

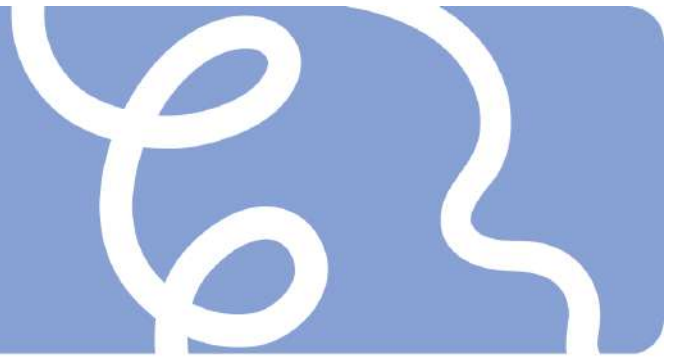
A stylized logo featuring a sun with rays and a key, both composed of geometric shapes in shades of teal, orange, and grey. The logo is centered within a large, light-colored keyhole shape that has a dark teal outline. The background is a solid orange color with decorative white and teal curved lines at the top.

**DELEGATE
HANDBOOK**

INDEX

Code of Conduct	p.3
Dress Code	p.4
Parliamentary Procedure	p.6
Committee Expectations	p.9
Working Papers	p.11
Resolution Papers	p.12
Debate Vocabulary	p.15

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 2024.

- Delegates must display diplomatic behavior at all times.
- Incorrect use of technological devices and **all** mobile device consultation during the sessions is strictly prohibited
- Delegates must comply with the dress code.
- If the rules of the committee are not followed, delegates will be given a warning. If the action persists, the delegate will be asked to leave the session.
- Advisors are ultimately responsible for the actions of their delegates. Advisors must always be available 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 Conference requires delegates to maintain professional attire and kindly encourages all delegates to opt for looks that follow **Western business attire** models. Given the political representation that MUN Conferences entail, the color red and all similar tones are strictly prohibited. Delegates who refuse to follow the dress code will be penalized.

The official PASMUN dress code requirements are as follows:

	Male delegates	Female delegates
Suit	Requirement as the staple for all male attire	Pantsuits (slacks) are recommended for female attire, but not a requirement.
Top	All suits must be paired with a tie that complies with dress code norms. *Bow ties are not permitted*	Blouses should cover the delegate's shoulders and elbows. *If this is not possible, the chair recommends using a blazer or sweater within the committee*
Bottom	Matching pants to the employed suit	Skirts or dresses should not be more than one inch above the knee.

		For reference, this is roughly equivalent to 3 fingers
Shoes	Closed toe footwear	Closed toe footwear *If heels are opted for, delegates are reminded that the location involves several flights of stairs, so dress accordingly *
Colors	The color red and similar tones, along with bright, neon colors are strictly prohibited If patterns are employed, they must be subtle, and comply with the specified attire	The color red and similar tones, along with bright, neon colors are strictly prohibited If patterns are employed, they must be subtle, and comply with the specified attire

Prohibited items:

- Sneakers and/or tennis shoes
- Sandals
- Sportswear
- T-shirts
- Jeans
- Polo tops

PARLIAMENTARY PROCEDURE



The following chart presents the official procedure to be followed during PASMUN 2024, 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 the debate begins	Motion to open debate.	Opens debate	Simple majority
Before the session begins	Motion to open session.	Opens session after a break	Simple majority
	Point of order.	There was a mistake concerning the procedure	No Vote
	Point of parliamentary inquiry.	Allows the delegate to ask a question to the chair regarding the procedure.	No Vote
	Point of information.	Allows the delegate to pose a question to a speaker	No Vote
	Point of personal privilege	Allows delegates to ask for personal action, including removing a jacket, asking for a delegate to speak louder, repeating etc.	No Vote
	Right of reply	Requested when a delegate's personal or national integrity has been either affected or insulted by another delegate	No Vote

all points also apply for written notes to the chair

	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 the 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

COMMITTEE EXPECTATIONS

While the conference schedule will be shared with all PASMUN 2024 delegates, the individual organization of each session will vary in regard to each committee. However, on a general note, delegates can expect the following:

Keynote speaker:

The PASMUN High Command will invite an expert in a field relating to the topic in order to provide the committee with ample knowledge to work with. Usually lasting the entirety of the first session, delegates are allotted, and highly encouraged to ask questions in order to prepare for the upcoming debate.

Speakers list:

Although not required, delegates can choose to present their prepared position paper in front of the committee. Here, they will be questioned by other delegations in regard to their position, mentioned points, and proposed solutions.

It is worth mentioning, however, that regardless of presenting it, **all** delegates must develop and submit a position paper if they wish to be considered for an award.

Moderated Caucus:

An organized model of debate where delegates request the floor by raising their placards. The moderator is in charge of distributing and allotting this. Delegates are required to adhere to the code of conduct and rules of procedure. Important notes are as follows:

- Refrain from using personal pronouns.
- Do not raise your placard until the floor has been opened (and the moderator is finished speaking).
- Do not interrupt a delegate (or raise your placard) unless it is a right of reply or a relevant point of personal privilege.

Unmoderated Caucus:

A more informal approach to debate where delegates are allowed to rise and interact with each other in order to develop working or resolution papers. Important points to keep in mind are as follows:

- The official language of the committee will carry on to the caucus. Failure to comply can result in a warning.
- There must be a minimum of two working papers or resolution papers drafted.
- The use of mobile devices is strictly prohibited.

Reading of Resolution Paper:

After a final resolution paper has been voted on and approved by the committee, two delegates will be chosen to pass to the corresponding main organ in order to present and defend the committee's work. It is up to this main organ to vote as to whether or not the resolution paper will be approved by the United Nations.

WORKING PAPERS



This document is a preliminary, informal version of the Resolution Paper, in which the resolutions and solutions to the subject under discussion are settled. Within a committee, a minimum of two working papers are required; nevertheless, there may be as many working papers as the members and chairs see appropriate. When elaborated, they must comply with the following:

Format:

- Does not require sponsors and signatories, but rather a list of participants
- The use of operative clauses is recommended

Submission:

- Presented to the Director
- Director will approve it or ask for changes to be made

Presentation:

- 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
- They are not voted on.

RESOLUTION PAPERS

This document is the final version and, thus, the final goal of the committee. A compilation of the proposals from the delegations' contrasting ideas on the subject under discussion, and with the goal of attaining conscious and all-encompassing solutions to the problematic discussed. Within a committee, only one resolution paper can be developed. They must adhere to the following requirements when elaborated:

Requirements:

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

Format:

Heading:

- Resolution paper A#
 - Committee:
 - Topic:
 - Sponsors:
 - Signatories:

- Addressing the main organ of the UN: General Assembly, Security Council, etc.
- Preambulatory clauses (Background information):
 - In *Italics*
 - Ended by a comma
 - In bullet points
- Operative clauses:
 - Underlined
 - Can be divided in sub-topics/ sub-terms
 - Numbered
 - End with a semicolon (;)
 - Second to last one ends with “; and”
 - Last one ends with a period (.)

Submission:

- Sent to chair via email
- Director approves or asks for changes

Presentation:

- Director projects it and reads it out loud

Discussion:

Following the presentation of the Resolution Paper, a moderated caucus is expected to examine the quality, coherence, reliability, and general efficacy of the solutions proposed.

DEBATE

VOCABULARY

Prohibited words	Suggested synonyms
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

