



Delegate's Handbook

PROTOCOL AND RULES OF PROCEDURE



Table of Contents

1. Welcome Letter.....	3
2. Secretariat and Staff.....	4
3. Committees and Topics.....	6
4. Position Paper.....	9
5. Parliamentary Procedure and Protocol.....	13
6. Disciplinary Rules.....	24
7. Award System.....	28

Welcome Letter

“What we do in life echoes in eternity.” – Marcus Aurelius

Welcome to **MUNARJÍ XVIII**!

Are you ready to be part of the change our world needs?

At MUNARJÍ XVIII, each of you takes on the role of leader, diplomat, and changemaker. Throughout these days, you will confront some of the most pressing challenges of our time — from peace and international security to mental health, technological innovation, and the defense of human rights. The issues you will debate reflect the complexity of our global reality, and every word you share can become the seed of a real solution.

This year, our theme carries a powerful message: *“Alone we make noise, together we make peace.”* True change does not arise from individual noise, but from collaboration, respect, and active listening. It is through empathy and purposeful dialogue that we build the lasting peace our world deserves.

It fills me with pride and excitement to accompany you on this mission as your Secretary General. I am confident that the passion, commitment, and creativity each of you brings will make this edition a unique, inspiring, and unforgettable experience.

The future is not a destination but a collective creation. And today, through your participation, you are writing a new page in the story of MUNARJÍ — and of the world.

With gratitude and hope,

Paloma Arzubide Susunaga
Secretary General, MUNARJÍ XVIII

Secretariat and Staff

The Secretariat is composed of dedicated students who lead the academic, logistical, and organizational aspects of MUNARJÍ XVIII. Each department contributes to ensuring the success of the conference, from research and debate management to hospitality and media coverage.

SECRETARY GENERAL

- Paloma Arzubide Susunaga

DEPUTY SECRETARY GENERAL

- Cristina Lastra Pérez

SECRETARY OF ACADEMIC AFFAIRS

- Adalberto Vázquez Cortés
- Cristina Romero Vasco

Committee Coordinators:

- Emiliano Santiago Hernández
- Marco Romero Vasco
- Anderson Josué Ramírez Lucio
- Alberto Gutiérrez Armengol
- Daniel Torres Medina
- Javier Alexander Yunes De La Cruz
- Alejandro Rodríguez Escalona
- Moises Díaz Mora
- Valeria Flores Priego

SECRETARY OF ORGANIZATION

- Andrea Priego Panizzo

SECRETARY OF LOGISTICS

- Valentina Gallegos Juarez

SECRETARY OF HOSPITALITY

- Maria Fernanda Cervantes Priego

SECRETARY OF COMMUNICATION AND MEDIA

- Isabella Lara Armenta

STAFF COORDINATOR

- Michelle Flores Molina

DRESS CODE DEPARTMENT LEADER

- Abril Regina Falconi González

Committees and Topics

COMMITTEE	TOPIC	CHAIR MEMBERS
UNHRC (United Nations Human Rights Council)	Female Genital Mutilation: Towards a Future of Equality and Human Rights	President: - Ivanna Abreu Vazquez Moderator: - Jesús Neme Maldonado Assistants: - Eduardo Díaz González - Javier Alexander Yunes de la Cruz
UNICEF (United Nations International Children's Emergency Fund)	Child Labour in Mining and Global Supply Chains	President: - Valentina León Calzada Moderator: - Emiliano Navarro Bellizzia Assistants: - José Antonio Hernández Arceo - Luciana Suárez Gurría
UNESCO (United Nations Educational, Scientific and Cultural Organization)	Artificial Intelligence in Education: Innovation, Equity, and Ethics	President: - Alexa Cantón García Moderator: - Domenica David Argaiz Assistants: - Constanza Orueta Ramos - Ximena Silva Mena
SRM (Senado de la República Mexicana)	TEMA SECRETO	President: - Valentina Pérez Bernal Moderator: - Alberto Domínguez García Assistants: - Héctor Julián Díaz Contreras - José Carlos Ocaña Marí

IOM (International Organization for Migration)	The Outgoing Challenges of U.S. Deportation and their Humanitarian Impact	President: ▪ Andrea Chamarro León Moderator: ▪ Sylvia María Macías Santandreu Assistants: ▪ Luciana Aguilera Gutiérrez Zamora ▪ Ximena Giselle Vidal Cervantes
WHO (World Health Organization)	Balancing Risks and Opportunities: Social Media and Adolescent Mental Health	President: ▪ Luisa Fernanda González González Moderator: ▪ Zarife Alejandra Gil Hernández Assistants: ▪ Sofía Romero Merino ▪ Paula Elena Carrillo Arias
AIEA (Agencia Internacional de Energía Atómica)	Prevención de una Nueva Carrera Nuclear: El Papel de la AIEA en la No Proliferación y la Seguridad Internacional	President: ▪ María Fernanda Leon Baeza Moderator: ▪ Montserrat Díaz Mora Assistants: ▪ Crisangel Oramas Ulin ▪ Moisés Díaz Mora
UNGA (United Nations General Assembly)	Combatting Intellectual Property Theft and Counterfeiting in a Globalized Economy	President: ▪ Miranda Bustamante Bastar Moderator: ▪ Karen Lucero Morales Jácome Assistants: ▪ Luis Eduardo Rives Lozoya ▪ Roberta González Calzada
UNSC (United Nations Security Council)	Transnational Drug Trafficking and Non-State Armed Groups: A Threat to International Peace and Security	President: ▪ Carmen Aysa Rodríguez Moderator: ▪ Félix Jorge David Argaiz Assistants: ▪ Íker Sampayo Belchez ▪ Alejandro Rodríguez Escalona

FAO (Food and Agriculture Organization)	Food Safety Challenges from the Production of Cell-based Food	President: - Valeria Garnica Sala Moderator: - Alejandro Zuccolotto Bulbarela Assistants: - Amalin Basto Ferrer - Christiane David Argaiz
---	--	--

Position Paper

1. PURPOSE AND GENERAL GUIDELINES

The Position Paper is a **mandatory requirement for all delegates** participating in MUNARJÍ XVIII. It serves as the foundation for your performance during the conference, reflecting your country's official stance, proposed actions, and understanding of the topic under discussion.

The Position Paper demonstrates a delegate's ability to research, analyze, and apply global policies through a diplomatic lens. It is also used by the Committee Chairs to evaluate each participant's preparation and consistency during debate.

Failure to submit the Position Paper by the established deadline will result in **sanctions** and may **affect eligibility for awards**.

2. SUBMISSION PROCEDURE

All Position Papers must be submitted **no later than October 24th, 2025**, following the guidelines below:

- Position Papers must be submitted by email to the corresponding Committee Coordinator listed in the following table. **Delegates must include in the email subject line:** "Position Paper – [Committee Name] – [Country Name]"

Example: Position Paper – WHO – Japan

- The Position Paper must be attached as a **PDF file** named in the same format: Committee_Country_DelegateName.pdf

Example: WHO_Japan_JuanPeraza

- Only submissions sent to the correct committee address by the deadline will be accepted.

Committee	Committee Coordinator	Email
UNGA United Nations General Assembly	Anderson Josué Ramírez Lucio	anramirezlu@arji.edu.mx
UNSC United Nations Security Council	Alejandro Rodríguez Escalona	alrodriguezes@arji.edu.mx
FAO Food and Agriculture Organization	Adalberto Vázquez Cortés	advazquezco@arji.edu.mx
UNHRC United Nations Human Rights Council	Javier Alexander Yunes De La Cruz	javier.yunes@arji.edu.mx
UNICEF United Nations International Children's Emergency Fund	Emiliano Santiago Hernández	esantiagohe@arji.edu.mx
UNESCO United Nations Educational, Scientific and Cultural Organization	Marco Romero Vasco	marco.romero@arji.edu.mx
IOM International Organization for Migration	Daniel Torres Medina	datorresme@arji.edu.mx
WHO World Health Organization	Valeria Flores Priego	vaflorrespr@arji.edu.mx
AIEA Agencia Internacional de Energía Atómica	Moisés Díaz Mora	moises.diaz@arji.edu.mx
SRM Senado de la República Mexicana	Alberto Gutiérrez Armengol	argutierrezar@arji.edu.mx

3. FORMAT REQUIREMENTS

Requirement	Specification
Font	Calibri, 12 pt
Line Spacing	1.5
Margins	2.5 cm on all sides
Alignment	Fully justified
Citations and References	APA 7 th edition
Maximum Length	2 pages total, including references
Maximum AI Use	20% (papers exceeding this limit will not be accepted)
File Format	PDF

4. STRUCTURE AND CONTENT

Each Position Paper must include the following information at the top of the document:

Committee:

Country:

Topic:

Delegate:

School:

FLAG

The paper must follow the structure below, consisting of **six paragraphs**:

Paragraph 1 – Greeting

Begin with a formal salutation from your delegation, setting a diplomatic tone consistent with United Nations conventions.

Paragraph 2 – Background of the Topic

Provide a concise overview of the issue.

Explain its origin, global importance, and your country's general opinion on the matter.

Paragraph 3 – Country’s Position

- Describe your country’s perspective on the issue and current involvement.
- Explain what actions your country has taken, is taking, or plans to take.
- Support your statements with reliable data, treaties, or policy references.

Paragraph 4 – Possible Solutions

- Present concrete and realistic proposals organized as:
 - Short-term actions (immediate or ongoing measures)
 - Mid-term actions (initiatives achievable within one to three years)
 - Long-term actions (sustainable strategies or reforms)

Each proposal should align with your country’s policy and international commitments.

Paragraph 5 – Relevant Blocs and Additional Comments

Identify your country’s key alliances or regional blocs (e.g., G7, G77, OAS, AU, EU, ASEAN) and how they relate to the topic.

You may also include additional comments, recent developments, or other relevant perspectives.

Paragraph 6 – References

- List at least five (5) sources in APA 7th edition format.
- Sources should include official documents, academic research, credible international organizations, and reputable media outlets.
- Any work that exceeds 20% AI-generated content or shows signs of plagiarism will be automatically disqualified.

Parliamentary Procedure and Protocol

The Chair determines whether a motion is admissible; their decision is final. Delegates must address the Chair before speaking, and all interventions must use diplomatic and formal language.

1. ROLL CALL

The Chair will conduct a **Roll Call** to verify attendance. When a country's name is called, delegates must respond with one of the following:

- **"Present"** – The delegate is present and will vote on all matters.
- **"Present and Voting"** – The delegate is present and must vote *either in favor or against* during substantive voting (abstentions will not be allowed).

Failure to respond during Roll Call will be considered an **absence**, and repeated absences may affect eligibility for awards.

Delegates arriving late must wait until the Chair grants permission to be added to the Roll Call.

2. AGENDA

Once Roll Call is complete and **quorum** has been established, the first motion in order will be the **Motion to Set the Agenda**. It must include:

- speaking time per delegate (2 minutes recommended)
- number of questions (2 recommended)
- number of follow-ups (1 recommended)

3. SPEAKERS' LIST

Once the agenda has been set, a **Motion to Open the Speakers' List** is in order. The Chair will determine the order in which delegations will speak. The delegation proposing the motion will appear first, followed by the one that seconds it.

All **delegates wishing to be added to the Speakers' List must raise their placards** when prompted by the Chair. Failure to do so will result in their omission from the list until it is reopened by motion.

Only **three upward movements** are permitted throughout the debate, and each must be approved by the Chair.

Permanent members and countries most relevant to the topic should appear within the first **ten speakers** to ensure balanced discussion.

Delegates on the Speakers' List will deliver their Position Paper within the time established in the agenda.

Once no more delegates wish to be added, a **Motion to Close the Speakers' List** may be raised.

4. POSITION PAPER READING

Each delegate will read their **Position Paper** according to the order established in the Speaker's List and within the speaking time set in the agenda.

If a delegate's time expires before finishing, another delegate may raise a **Motion to Extend Speaking Time**.

If a delegate finishes before time runs out, they may **yield the remaining time** in one of the following ways:

- **Yield to the Chair:** The Chair may decide how to use the remaining time or proceed directly to the next speaker.
- **Yield to Questions:** Other delegates may ask *one question* related to the speech. This question does not count toward the total number of questions in the agenda; however, the clock continues running.
- **Yield to Comments:** A delegate may allow one other delegation to make a brief comment (no longer than 30 seconds) in response to their statement.

5. RAISING QUESTIONS

After a delegate's speech, other delegations may ask questions to clarify or challenge points made during the statement.

A delegate wishing to ask a question must first raise their placard and state: “**Point of Information.**” The Chair will then recognize the delegate and grant permission to proceed with the question.

- **ESTABLISHING A BRIEF PREAMBLE**

If a delegate wishes to provide a short context before their question, they must **first request a Point of Information**, then ask for **Permission to Establish a Brief Preamble**.

The preamble must remain concise and directly related to the question that follows.

All questions must be relevant, respectful, and diplomatic. The Chair reserves the right to rule any question out of order if it is repetitive, argumentative, or unrelated to the topic under discussion.

- **EXTRAORDINARY SESSION OF QUESTIONS**

Once the number of questions established in the agenda has been exhausted, a delegate may raise a Motion to Open an Extraordinary Session of Questions. This motion allows up to three additional questions and is subject to the Chair’s evaluation based on:

- The remaining time available.
- The relevance of the delegation to the topic.
- The quality of the delegate’s participation and preparation.

6. MODERATED CAUCUS

A **Moderated Caucus** allows for a more dynamic and spontaneous exchange of ideas on a specific aspect of the topic under discussion. It serves to focus the debate on subtopics or proposals while maintaining the structure of formal moderation by the Chair.

To propose one, a delegate must raise a **Motion to Open a Moderated Caucus**, clearly stating:

- The **total duration** of the caucus (e.g., 10 minutes)
- The **purpose** or focus of the discussion (e.g., “to discuss humanitarian aid mechanisms in conflict zones”)

If the delegate fails to include any of these elements, the Chair will request that the motion be restated correctly before it can be put to a vote.

Once the motion passes:

- The **delegate who proposed** the caucus will speak first.
- The **delegate who seconded** the motion will speak second.
- The Chair will then call upon other delegations wishing to speak by recognizing raised placards.

During a moderated caucus:

- Delegates must remain seated and wait to be recognized by the Chair before speaking.
- All statements must be concise, relevant, and diplomatic.
- The Chair may rule any intervention out of order if it deviates from the topic or disrupts the flow of debate.

*At the conclusion of the allotted time, a delegate may raise a **Motion to Extend the Moderated Caucus**, stating the additional time and purpose. A moderated caucus may only be **extended once**. Further discussion of the same subtopic requires opening a **new caucus**.*

7. UNMODERATED CAUCUS

An **Unmoderated Caucus** temporarily suspends formal debate and allows delegates to move freely around the room to discuss ideas, negotiate alliances, and draft **Working Papers** that may later become **Resolution Papers**.

To initiate this phase, a delegate must raise a **Motion to Open an Unmoderated Caucus**, clearly stating:

- The **total duration** of the caucus (e.g., 10 or 15 minutes)
- The **purpose** of the caucus (e.g., “to draft and negotiate the content of working papers”)

If the motion is approved, formal rules of debate are suspended for the specified time.
During an unmoderated caucus:

- Delegates may speak in the **first person** to facilitate open and informal discussion; however, they must **continue to communicate exclusively in the official language of the committee**.
- All delegates are expected to maintain a **respectful, diplomatic, and professional tone** at all times.
- The Chair and Committee Staff will circulate and observe to ensure that discussion remains productive and inclusive.
- Delegates should **actively participate, share ideas, and collaborate** to draft proposals that represent diverse perspectives and potential solutions.
- The Chair may take note of each delegate's **level of engagement, contribution to documents, and cooperation with others**, which may be considered in award deliberations.

At the end of the allotted time, a **Motion to Extend the Unmoderated Caucus** can be raised, specifying the additional time and purpose.

The Unmoderated Caucus represents one of the most essential stages of the conference — a moment for delegates to demonstrate their **negotiation, leadership, and teamwork skills**, embodying the spirit of diplomacy that defines MUNARJÍ.

8. WORKING PAPERS

A **Working Paper** is the preliminary draft that outlines proposed solutions and serves as the foundation for the final **Resolution Paper**.

It is **drafted during Unmoderated Caucuses**, when delegates collaborate freely to consolidate their ideas and proposals.

During this stage:

- Delegates may form **alliances or blocs** with countries that share similar positions or interests.
- If needed, the committee may divide into two primary blocs, usually referred to as **Bloc A1** and **Bloc A2**, to develop different approaches to the issue.
- Each bloc works collectively to structure and write its Working Paper, ensuring that all proposed actions align with the mandate of the committee and with the principles of the United Nations.

- All Working Papers must be **submitted to the Chair for review and approval** before they can be formally presented to the committee.

Once a Working Paper is approved, a delegate may raise a **Motion to Introduce the Working Paper**, clearly stating:

- The **identifier of the paper** (e.g., Working Paper A1 or A2), and
- The **delegation(s)** responsible for presenting it.

The presenting delegation will have the **speaking time and number of questions** established in the agenda to explain and defend the proposal.

After all Working Papers have been read, the Chair will conduct a **vote to recognize the Working Papers** as official documents of the committee. *Only the Working Papers that receive majority support will move forward for further discussion and modification.*

Once recognized, delegates may begin to **work on amendments, merges, and reformulations**, often during subsequent **Unmoderated Caucuses**, to develop a unified and refined document that will evolve into the **Resolution Paper**.

9. RESOLUTION PAPER

A Resolution Paper is the final and formal document produced by the committee. It is drafted and finalized during **Unmoderated Caucuses** and represents the culmination of the committee's collaborative effort — containing the agreed-upon solutions, strategies, and actions proposed to address the issue at hand.

After Working Papers have been recognized, blocs are encouraged to merge their drafts, incorporate approved amendments, and refine the preambulatory and operative clauses to ensure accuracy, coherence, and diplomacy. The goal is to produce a single, comprehensive, and well-structured Resolution Paper that reflects the committee's collective understanding and spirit of cooperation.

Once the draft has been finalized, a delegate may raise a **Motion to Introduce the Resolution Paper**, specifying which document is being presented and by whom. After presentation, the Chair will open the floor for questions and comments, according to the limits established in the agenda.

When debate on the Resolution Paper concludes, a **Motion to Start the Voting Process** may be raised. The committee will then vote to determine whether the Resolution will be adopted or rejected.

10. VOTING WORKING AND RESOLUTION PAPERS

Voting represents the culmination of the committee's work and the most formal stage of debate. Once discussion on a **Working Papers** or **Resolution Paper** has concluded, a delegate may raise a **Motion to Start the Voting Process**.

If the motion passes, the committee immediately enters **voting procedure**, during which:

- No delegate may enter or leave the room.
- Communication between delegates is strictly prohibited.
- The use of electronic devices is not allowed.
- Only **Points of Personal Privilege** referring to audibility or visibility will be recognized.

▪ ROLL CALL VOTE

At MUNARJÍ XVIII, all substantive voting is conducted through a Roll Call Vote. After debate has been closed on any resolution or amendment, any delegate may request a Roll Call Vote. The motion is subject to the Chair's discretion, and the decision is final and not appealable.

During a Roll Call Vote:

1. The Moderator will call the roll in alphabetical order, beginning with a randomly selected delegation.
2. Each delegation must respond with one of the following:
 - **"In favor"** – the delegation votes in favor of the proposal.
 - **"In favor with right of explanation"** – the delegation votes in favor and requests the opportunity to explain its vote after the final round.
 - **"Against"** – the delegation votes against the proposal.
 - **"Against with right of explanation"** – the delegation votes against and requests the opportunity to explain its vote after the final round.

- **“Abstention”** – the delegation chooses not to take a stance, neither in favor nor against.

- **FIRST ROUND OF VOTING**

During the **first round**, all delegations cast their votes as *In favor*, *Against*, or *Abstention*. Delegates who vote *In favor with right of explanation* or *Against with right of explanation* will be noted for the explanation phase following the third round. Delegates who vote *Abstention* will be called again in the second round.

- **SECOND ROUND OF VOTING**

In the second round, only those delegations that voted *Abstention* in the first round will be called again. They must reaffirm their choice by voting *In favor*, *Against*, or *Abstention*. Delegates who maintain *Abstention* during this round waive the right to explain their vote later.

- **THIRD ROUND OF VOTING**

A third and final round of voting may be conducted to confirm the results or to resolve a tie. All delegations will reaffirm their final position (*In favor*, *Against*, or *Abstention*). After this round, the Moderator will recognize those delegates who previously requested a Right of Explanation to deliver a brief and diplomatic justification of their vote.

- **DECLARATION OF RESULTS**

Once the three rounds of voting are complete, the Moderator will announce the results to the committee, and the Chair will declare the resolution or amendment as either:

- Adopted, if it receives a majority of votes in favor; or
- Rejected, if it fails to achieve the required majority.

The declaration of results marks the conclusion of formal debate on the document under consideration.

11. POINTS AND MOTIONS

During debate, delegates may raise **Points** or **Motions** to maintain order, clarify procedure, or move the discussion forward. All points and motions must be stated clearly, formally, and through the Chair.

The Chair holds the authority to **accept, deny, or rule out of order** any motion or point at any time. Decisions of the Chair are **final and not subject to appeal**.

- Delegates must **raise their placards** to be recognized when proposing a point or motion.
- The Chair may rule any point or motion **out of order** if it is redundant, premature, or inappropriate.
- The **decision of the Chair is final** in all procedural matters.
- Delegates are encouraged to use correct diplomatic language when introducing motions, e.g.: “The delegation of Italy moves to open a moderated caucus...”

▪ POINTS

Points are procedural tools that allow delegates to address matters related to the conduct of debate, personal comfort, or clarification of rules.

They ensure that the debate proceeds in an orderly, fair, and efficient manner. Unlike motions, points do not advance the topic of discussion; instead, they help maintain decorum, clarify doubts, and ensure that every delegate can participate under equitable conditions.

Point	Purpose	Interrupts Speaker?	Notes / Use
Point of Information	To ask a question to the delegate who has the floor.	✗ No	May only be used after a speech if time is yielded to questions.
Permission to Establish a Brief Preamble	To provide short context before posing a question to a delegate.	✗ No	Must be requested after raising a Point of Information.
Point of Personal Privilege	To address a personal need related to audibility, comfort, or visibility.	⚠ Yes (only if related to audibility or	May not be used for general discomfort or to

		visibility of the speaker)	interrupt for non-essential reasons.
Permission to Establish a Comment	To make a short remark following a delegate's speech if time is yielded to comments.	✗ No	Comment must be brief (no more than 30 seconds) and relevant to the speech.
Point of Parliamentary Inquiry	To request clarification on rules or procedure.	✗ No	Directed to the Chair; may not refer to the content of debate.
Point of Order	To call attention to a violation of the rules of procedure.	⚠ Yes	Must be used immediately after the alleged infraction occurs.
Right of Reply	To defend a delegation's national honor if it has been directly insulted or misrepresented.	⚠ Yes	Must be requested immediately after the offense and will be granted only at the Chair's discretion.

▪ MOTIONS

Motions are used to **direct the flow of debate** or to **initiate procedural actions** within the committee. All motions must be **seconded** by another delegation to be considered by the Chair. If multiple motions are raised simultaneously, the Chair will prioritize them according to **precedence**, from most to least disruptive to debate.

Motion	Purpose	Example of Use
Motion to Set the Agenda	To establish the speaking time, number of questions, and follow-ups for the debate.	"The delegation of France moves to set the agenda to 2 minutes per speaker, 2 questions, and 1 follow-up."
Motion to Open the Speakers' List	To begin formal debate.	"The delegation of Brazil moves to open the speakers' list."
Motion to Close the Speakers' List	To stop adding new speakers to the list.	"The delegation of Egypt moves to close the speakers' list."
Motion to Reopen the Speakers' List	To allow new delegates to be added after it has been closed.	"The delegation of Japan moves to reopen the speakers' list."

Motion	Purpose	Example of Use
Motion to Open an Extraordinary Session of Questions	To allow additional questions after those in the agenda are exhausted.	"The delegation of Kenya moves to open an extraordinary session of three questions."
Motion to Open a Moderated Caucus	To allow short, focused speeches on a specific aspect of the topic.	"The delegation of India moves to open a 10-minute moderated caucus with 30-second speaking time to discuss education funding."
Motion to Extend the Moderated Caucus	To add more time to an ongoing moderated caucus.	"The delegation of Mexico moves to extend the moderated caucus by five minutes."
Motion to Open an Unmoderated Caucus	To suspend formal debate and allow informal negotiations.	"The delegation of Canada moves to open a 15-minute unmoderated caucus to draft working papers."
Motion to Introduce a Working Paper	To present a Working Paper to the committee.	"The delegation of Argentina moves to introduce Working Paper A1."
Motion to Recognize Working Papers	To vote on which Working Papers will be officially discussed and amended.	"The delegation of Germany moves to recognize Working Paper A2."
Motion to Introduce a Resolution Paper	To present a final draft of the committee's proposed resolution.	"The delegation of South Africa moves to introduce the Resolution Paper."
Motion to Start the Voting Process	To begin voting on a resolution or amendment.	"The delegation of Spain moves to start the voting process."
Motion to Postpone or Close the Session	To adjourn the current session or end debate for the day.	"The delegation of the United Kingdom moves to close the session."

Disciplinary Rules

1. GENERAL DISPOSITIONS

Parliamentary procedure must be followed at all times during debate. Delegates are expected to uphold the highest standards of respect, diplomacy, and professionalism.

Failure to comply with the established rules or the spirit of the Model United Nations will result in disciplinary action, beginning with a **warning**.

2. DIPLOMATIC BEHAVIOR

Delegates are expected to act as respectful and responsible representatives of their assigned countries. Their conduct must reflect the principles of diplomacy, cooperation, and civility that define MUNARJÍ. Diplomatic behavior includes the following:

- Always respect the Chair's decisions.
- Request permission before taking the floor.
- Be polite and professional when addressing other delegates, the Chair, and staff members.
- Maintain a dignified and diplomatic posture throughout all sessions.
- Avoid the use of offensive, aggressive, or undiplomatic language.
- Adhere to the dress code.
- Eating is not allowed during sessions.
- Only water may be consumed, from a glass or bottle.

Delegates who fail to comply with these standards will be subject to disciplinary measures in accordance with the Warning System.

3. PUNCTUALITY

- Delegates must be punctual to all sessions.
- Arriving more than five minutes late may result in a written warning.
- Arriving ten minutes late or more may result in exclusion from that session.

4. COMMUNICATION AND TECHNOLOGY

- Direct communication between delegates during formal sessions is strictly prohibited.
- The use of mobile phones, smartwatches, or any electronic device for entertainment purposes is forbidden.
- Only laptops and tablets may be used for research or drafting purposes.
- The pages will report any misuse of devices.
- Use of headphones or any non-authorized device will result in a warning.

5. DRESS CODE

The official dress code for MUNARJÍ XVIII is **Business Formal**. Professional presentation reflects respect for the event, for others, and for the values of diplomacy that the Model represents.

The use of **red garments is strictly prohibited**, as this color symbolizes violence, war, and conflict — values contrary to the spirit of MUNARJÍ.

Failure to comply with the dress code will result in a **verbal or written warning** and the delegate may be asked to leave the room until properly dressed.

▪ WOMEN

- ☞ Formal dresses are permitted, provided they are not strapless and do not expose the neckline.
- ☞ Long- or short-sleeved formal tops are acceptable.
- ☞ Formal pants or skirts are appropriate; skirts must not rise more than five fingers above the knee when seated.
- ☞ A neutral color palette is recommended for clothing and makeup, which should be understated and professional.

▪ MEN

- ☞ A neutral-colored jacket and tie (plain or striped, without logos or insignia) are required.
- ☞ Formal pants and dress shoes are mandatory. No jeans, cargo or khaki work pants are allowed.
- ☞ Socks should match the color of pants.

6. WARNING POLICY

All participants must maintain the decorum and discipline required in a formal Model United Nations conference.

Warnings serve as corrective measures to ensure respectful and productive debate. *If a delegate receives a written warning due to disciplinary issues, they will no longer be eligible for awards.*

■ WARNING SYSTEM

Type of Warning	Consequence
3 Verbal Warnings	1 Written Warning
2 Written Warnings	Expulsion from the current session
3 Written Warnings	Expulsion from the conference

■ COMMON DISCIPLINARY SITUATIONS AND WARNINGS

Situation	Procedure
Use of personal pronouns	1 st and 2 nd time of usage = reminder that personal pronouns are not allowed 3 rd time = verbal warning
Arrival more than 5 minutes late	written warning
Sleeping during session	written warning
Phone rings or is used	written warning
Disrespecting the Chair or another delegate (not a national offense)	written warning
Inappropriate use of laptop or tablet	written warning
Sending inappropriate notes	1 st note = reminder of diplomatic notes correct usage 2 nd note = written warning
Non-diplomatic posture	1 st time: reminder to maintain proper posture. 2 nd time: verbal warning

Use of undiplomatic language	1 st time: reminder of the use of diplomatic language 2 nd time: verbal warning
Direct contact between delegates	Written warning
Unintentionally speaking in Spanish	1 st time: reminder of the use of the official language 2 nd time: verbal warning
Intentionally speaking in Spanish	written warning
Playing or not taking debate seriously	written warning
Dress code violation	Verbal or written warning depending on the specific situation.

■ **FORBIDDEN WORDS**

If a delegate uses any of the following words or expressions, the Chair must remind them that such terms are not permitted.

If the delegate continues, they will be notified that a verbal warning will be issued upon repetition.

Forbidden	Allowed
Rich Country / Poor Country	Developed / Developing Country
War	Military Conflict
Kill / Deaths	Loss of Life / Casualties
Army	Armed Forces
Money	Economic Resources
Poor People	Lack or Scarcity of Resources
Countries were fighting...	Nations were involved in a conflict
All nations / countries	The International Community
Bad	Negative, Unfavorable, or Concerning
Good	Positive, Appropriate, or Favorable
Lie	False Statement
Mistake	Inaccurate
Black person	Person of Color
White people	Caucasian
Weapon	Arm

Award System

1. PURPOSE OF AWARDS

Awards at **MUNARJ XVIII** recognize delegates who demonstrate exceptional preparation, diplomacy, and leadership throughout the conference.

They are granted to those who embody the spirit of cooperation, respect, and critical thinking that defines the United Nations.

Receiving an award is not simply a matter of public speaking skill — it is a recognition of research, negotiation, and the ability to build consensus.

2. AWARD CATEGORIES

▪ BEST DELEGATE

Granted to the delegate who most effectively fulfills their role, demonstrating excellence in research, leadership, negotiation, and adherence to parliamentary procedure.

▪ OUTSTANDING DELEGATE

Awarded to delegates who show consistent and high-quality participation, solid preparation, and a strong contribution to both debate and document drafting.

▪ HONORABLE MENTION

Given to delegates who exhibit commitment, respect, and an active role in discussions, maintaining professionalism and contributing constructively to the work of the committee.

3. ELIGIBILITY REQUIREMENTS

To be eligible for awards, delegates must:

- Have submitted their Position Paper before the established deadline.
- Have participated in all official sessions of the committee.
- Have maintained proper diplomatic conduct throughout the event.
- Have no written warnings on record.

4. PARTICIPATION SCORING SYSTEM

To ensure fair and transparent evaluation, delegate participation will be scored according to the **quality and impact** of their contributions during the conference. Scores range from **1 to 3 points per intervention**, based on the following rubric:

Score	Description
1 mark Basic Participation	The delegate provides information about the topic, showing understanding but limited analytical depth.
2 marks Strong Participation	The delegate contributes relevant, well-supported arguments that enhance the quality of debate.
3 marks Excellent Participation	The delegate's intervention introduces insightful perspectives, stimulates further debate, or redirects the discussion in a meaningful way.

NOTE:

- No marks are awarded for raising or seconding **motions**.
- Reading the **Position Paper** is worth **1 mark**.
- Contributing actively to the drafting and presentation of **Working Papers** or **Resolution Papers** is worth **2 marks**.
- Participation scores are combined with qualitative observations of diplomacy, teamwork, and leadership to determine award recipients.

5. AWARD DELIBERATION PROCESS

To ensure a fair, transparent, and objective evaluation process, delegate performance is assessed through a multi-step system that involves both committee-level evaluation and Secretariat supervision.

Throughout the conference, each **Committee Chair and Moderator** are **supervised and advised** by a **Committee Coordinator**, who serves as the official representative of the Secretary of Academic Affairs.

The Committee Coordinator provides continuous guidance to ensure that participation assessments remain objective, consistent, and aligned with MUNARJ's academic standards.

At the conclusion of the conference, each Chair and Moderator submit a detailed **Evaluation Report** of all delegates in their committee. This report includes both **quantitative participation scores and qualitative observations** regarding diplomacy, leadership, and collaboration.

The **Committee Coordinator** then reviews and validates these reports before submitting them to the **Secretary General**, who cross-checks all committee evaluations to ensure consistency and fairness across the conference.

Final award deliberations are conducted collectively by the **Secretariat**, considering:

- The participation scores awarded by the Chairs and Moderators,
- The oversight notes provided by the Committee Coordinators, and
- The general criteria established by the Secretary of Academic Affairs and the Secretary General.

All award decisions are **final and non-appealable**, as they represent the consensus of MUNARJ's academic and organizational authorities.