

DELEGATE HANDBOOK



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CODE OF CONDUCT

All participants, chairs, delegates and advisors must ensure the existence of a respectful and safe environment. Failure to do so will result in being asked to leave PASMUN 2023.

- Delegates must display diplomatic behavior at all times.
- Avoid the use of cellphones
- Delegates must follow the dress code.
- Delegates who do not follow the rules of the committee will be given a warning. If the action persists, the delegate will be asked to leave the session.
- If participating online, during the session, the name displayed on the screen must be "Country - Committee". Links to committee sessions must not be shared with people who are not participating.
- Advisors are ultimately responsible for the actions of their delegates. Advisors must be available at all times and supportive of rules that promote a respectful and safe environment.
- Further disciplinary action might be taken in accordance with the student handbook of the American School of Puebla.

DRESS CODE

This simulation kindly encourages all delegates to dress professionally for the event since this is a Model United Nations simulation in which members should maintain a diplomatic position. It is a symbol of respect towards the country that each delegate is representing and to their fellow delegates and committees. Delegates who refuse to follow the dress code will be penalized.

The official dress code for PASMUN is as follows:

	Male delegates	Female delegates
Suit	Suit is considered the most appropriate option; makes you look and feel professional.	Suit is considered the most appropriate option; makes you look and feel professional.
Top	Formal shirt with tie. No t-shirts. No polo tops.	Formal blouse that covers shoulders and arms. Dress (delegates using extremely short dresses will receive a warning).
Bottom	Suit pants/ suit-pants (preferably dark colored suits). No jeans. No shorts. No sportswear.	Skirts (knee-length). Formal slacks/suits pants. No jeans. No shorts No sportswear.
Shoes	Formal matching shoes. No sneakers. No sandals. No tennis shoes. No white socks .	Formal matching shoes. No sneakers. No sandals. No tennis shoes. No white socks.

PARLIAMETARY PROCEDURE

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The following chart presents the official procedure to be followed during PASMUN 2023, including points and motions. All motions will be heard in the committee and then voted on according to the priority listed hereby.

Priority	Point or Motion	Description	Vote
Before debate begins	Motion to open debate.	Opens debate	Simple majority
Before session begins	Motion to open session.	Opens session after a break	Simple majority
	Point of order.	Something went wrong with the procedure	No Vote
	Point of parliamentary inquiry.	Allows the delegate to ask a question to the chair regarding procedure.	No Vote
	Point of information.	Allows the delegate to ask a question to a speaker.	No Vote

	Motion for an extraordinary session of questions.	Allows the committee to ask extra questions to a determined speaker.	Simple majority (speaker must accept the questions).
	Motion for a moderated caucus.	Begins a moderated caucus for a determined amount of time and purpose.	Simple majority.
	Motion for an unmoderated caucus.	Begins an unmoderated caucus for a determined amount of time and purpose.	Simple majority.
	Motion to present working / resolution paper (A/#).	Allows delegates to present their working or resolution papers to the committee.	Simple majority
	Motion to begin voting procedure.	Draft resolutions are read and voted on. A final resolution is adopted.	2/3
At the end of each session.	Motion to suspend debate.	Suspends debate for a break.	Simple majority
At the end of the debate.	Motion to close debate.	Closes debate.	2/3

WORKING & RESOLUTION PAPERS

WORKING PAPERS

- Format:
 - o Does not require sponsors and signatories, but rather participants
 - o Jotted down in bullet points
 - o The use of operative clauses is recommended
 - o Written in posters
- Submission:
 - o Presented to the Director
 - o Director will approve it or ask for changes to be made
- Presentation:
 - o Read by 3 participants of the Working Paper (chosen by the team)
- Up to 7 questions can be asked to the team to clarify points
 - o They are not voted on.

RESOLUTION PAPERS

Requirements:

- o Sponsors: 3-5
- o Signatories: 25% of committee minimum

Format:

- o Heading:

§ Resolution paper A#

§ Committee:

§ Topic:

§ Sponsors:

§ Signatories:

o Addressing the main organ of the UN: General Assembly, Security Council, etc.

o Preambulatory clauses (Background information)

§ In *Italics*

§ Ended by a comma

§ In bullet points

o Operative clauses:

§ Underlined

§ Can be divided in sub-topics/ sub-terms

§ Numerated

§ End with semicolon (;)

§ One before the last one ends with “; and”

§ Last one ends with a period (.)

Submission:

o Sent to chair via email

o Director approves or asks for changes

Presentation:

o Director projects it and reads it out loud

Discussion:

After all Resolution Papers are presented, a moderated caucus would be used to discuss.

DEBATE

VOCABULARY

Rich Country / Poor Country	Developed / Developing
War	Armed Conflict / Belic Conflict
Kill / Deaths	Commit murder / Casualties
Army	Armed Forces
Money	Economic Resources
Poor People	Scarce / Lack of Resources
Countries were fighting...	Nations were involved in a struggle
All nations/countries	The International Community
Bad	Dreadful, unpleasant, appalling
Good	Splendid, fair, acceptable

CONTACT US



PASMUN 2023
Strength in diversity

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📷 [@pasmun2023](https://www.instagram.com/pasmun2023)