

# DELEGATE'S HANDBOOK

**GLCMUN**

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# INTRODUCTION

## Description of the Model United Nations and GLCMUN

The Model United Nations (MUN) is an educational simulation that replicates the diplomatic processes and activities of the United Nations (UN) bodies. In a MUN, participants take on the role of delegates representing different countries or international actors, discussing topics of global relevance in specific committees such as the Security Council, the General Assembly, and the Human Rights Commission. During the event, delegates participate in debates, develop resolutions, and work collaboratively to find solutions to global problems, all in a context that mimics the real dynamics of the UN.

GLCMUN (Gimnasio La Colina Model United Nations) is the Model United Nations organized by the Gimnasio La Colina School, located in the city of Cali. Since its creation, GLCMUN has aimed to offer a unique diplomatic simulation experience, where students develop leadership, communication, and conflict resolution skills while debating relevant global topics and gaining a deep understanding of current international issues.

### **Mission of GLCMUN:**

To form leaders with a global vision, enhancing the research, writing, argumentation, and public speaking skills of delegates through diplomacy, empathy, trust, and practice.

### **Vision of GLCMUN:**

To ensure that GLCMUN endures through the interest and expansion of its members, while transmitting this enthusiasm locally and nationally.

*“Because the people who are crazy enough to think that they can change the world are the ones who do it”*

*- Steve Jobs*

# INTRODUCTION

## Purpose and Objective of the Delegate's Handbook

The Delegate's Handbook of GLCMUN aims to provide all participants with a clear and structured set of rules and guidelines for behavior that must be followed during the event. This handbook is crucial for maintaining order, respect, and professionalism in all activities that take place during the model.

The protocol ensures that the event is conducted smoothly and efficiently, promoting an environment of collaboration, courtesy, and diplomacy, both among delegates and with organizers and moderators. The main purpose of this handbook is to guide delegates and other participants regarding the behavioral expectations within the committees and during interactions throughout the event. Through the application of these rules, the goal is to create a space where debates and negotiations are conducted in a respectful and constructive manner, allowing each delegation to express its views and work towards consensus solutions to reach effective agreements.

The handbook is based on the GLCMUN Statutes and also establishes guidelines regarding the dress code, conduct rules, parliamentary procedures governing interactions within the committees, and the responsibilities of delegates and chairs in relation to session development.

This document is essential for the development of the model and must be followed by **all** participants without exception.

# STRUCTURE OF THE MODEL

## Participants Organization

GLCMUN is organized under a hierarchical structure that includes the General Directorate, the Secretariat, Coordinators and SGAs, the Staff, and the Delegates. The organizing team must renew itself with each version of the event, excluding the Sponsor.

The General Directorate is composed of the Sponsors, the Secretary General, and the General Advisor. The Sponsors oversee and act as mediators, the Secretary General leads the planning and execution of the model, and the General Advisor supports key decisions and guides the Secretariat. The decisions of the General Directorate are binding for all participants in the event.

The Secretariat includes permanent positions such as the Academic Secretary, Chief of Logistics, Financial Director, Chief of Press, and Chief of Crisis, who manage the academic, logistical, and operational areas. Members of the Secretariat are responsible for coordinating and planning the model, overseeing the tasks assigned to the Coordinators and SGAs.

Coordinators are regular staff members, with the distinction that they lead specific areas of the model's branch and have the ability to guide others, while SGAs support the development of committees, monitor the performance of delegates, and provide continuous feedback.

The Staff consists of members who assist with organizational tasks, and their performance is evaluated by the Secretariat. Finally, the Chairs are responsible for moderating and guiding the different committees, and the Delegates actively participate in the model, representing different countries or figures and developing diplomatic skills. The structure allows for the smooth flow of the organization and ensures that every aspect of the event is carefully managed for its success.

# RIGHTS AND DUTIES

## Rights of the Participants

- Participants have the right to report any dissatisfaction, doubts, or complaints to any member of the organizing team.
- Participants have the right to request guidance regarding locations, schedules, important materials, or any other aspect necessary for the proper development of the Model's activities.
- Participants have the right to enjoy an experience free from discrimination, harassment, or any form of unequal treatment based on gender, sexual orientation, race, beliefs, or other personal characteristics. In the event of a situation involving discrimination or harassment, participants should contact the sponsors or a member of the Secretariat to ensure that appropriate measures are taken for the timely resolution of the situation.
- Participants have the right to have their requests for accommodations for individuals with disabilities or special needs addressed appropriately.
- Presidents and members of the Secretariat have the right to issue a warning to any participant who violates the provisions outlined in the Protocol Manual, the Code of Conduct of Gimnasio La Colina, their respective educational institution, or the GLCMUN Statutes.
- Participants have the right to receive attention and protection in case of a medical emergency or any incident that may compromise their health, always in coordination with their sponsor.
- Participants have the right to receive all official information related to the Model.
- Delegates have the right to receive a certificate of participation or other recognitions at the conclusion of the event, as established by the Organizing Committee.
- Participants have the right to be heard and respected in their role, regardless of their experience, training, or previous academic level, ensuring an environment of inclusion and collaboration.
- Participants have the right to a well-organized and safe environment, where the well-being and interests of all are respected, both during sessions and outside of them.

# RIGHTS AND DUTIES

## Duties of the Participants

- Participants must comply with all rules, regulations, and guidelines established by GLCMUN, including the Gimnasio La Colina Code of Conduct and its respective Educational Institution, the Delegate's Handbook, the Model's Statutes, and the instructions of Secretariat members, Chairs, SGAs, and other responsible individuals.
- Participants must arrive on time to all working sessions, scheduled activities, and events of the Model.
- Participants are responsible for their personal belongings; GLCMUN is not liable for any losses.
- Participants are required to actively and respectfully participate in their committee sessions, contributing their viewpoints, proposals, and collaborating in the resolution of the topics discussed.
- Participants must treat all members of the Model with courtesy and respect, regardless of their role or position within the event.
- Participants must always follow the behavior guidelines established in the code of conduct, showing respect for the rules and for other participants.
- Participants must take care of the event facilities as well as any provided materials, such as documentation, equipment, and resources. Intentional damage to facilities or equipment used during the event is prohibited.
- Participants must maintain a professional demeanor throughout the event, both inside and outside of sessions, refraining from inappropriate conduct or actions that could affect the development of the Model.
- Participants must collaborate constructively to resolve any conflict or inconvenience that may arise during the Model.
- Participants are required to report any inappropriate behavior, including harassment, discrimination, or rule violations, to Secretariat members, Chairs, or any responsible individual, so that appropriate measures can be taken.
- Participants must be responsible with the requests they make, both in terms of time and content, ensuring that they are relevant and respectful of the established rules and procedures.

# RIGHTS AND DUTIES

## Code of Conduct

- Delegates must remain within the Model's premises throughout the entire day. Leaving without authorization will result in sanctions.
- It is mandatory to arrive on time for all sessions. Repeated tardiness may lead to more severe sanctions.
- Respect for Secretariat members, Chairs, and fellow delegates is essential. Offensive or defamatory language will not be tolerated.
- The Secretariat and Chairs have the authority to sanction delegates who violate the rules.
- All invited participants must wear their identification badge at all times.
- Smoking, the use of vaporizers, narcotics, and alcoholic beverages are prohibited within the event's premises. Any violation will result in immediate expulsion.
- Intentional damage to the event's facilities or theft of materials will result in expulsion.
- The use of mobile phones is not allowed during sessions, except when permitted by the Chairs or Secretariat.
- Carrying weapons or objects resembling them is prohibited.
- Any misconduct, even if not explicitly detailed in the code, may be sanctioned at the discretion of the General Directorate of the Model.
- Repeated offenses may lead to expulsion from the Model.
- Physical or verbal assaults against any participant will be assessed by the General Directorate, and the appropriate sanction will be applied.
- Any form of harassment (verbal, physical, or sexual) will be investigated and handled according to the disciplinary procedure.
- Failure to comply with noise regulations or the established schedules during sessions will result in sanctions.
- During plenaries, delegations are not allowed to speak to each other without explicit authorization from the chair.

# RIGHTS AND DUTIES

## Code of Conduct

- Messages sent via messaging must be related to the topic under discussion and cannot be used for personal purposes.
- Runners are obligated to read the notes before delivering them. If the content is inappropriate, the Chair will decide whether to deliver it or not.
- Improper use of parliamentary language will be sanctioned by the board.
- The General Directorate has the authority to determine sanctions for serious offenses, regardless of the number of previous warnings.
- Disrespect towards the authority of the Secretary General or the Secretariat will result in severe sanctions.
- Disruptive behavior or actions that interrupt the normal development of sessions will be penalized.
- Participants must respect the decisions of the board and follow the instructions given by the Chairs or Secretariat members.
- Any form of discrimination based on gender, race, religion, or any other characteristic is prohibited and will be sanctioned according to the Model's procedure.
- Participants must act responsibly and seriously during all activities of the Model, as their conduct reflects the quality of the event.
- Delegates must behave ethically and professionally throughout the event, as they represent their institutions.
- Delegates must follow the Dress Code.

# RIGHTS AND DUTIES

## Dress Code

GLCMUN Dress Code establishes the attire guidelines that must be followed by all participants, including delegates, teachers, and officials. Adhering to these rules is essential to maintain the order and seriousness that characterize the UN simulations. The following are the dress code guidelines for each group of participants.

### **MEN:**

- Men (delegates and officials) must attend in formal attire, including:
  - 1.Trousers
  - 2.Closed shoes
  - 3.Suit jacket
  - 4.Shirt
  - 5.Tie
  - 6.Belt
  - 7.Socks above the ankle
- Middle School male delegates may replace the suit jacket or blazer with a formal sweater.

### **WOMEN:**

- Women (delegates and officials) must dress formally.
- The use of crop tops, shirts or blouses with low necklines, or backless tops is not allowed.
- Skirts must not be shorter than the fingertips when arms are fully extended (the "finger tip" rule).
- Open-toed shoes are prohibited, and heels should not exceed 10 cm.

# RIGHTS AND DUTIES

## Dress Code

### GENERAL RULES:

- Failure to comply with the dress code will allow event officials to reprimand the corresponding delegation.
- Delegates must ensure their attire is appropriate for the academic and diplomatic context of the Model.
- The use of sportswear, shorts, t-shirts, sandals, or inappropriate footwear is prohibited during the Model.
- All male teachers must attend in a shirt, closed shoes, and trousers that are not jeans.
- All female teachers must wear formal attire.
- Delegates may attend in outfits related to the delegation they represent, as long as it is not offensive and is relevant to the role they play as representatives of that country or character.

# RIGHTS AND DUTIES

## Sanctions

GLCMUN establishes a system of sanctions to maintain order and respect throughout the event. Any violation of the code of conduct will be evaluated and sanctioned based on the severity of the offense. Sanctions may include, but are not limited to:

**Warnings:** Delegates who violate the model's rules will receive a warning from the Chair or Secretariat members. The number of accumulated warnings may determine the severity of the sanction.

- Three (3) warnings: The delegate will be removed from the room for five (5) minutes.
- Five (5) warnings: The delegate will be removed from the room for fifteen (15) minutes.
- Seven (7) warnings: The delegate will be removed for the rest of the day.
- Ten (10) warnings: The delegate will be removed from the model.

**Temporary Expulsion:** In case of a serious violation, a delegate may be removed from the event for a period determined by the General Directorate. This may occur when the offense significantly affects the development of the Model or the atmosphere of respect and coexistence.

**Permanent Expulsion:** More serious offenses, such as the use of prohibited substances, physical or verbal assault, harassment, or theft of materials, may result in immediate and permanent expulsion from the Model. The expulsion will be decided by the General Directorate.

**Academic or Institutional Sanctions:** In cases where the violations also involve breaches of the internal regulations of the participants' educational institutions, the responsible individuals will be reported to the relevant educational authorities, who will determine any additional disciplinary actions.

**Insubordination Sanctions:** If a participant challenges or ignores the instructions of the Chairs, Secretariat members, or the organizing team, this will be considered insubordination and may lead to severe sanctions, including expulsion from the Model

# RIGHTS AND DUTIES

## Sanctions

**Other Sanctions:** The General Directorate also has the authority to impose other sanctions deemed appropriate, depending on the severity of the offense committed. Sanctions may range from verbal warnings to the removal of the participant from the event.

**Disciplinary Procedure:** The procedure for imposing sanctions will be based on the severity of the violation and will be governed by the behavioral standards and specific provisions of the event. The final decisions on sanctions will be made by the General Directorate, and in exceptional cases, by the competent authorities of Gimnasio La Colina.

# PARLIAMENTARY PROCEDURE

## Order of Activities During the Committee

Before addressing the parliamentary procedure, it is important to note that the rules outlined below apply **only** to regular committees. For extraordinary committees, participants must refer to the specific documents of "Description and operation of the committee", available on the event's website.

## Order of Activities During the Model

- 1. Opening Speech:** The opening speech is the moment when each delegate briefly presents their position on the topic being discussed. All delegates will have 45 seconds for reading it.
- 2. Informal Debate:** During informal debate, delegates have the opportunity to express their ideas and positions more extensively, interacting with other delegates to understand their opinions and generate a general idea of the committee's landscape.
- 3. Formal Debate:** Formal debate is structured and led by a list of speakers, where delegates sign up to speak. Each intervention has a limited time and is intended to argue or defend the position of their delegation and/or draft resolution, depending on the moment in which the motion occurs.
- 4. Lobby Time:** Lobby time is a break during which delegations can form blocs and begin drafting their resolutions using the GLCMUN format, which is available on the official Model website.
- 5. Reading of Draft Resolutions:** In this phase, the bloc leaders present their draft resolution to the entire committee. During the reading, other delegates may submit amendments.
  - **Amendments:** An amendment is a proposal made by a delegation, either friendly or unfriendly, to modify or add a point to the resolution under discussion. The amendment must be submitted in writing to the Chair before requesting the floor.
    - If the bloc leaders agree, the amendment will automatically pass.
    - If the amendment is unfriendly to the bloc leaders but friendly to the Chair, the Chair has the authority to approve it and explain the reasons why it is allowed.
    - A draft resolution is tabled down if it has 8 friendly amendments.

# PARLIAMENTARY PROCEDURE

## Order of Activities During the Committee

**6. Voting:** Once the amendments have been completed, the resolution is put to a vote. The voting is conducted by calling the list of countries in alphabetical order among those present. Delegates may vote in favor, against, or abstain.

- The resolution will be accepted with the favorable vote of the majority (more than half) of the delegates present. Abstention does not signify support or opposition to the resolution.
- The authors of the resolution cannot vote against it; their options are to vote in favor or abstain.
- Delegates may choose to "pass" during the vote to hear the votes of other delegations before casting their own. The votes of the delegations that "passed" will be required at the end of the voting.
- During the voting, it is strictly prohibited to speak or engage in any form of communication.
- Organizations, observers or States that are not members of the United Nations may not vote.

# PARLIAMENTARY PROCEDURE

## Basic Procedure

- **Substantive Issues:** A substantive issue refers to any motion, request, intervention, or document that is discussed or presented during the session.
- **Right to Vote:** Each delegation has the right to one vote. Delegations may only abstain when voting on an amendment or a draft resolution. Abstentions will not be counted when determining the majority in decision-making on substantive issues. Delegates representing organizations, observers, or States that are not members of the United Nations will not have the right to vote on substantive issues.
- **Roll Call:** At the beginning of each session, as well as after breaks (refreshments and lunches), the committee chairs will call the roll. Delegations must respond alphabetically with "Present" or "Present and voting."
- **"Present and Voting":** If a delegation responds "present and voting," it waives the right to abstain on substantive issues for the rest of the session. This delegation may not change its position unless there is a change in the agenda. If a delegation is not present when the roll call is made, they must notify the Chair upon arrival.
- **Quorum:** The Chair may declare the session open and begin debate with the presence of a simple majority of members. For a vote on a substantive issue to be valid, the presence of at least two-thirds of the members is required. Any delegate may request a review of the quorum, and the Chair must decide whether a roll call should be conducted to verify it.
- **Definition of Majority:**
  - Simple Majority: Achieved when there are at least half plus one votes in favor.
  - Two-Thirds Majority: Achieved when votes in favor are at least double the votes against.

# PARLIAMENTARY PROCEDURE

## Basic Procedure

- **Establishing the Agenda:** After taking the roll call, the order of the topics to be discussed must be established. A motion can be made to set a list of speakers who will discuss the order of the agenda. This motion will pass with a simple majority of votes.
- **Warnings:** A warning is a formal notice issued by a member of the Chair or Secretariat when a delegate violates any rule in the code of conduct or parliamentary procedure. Similarly, the Chairs may be warned by the Academic Secretary or the Secretary-General if any faults are presented.

# PARLIAMENTARY PROCEDURE

## Motions and Request

The following are the motions and requests that delegates may propose to the Chairs. Chairs may deny any motion if they deem there is insufficient time to put it to a vote. Requests and, in general, all delegate interventions may be ruled "out of order" by the Chairs if they conflict with the procedural rules. Motions and requests are made to the Chairs by raising the placard or stating the name of the motion or request.

### MOTIONS

- **Motion to Withdraw the Proposal:** Used to withdraw any resolution or to correct it at any time before the vote.
- **Motion for Lobby Time:** Any delegate who sees the need for a recess to discuss with other delegates outside the Agenda may request it from the Chair, who will propose it to the committee.
- **Motion to Close Debate:** Any delegation may propose to vote on a certain resolution before the allotted debate time ends. If the motion is seconded, it will proceed to a placard vote. If there is one vote against, the motion fails.
- **Motion to Extend Debate Time:** Any delegation may request an extension of debate time. This includes the delegate currently at the podium. The Chair decides its approval. The extension cannot exceed the initial debate time.
- **Motion for a Roll Call Vote:** Any delegation may request a roll call vote.
- **Motion to Divide the Question:** Any delegate may request that an amendment or resolution be divided into parts before voting.

# PARLIAMENTARY PROCEDURE

## Motions and Requests

- **Motion for Formal or Informal Debate:** Any delegate may request to initiate a formal or informal debate led by the Chair. A formal debate involves a speaker's list with a time per speaker determined by the Chair or the delegate proposing the motion. An informal debate has no fixed order of speakers, and the Chair grants the floor to delegates who request it by raising their placards.
- **Motion to Table a Draft Resolution:** This motion is proposed when a draft resolution does not adhere to the established procedure or is entirely inadmissible, or when it includes at least eight friendly amendments. This motion must be voted on, and if passed, a brief formal debate both in favor and against tabling the draft resolution will be opened.
- **Motion to Open the Agenda:** Used to establish the order of topics for discussion in the committee.
- **Motion to Close the Agenda:** Used to end the discussion on a topic.
- **Motion to Suspend/Resume the Session:** This motion is made when it is time for a break, such as breakfast or lunch. Before moving to resume the session, roll call must be conducted, and quorum must be confirmed.
- **Motion to Add to the Record:** To include something a delegate has said in the official record, a motion must be made and approved by the Chair.
- **Motion for Free Movement:** This motion may only be made once during the entire session. Without it, delegates cannot move freely and must remain standing still when speaking.
- **Motion to Extend Debate/Lobby Time:** Used to extend either of these periods. Approval is at the discretion of the Chairs.
- **Motion to Relax Dress Code:** Delegates may remove their jackets and slightly loosen their ties.

# PARLIAMENTARY PROCEDURE

## Motions and Requests

- **Motion to Split the Room:** When many delegates wish to speak, this motion divides the room into side A and side B. When the Chair grants the floor, it will alternate by "sides," and only delegates from the designated side may speak.
- **Motion to Consider a Significant Question:** This motion applies when a draft resolution addresses issues of peace or international security, involves changes to the UN budget or finances, or grants or rescinds credentials to a member state. If the committee approves this motion, the draft resolution is deemed a significant question, requiring a two-thirds majority instead of a simple majority for approval.
- **Motion to Remove a Clause:** When a clause cannot be removed through an amendment but is deemed irrelevant by a delegate, this motion can be proposed to delete the clause. Approval requires a simple majority, and if passed, the clause will be removed

## REQUESTS

- **Point of Order:** Used when a delegate or the Chair fails to follow proper procedure or parliamentary language. This point may interrupt the speaker the first two times it is raised.
- **Point of Personal Privilege:** Reiterated as a point to request actions that exclusively affect the delegate, such as permission to: go to the restroom, read their opening speech at a specific moment, change seats, or approach the Chair for private consultations. This point may interrupt the speaker.
- **Point of Information to the Chair:** Used to request information directly from the Chair. This point cannot interrupt the speaker.
- **Point of Information to the Speaker:** Allows delegates to ask questions to the speaker with the Chair's authorization. This point cannot interrupt the speaker.
- **Point of Parliamentary Procedure:** Raised when a delegate has questions regarding parliamentary procedure. This point cannot interrupt the speaker.

# PARLIAMENTARY PROCEDURE

## Motions and Requests

- **Right to Reply:** This is requested when a delegation feels directly and explicitly offended by another delegation. It is interruptible the first time; subsequent requests require waiting until the intervention is finished. A right to reply is not granted to another right to reply or for argumentative disagreements.
- **Point of Relevance:** This is applied when a delegate believes another's intervention is not pertinent to the debate. It is interruptible and must be judged by the Chair.
- **Point of Subsequent Question:** Allows for an additional question to be asked following a previously formulated Point of Information. The question must be syntactic in nature.
- **Point to Ask a Semantic Question:** This is used to pose an open-ended question during a Point of Information to the Speaker.
- **Challenge to Competence:** A delegate may request a Challenge to Competence when they believe another delegate has misrepresented their country's foreign policy or their character's beliefs during speeches or votes on significant issues. This procedure must follow the rules below:

### 1. Preconditions

- Before the challenge is allowed, the Secretary-General must be summoned to the committee.
- The Chair and the Secretary-General will decide if the challenge should proceed.

### 2. Procedure

- Challenger's Intervention: The delegate presenting the challenge will speak first. They must explain how the accused delegate misrepresented their country's foreign policy or character's beliefs and support their argument with evidence in the form of physical documents, official statements, resolutions, or speeches made by the accused delegate.
- Accused Delegate's Defense: The accused delegate will have the opportunity to defend their position.

# PARLIAMENTARY PROCEDURE

## Motions and Requests

### 3. Decision

- The Chair, along with the Secretary-General, will evaluate both arguments and make a decision.

### 4. Consequences

- If the challenge is successful: The accused delegate loses their voting privileges on the matter at hand.
- If the challenge is unsuccessful: The challenging delegate loses their voting privileges on the matter at hand.

### 5. Additional Impact:

- In both cases, all delegates representing the country of the losing delegate in current Model committees will also lose their voting rights on the matter in question.
- This mechanism aims to ensure that diplomatic representations are accurate and in line with the official policies of the countries being represented.

# PARLIAMENTARY PROCEDURE

## Chart of Procedures

MOTION/ REQUEST	¿NECESARIO SECUNDAR?	¿INTERRUMPIBLE?	VOTO NECESARIO
Moción para retirar la propuesta	No	No	Mayoría Simple
Moción para tiempo de Lobby	Sí	No	Mayoría Simple
Moción para cerrar debate	Sí	No	2/3
Moción para la extensión del tiempo de debate	Sí	No	Mayoría Simple
Moción para votación	Sí	No	Mayoría Simple
Moción para dividir la pregunta	Sí	No	Mayoría Simple
Moción para un debate formal o informal	Sí	No	Mayoría Simple
Moción para entablar un proyecto de resolución	Sí	No	Mayoría Simple
Moción para abrir/cerrar agenda	Sí	No	2/3
Moción para suspender/reanudar sesión	No	Sí	Mayoría Simple
Moción para añadir al registro	No	No	Mayoría Simple
Moción para hacer uso del espacio libremente	No	No	Mayoría Simple

# PARLIAMENTARY PROCEDURE

## Chart of Procedures

MOTION/ REQUEST	NECESSARY TO SECOND?	INTERRUPTIBLE?	REQUIRED VOTE
Motion to Withdraw the proposal	No	No	Simple Majority
Motion for Lobby Time	Yes	No	Simple Majority
Motion to Close Debate	Yes	No	2/3
Motion to Extend Debate Time	Yes	No	Simple Majority
Motion for Voting	Yes	No	Simple Majority
Motion to Divide the Question	Yes	No	Simple Majority
Motion for a Formal or Informal debate	Yes	No	Simple Majority
Motion to Table Down a Draft Resolution	Yes	No	Simple Majority
Motion to Open/Close Agenda	Yes	No	2/3
Motion to Suspend/Resume Session	No	Yes	Simple Majority
Motion to Add to the Record	No	No	Simple Majority
Motion to Use Free Space	No	No	Simple Majority

# PARLIAMENTARY PROCEDURE

## Parliamentary Language

The parliamentary language rules described here apply generally to all regular committees. Delegates must adhere to these guidelines to ensure efficient, respectful, and professional communication throughout the development of the model. For extraordinary committees, the corresponding document (available on the website) should be consulted, detailing the specifics of the procedures and parliamentary language applicable in those cases.

## Principles of Parliamentary Language

- *Use of the third person:* At all times, delegates must address the Chair, other delegates, and the topics discussed in an objective manner, avoiding the use of the first person ("I," "we"). Any idea or statement should be expressed impersonally and respectfully.
- *Formality in interventions:* Interventions should always be formal and serious, avoiding informal, colloquial, or vulgar expressions. The use of appropriate language reflects the academic and diplomatic level of the model.
- *Diplomatic tone:* Interactions should maintain a diplomatic tone, recognizing different perspectives and always seeking constructive dialogue. Criticisms, when necessary, should be made respectfully, pointing out specific issues and avoiding personal attacks.
- *Replacement of informal terms:* The use of certain terms and expressions that do not correspond to the formal context of a Model United Nations is prohibited. This manual will list some of these terms and their appropriate replacements.
- *Proper use of points:* Any request or procedural point must be made precisely and in accordance with the established rules. Interruptible motions and requests must be clearly stated, and the delegate should wait for the Chair's response before continuing with the intervention.

# PARLIAMENTARY PROCEDURE

## Parliamentary Language

This is a list of informal terms that should be avoided in regular committees, along with their appropriate alternatives. It is important to note that this list is not exhaustive; in case of doubt regarding the use of any term, it is recommended to consult with the Chair or a member of the Secretariat to ensure compliance with proper parliamentary language.

INFORMAL TERM	APPROPRIATE REPLACEMENT
Money	Monetary Resources
War	Armed conflict / Military conflict
Guerrilla / Terrorists	Armed groups / Groups outside the law / Belligerent groups
Paramilitaries	Self-defense forces
Poverty	Scarcity of resources
Deaths	Casualties
Third World	Developing countries
First World / Global Powers	Developed countries
Drugs	Psychoactive substances
Corruption	Political dishonesty

# DRAFT RESOLUTION

## Content

### DRAFT RESOLUTION

A draft resolution is a formal document created by a bloc of countries (at least 2 heads of bloc and 5 sponsoring countries) that share similar perspectives on the topic under discussion. The purpose of this document is to propose concrete solutions to the issues raised in the committee. The document must follow the format outlined on the website.

#### Parts of the Draft Resolution:

##### 1. Preamble:

- Contextualizes the issue.
- Must contain at least 5 preambulatory clauses that provide relevant and clear background information.
- Each preambulatory phrase must be coherent with the topic and not include irrelevant information.

##### 2. Operative Clauses:

- Present the proposed solutions by the bloc.
- Must include at least 7 operative clauses that directly address the issues mentioned in the preamble. That is, operative clause #1 should respond to preambulatory clause #1, and so on.
- Each solution must be specific, feasible, and aligned with the committee's mandate.

#### Formatting Requirements:

The draft resolution must adhere to the format detailed on the model's website, which includes the use of specific typography, line numbering, and a clear structure of preamble and operative clauses. If there are any doubts regarding the content or format, it is recommended to consult the Chair or a member of the Secretariat directly.

# DRAFT RESOLUTION

## Content

### ANNEX

The annex is a separate sheet that must include the signature of all delegates in the committee. As a signature, delegates must include the full (official) names of the countries they represent. This document is mandatory and must be submitted along with the draft resolution. The absence of the annex automatically invalidates the resolution.

### PRESS RELEASE

A press release is an alternative document created by smaller blocs (fewer than 7 delegations) or individual delegations. Unlike the draft resolution, this document is not subject to voting and serves to express the position of the country or bloc on the topic under discussion.

#### Parts of the Press Release

- Introduction: A brief description of the issue being discussed in the committee.
- Country or Bloc Position: A clear and well-supported explanation of their stance on the topic.
- Reason for Independence: Justification for why they are not part of a larger bloc.
- Proposed Solutions: Specific and realistic solutions that reflect the interests of the delegation or bloc.

#### Formatting Requirements:

The press release must also comply with the format specified on the website, including the signature of the head of state (president, prime minister, etc.) or the represented figure.

# DRAFT RESOLUTION

## Preambulatory & Operative Clauses

PREAMBULATORY			
Acknowledging	Affirming	Alarmed by	Approving
Aware of	Believing	Bearing in mind	Confident
Congratulating	Contemplating	Convinced	Declaring
Deeply concerned	Deeply conscious	Deeply convinced	Deeply disturbed
Expecting	Fulfilling	Fully alarmed	Fully aware
Fully believing	Fully developing	Further recalling	Guided by
Having adopted	Having considered	Having examined	Having studied
Nothing further	Noting with appreciation	Noting with approval	Noting with deep concerned
Noting with regret	Noting with satisfaction	Observing	Pointing out
Reaffirming	Realizing	Recalling	Recognizing
Referring	Reminding	Seeking	Taking into account
Taking into consideration	Taking note	Viewing	Welcoming

# DRAFT RESOLUTION

## Preambulatory & Operative Clauses

OPERATIVE			
Accepts	Affirms	Approves	Asks
Authorizes	Calls for	Calls upon	Condemns
Congratulates	Confirms	Declares accordingly	Deplores
Designates	Encourages	Endorses	Expresses its appreciation
Expresses its hope	Further invites	Further proclaims	Further recommends
Further requests	Further resolves	Hopes	Invites
Proclaims	Proposes	Recommends	Regrets
Requests	Resolves	Seeks	Strongly affirms
Strongly Condemns	Strongly urges	Suggest	Supports
Trusted	Trasmits	Urges	Needs

# WELCOME TO GLCMUN XI

Sebastián Ávila Cabal - General Advisor

Dear GLCMUN XI community,

Eleven years ago, what began as a small academic project with grand aspirations has become a legacy of learning, inclusion, and transformation.

Today, with pride and excitement, I welcome you to the eleventh edition of GLCMUN, a space created for each of you to shine with your ideas, your passion, and your ability to make an impact on the world.

GLCMUN XI is much more than a Model United Nations; it is a place where the voices of young people like yourselves become powerful tools for imagining a better future. It is a place where connections are built, where you learn to negotiate, debate, and lead, and where you understand the complexities of the world in order to seek real solutions to the challenges we face as a society.

In these eleven years, we have demonstrated that youth has the power to transform realities, and this edition will be no exception. Over the next few months, I want you to challenge yourselves, to dare to think differently and be creative with your proposals. Remember that this space is designed for you to learn not only about international politics, but also about empathy, teamwork, and the importance of listening.

I also want to take this opportunity to thank you for being here, for your trust, and for contributing your talents and enthusiasm to this project. I know many of you have worked hard to get here, and I want you to know that all that effort was worthwhile. My greatest wish is that you all have an unforgettable experience that inspires your academic future and your life plans.

These eleven years represent a journey full of learning, challenges, and shared achievements, and we couldn't have gotten here without the commitment of everyone who has been part of GLCMUN over the years. That's why I want to invite you to be part of this edition and give it your all, because at the end of these three days, you'll not only take away knowledge and lessons learned, but also unforgettable memories, new friendships, and the certainty that your words and ideas can change the world.

Sincerely,



**Sebastián Ávila Cabal | General Advisor**

EDUCATIONAL  
INSTITUTION

