endorsement. The Delegation that requested the motion may not second it. It will be debated only by two (2) Representatives who oppose it and must be put to an immediate vote. The closure of the debate will require a majority of two thirds (2/3) of the Member States present and voting to be approved (See Article 87). If the closing of the debate is accepted, it will be necessary to immediately move to vote on the Draft Resolutions on the floor with respect to the topic under discussion, in the order in which they were submitted to the Bureau (Dais).

Article 81

Division of Draft Resolutions and Amendments

Immediately before a Draft Resolution or Amendment is put to the vote, a Representative may propose that parts of the Draft Resolution or of an Amendment should be voted on separately. If there are several requests to divide the question, they must be voted in the order established by the Chair, considering that the most radical division must be voted on first.

Article 82

If there is any objection to the motion to divide the question, the request for division must be put to the vote, requiring the vote of the majority of those present and voting to be accepted (See Article 87). The motion to divide the question must have at least one endorsement. The Delegation that requested the motion may not second, it will be debated by two (2) Representatives in favor and by two (2) Representatives against it. If the motion is accepted, those parts of the Draft Resolution or Amendment that are involved must be put to the vote. If all operative clauses of the Draft Resolution or of the Amendment have been rejected, the document should be considered as rejected in its entirety.

Article 83

Reconsideration of proposals

When a Draft Resolution or Amendment has been adopted or rejected, it cannot be reviewed again in the same session, unless a two-thirds majority (2/3) of the Representatives present and voting, so decides (See Article 87). The Chair will verify if any other Delegation supports the proposal and if there is

consensus on it. If this is not the case, permission to speak on a motion to reconsider shall be accorded only to two (2) Representatives who object to said motion, after which it shall be immediately put to the vote.

Article 84

Withdrawal of motions

A motion may be withdrawn by those who suggested it at any time before voting on it has commenced. A withdrawn motion may be reintroduced by any Representative.

IX. VOTING

Article 85

Voting rights

Each Member State in the respective organ, commission, committee or organization simulated in the MUN at CIL A shall have one vote.

Article 86

Method of voting

Regularly, all matters will be voted upon by *placards*, but any Delegation may request a roll call vote. The Chair shall move automatically to the vote by roll call following the English alphabetical order of the names of the Member States, beginning with the Delegation whose name is drawn at random by the Chair. In the roll call votes, the name of each Member State must be mentioned by list order and one of its Representatives must respond "in favor", "against", or "abstention". In any voting procedure, the Chairperson will ask if any Delegation seconds the motion. In case none does, the motion will be rejected. The Chairperson will then ask if there is any objection to approve the motion. In case there is not one, the motion will be approved automatically and it will not be necessary to vote on it.

Article 87

Meaning of the phrase "Member States present and voting"

For the purposes of these Rules of Procedure, it shall be understood that the phrase "Member States present and voting" refers to the Member States casting an affirmative or negative vote. Member States which abstain from voting shall be considered as "not voting".

Article 88

Two-thirds majority

The motion to close the debate and the motion for reconsideration of a proposal, as well as decisions on

important issues, will be made by a two-thirds majority vote (2/3) of the Member States present and voting (See Article 87). These issues will include: recommendations with respect to the maintenance of international peace and security, the election of non-permanent members of the Security Council, the election of members of the Economic and Social Council, the admission of new Members to the United Nations, the suspension of the rights and privileges of membership, the expulsion of Members, questions relating to the operation of the trusteeship system, and budgetary questions.

Article 89

Simple majority

Decisions and Draft Resolutions on matters not stipulated in Rule 88 shall be taken by a majority of the Member States present and voting (See Article 87).

Article 90

Voting in the Security Council

- 1) Each member of the Security Council will have one vote.
- 2) Decisions of the Security Council on procedural matters shall be taken by the affirmative vote of nine members.
- 3) Decisions of the Security Council on all other matters shall be made by the affirmative vote of nine members, including the concurring votes of all the Permanent Members; provided that, in decisions taken under Chapter VI, and under paragraph 3 of Article 52 of the Charter of the United Nations, a party to a dispute shall abstain from voting.
- 4) If a Permanent Member chooses to abstain, the Draft Resolution may be adopted if it obtains the required number of nine favorable votes.

Article 91

Conduct during voting

Once the Chairperson has announced the beginning of voting, no Representative shall interrupt it except on a Point of Order in connection with the actual conduct of the voting.

Article 92

Explanations of voting

The Chair may allow Member States to explain their votes either before or after the vote and may limit the time to be allowed for such explanation. The author of a Draft Resolution or an Amendment will not be allowed to explain his vote on his own proposal.

Article 93

Equally divided votes

If a vote is equally divided on a motion or a Draft Resolution, a second vote shall be taken. If this vote also results in equality, it will be considered rejected.

Article 94

Order of voting on Amendments

When an Amendment is suggested for a Draft Resolution, it must be voted on first. When two or more Amendments are suggested for a Draft Resolution, the Amendment proposing further substantial changes with respect to the original proposal shall be voted on first and so on until all the Amendments have been put to the vote. However, when the adoption of an Amendment necessarily implies the rejection of another Amendment, the latter must not be put to a vote. If one or more Amendments are adopted, then the amended proposal shall be voted upon.

Article 95

Order of voting on Draft Resolutions

If two or more Draft Resolutions are related to the same matter, they must be voted in the order in which they were submitted to the Bureau (Dais) once the debate on that topic has been closed.

Article 96

The first Draft Resolution on a topic to be approved by the majority of the Member States present and voting (See Article 87) will become the Draft Resolution recommended for adoption at the plenary of the corresponding organ. Only one Draft Resolution will be considered for each of the topics discussed.

Article 97

Adoption of a Draft Resolution as Resolution of a topic

The different Draft Resolutions of the six main committees of the General Assembly must be submitted to a vote before the plenary session of the General Assembly. Draft Resolutions that are approved by a majority of the Member States present and voting (See Article 87) will become Resolutions of the General Assembly. The same condition applies

to the Draft Resolutions approved in any of the eight ECOSOC functional commissions, they must be submitted to the plenary for adoption.

X. BEHAVIOR RULES (CODE OF CONDUCT)

Article 98

The identification of the participants is of vital importance for the safety and good development of **CILA**, so all participants must permanently carry their credentials (official badge) in a visible place.

Article 99

All participants in **CILA** must respect the diplomatic protocol so they will take care of their language, both oral and corporal, at all times. The treatment of the Delegates among themselves, with the members of the Secretariat and the Organizing Committee will be strictly formal and respectful, both during the development of the working meetings and in the activities related to the educational drill. The Faculty Advisors must also respect the formality in the dialogue with the members of the Secretariat.

Article 100

In **CILA** no sample of discrimination based on gender, race, nationality, age, religion, physical disability, favoritism, among others will be tolerated.

Article 101

Electronic telecommunications devices that interfere with the debate, mainly cell phones, laptops, tablets, among others, may not be used during the working meetings, unless the corresponding Bureau (Dais) authorizes its use as a team work tool.⁴

Article 102

Direct communication between the different Delegations during the formal debate within the conference room of each organ, commission, committee or organization simulated is prohibited. Written messages may be delivered through the Meeting Servicing Assistants, as long as the Chair allows it.

Article 103

The contact between Faculty Advisors and Observers with the Delegates will not be allowed during the working meetings and activities at **CILA**.⁵

⁴ This article refers mainly to the use of mobile phones. If the use of these devices is crucial, a MUN authority or a member of the **CILA** Organizing Committee should be approached for advice and authorization.

⁵ The goal of this article is to prevent consultations on the substance of the topic under discussion or on the procedures that might interfere with the Delegation performance. To establish contact for any other reason, it is mandatory to obtain authorization from a member of the Secretariat.

Article 104

In order to provide the formality and seriousness that an event of this category deserves, all participants must wear formal and appropriate attire during the **CILA** working meetings. It is recommended that both ladies and men wear the jacket as part of their formal dress. Jeans and hats will not be allowed. In the case of males, the tie is indispensable.

Article 105

In order to promote respect for the intangible cultural heritage of the different peoples of the international community, Delegates are recommended not to wear any garment that refers to clothing, the typical costume or any element of the country's culture or religion represented in **CILA**; unless it is an original pledge of that nation and that is regularly used by its diplomats in international forums.

Article 106

The schedules established in the **CILA** Program must be strictly observed. Delegates will be required to show punctuality in all activities. At the beginning of each working meeting, if the Delegation is not present during the roll call, its absence will be considered as a delay. Both the first and second delays will be sanctioned with a reprimand and the third will lead to the automatic and definitive expulsion from **CILA**.

Article 107

In the event that a participant does not attend a working meeting, their Group Faculty Advisor (ADOR, as per its acronym in Spanish) must submit a written justification for such absence and it will be at the discretion of the Secretariat and the Organizing Committee to accept it or not as valid. Delays and absences will be taken into account for the awarding of recognitions.

Article 108

Delegates will not leave the conference room if they are in a working meeting. In case of necessity, the Delegate may withdraw momentarily, informing the Rapporteur by a written note, the reason for his departure. If Delegate's departure leaves his Delegation without representation, he must leave his *placard* on the table of the Protocol and Meetings Servicing Officer, who will return it to him upon his arrival.

Article 109

The Faculty Advisors and the Delegates must remain in the venue where the **CILA** is held to fulfill the programmed activities. They can only be absent for reasons of force nature, with prior notice to the members of the Secretariat and the Organizing Committee.

Article 110

Participation certificates will be given only to those who have attended all the working meetings.

Article 111

Eating, drinking (except for water) or smoking inside the conference rooms of the working meetings will not be allowed. In the same way, it is strictly forbidden to use narcotics and consume alcoholic beverages during the work hours established in the **CILA** Program. No participant, including the Faculty Advisors, may smoke in the covered places where the academic encounter is taking place.

Article 112

The Secretariat and the Organizing Committee of **CILA** will only be responsible for the safety of the participants during the working meetings and official activities of the academic encounter. This responsibility will always be subject to the Delegate or participant observing proper conduct and following the instructions of the members of the Secretariat and security personnel.

Article 113

The educational institutions and their representatives shall be exclusively liable in the event that any of their Delegates or participants under their supervision use narcotics, consume alcoholic beverages, damage or fraudulently steal property, mainly with regard to the guest rooms where they are hosted or at the facilities in the venue where they attend formal and informal working meetings.

Article 114

If there is a well-founded suspicion that a participant uses narcotics, consumes alcoholic beverages, damages or fraudulently takes away the property of another person or, on the contrary, their behavior evidences such a transgression, they may be subject to review of their luggage and belongings by the members of the Secretariat or the responsible security personnel. In the event that a participant has been found to have incurred a misconduct of this type, his

expulsion will be automatic and his educational institution will be reprimanded.

Article 115

It is strictly forbidden to throw waste out of the places indicated for it.

Article 116

Any impediment to the good development of **CILA** will lead to the expulsion of the person (s) who has caused it and the reprimand of the educational institution to which it belongs. The decisions of the Secretariat and the Organizing Committee will be final and cannot be appealed.

Approved by the Organizing Committee of CILA on August 27, 2018.