



KCPMUN XII HANDBOOK

Introduction

Greetings Delegates,

On behalf of the Secretariat of the KCP Model United Nations, it is our great honor and pleasure to extend to you a warm and heartfelt welcome to the Twelfth Edition of our conference, held under the inspiring theme “One World, Many Voices, a Shared Vision.” We are thrilled to witness the dynamic exchange of perspectives, diplomacy, and collaboration among the brightest young minds.

This year’s theme reflects our belief in the power of diversity and unity—recognizing that while each voice carries its unique story and standpoint, together they contribute to a shared vision for a more just, peaceful, and sustainable world. As we embark on this year’s conference, we continue our mission to cultivate a platform that nurtures critical thinking, fosters intercultural understanding, and empowers delegates to craft innovative and impactful solutions to global challenges.

The United Nations stands as a symbol of collective aspiration, reminding us that global progress is possible when nations listen, engage, and act together. Within this framework, the role of passionate and visionary leaders is indispensable. Your dedication, creativity, and commitment to diplomacy are what drive meaningful dialogue and lasting change.

KCPMUN XII serves as a space to amplify your voices, challenge your thinking, and shape you into the leaders of tomorrow. Through thoughtful debate, collaborative problem-solving, and the careful navigation of complex diplomatic landscapes, you will develop essential skills and insights that extend far beyond the committee room.

We eagerly look forward to the unfolding of this momentous event—one filled with rich discussions, diverse perspectives, and transformative ideas. Together, let us honor every voice, embrace our shared vision, and contribute to a future defined by cooperation and constructive global action.

Best Regards,

KCPMUN XII Secretariat

General Information

About the UN and KCPMUN

The United Nations was established in 1945 as a forum to discuss international disputes and solve international problems through peaceful means. The United Nations Charter includes the following purposes of the organization:

1. To maintain international peace and security.
2. To develop friendly relations among nations based on respect for the principle of equal rights, and to take other appropriate measures to strengthen universal peace.
3. To achieve international cooperation in solving international problems.
4. To promote and encourage respect for human rights and fundamental freedoms for all without distinctions as to race, sex, language, and religion.
5. To harmonize the actions of nations in the attainment of these common ends.

The KCP Model United Nations (KCPMUN) is a student-run organization. It provides a forum for students to stimulate the real United Nations and deal with the pressing global issues of the day. It has three overall goals:

1. To promote interest and understanding of the nations of the world.
 2. To help students gain a broader perspective of global issues and the role of the United Nations in world politics.
 3. To help students develop their writing, speaking, social, and critical thinking skills.
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KCP Model United Nations Staff

KCPMUN relies on a dedicated student staff to produce the simulation. The Secretariat consists of the following in hierarchical order:

Secretariat- Responsible for the preparation of the students selected to organize and operate the KCPMUN.

Secretary General- Responsible for the operation of each KCPMUN session, including scheduling rooms, registration, printing, and coordinating information with high school advisors. The Secretary-General organizes the student staff and allocates staff responsibilities.

Director General- The Director General is the right hand of the Secretary General. The Director General is in charge of producing the supplies needed for the conference, overseeing budgets, and is the leader of the Crisis Department.

Academic Coordinator- Responsible for mentoring presidents and ensuring their preparation regarding committee topics and the Modus Operandi. The Academic Coordinator is responsible for the academic aspect of the model and ensures that the compelling committees are well-developed, rigorous, and have intriguing topics.

Communications Coordinator- The Communications Coordinator supports a variety of duties and initiatives on the communications team of the model. As the leader of the press team, the Communications Coordinator also serves as a mentor while executing the daily newspapers, press releases, and communicating any urgent news.

Under Secretary General of Administration and Conference Services- Responsible for all of the logistical and administrative aspects of the model before and during the conference.

Delegate Preparation

Research

To ensure the quality of the simulation, delegates must conduct appropriate and extensive research into the specific topics and countries pertinent to the discussion. The success of the simulation relies on well-informed delegates playing the role of their member state appropriately. An uninformed or out-of-character delegate leads to an unfulfilling simulation.

Delegates should focus their research on the following six basic areas:

1. **The United Nations.** All delegates should understand the structure and purpose of the organization, including the committee to which they are assigned. This will limit and guide further research to ensure delegates are focused and have clear goals for what can reasonably be accomplished during the simulation.
2. **General background of the Member State.** All delegates should research the historical and demographic background of their member states. This should include information like population, government, natural resources, trade, traditional allies

and adversaries, colonial context ethnic and/or religious strife, social conflict, etc.

3. **Policies of the Member State.** All delegates should research their country's position on the issues to be discussed in their committee. These positions can be found in UN documents, foreign ministry websites, and secondary sources like books, articles, and periodicals. Delegates may also try contacting the country's permanent mission to the UN. It is particularly helpful to know your country's past voting record on these issues in the UN. It is not possible to know exactly what a country would do in every situation. Delegates should strive to know their country well enough that they can make reasonable assumptions about how their country would act and avoid getting "out of character".
4. **The Member States Role in the real world.** All delegates should recognize that the United Nations might be dealing specifically with their own country in certain committees. Situations like civil war, sanctions, or specific issues particularly relevant to their own country (drugs, AIDS, humanitarian Aid, etc.) might require delegates to uniquely contribute to the simulation by conveying specific information about their country to the committee.
5. **Various perspectives on the issues.** All delegates should be aware of varying viewpoints that countries might have on the issues within their committee. Important differences often exist between developed and underdeveloped nations, for example, or between various regions of the world. All delegates should try to know which countries are likely to support their positions and which countries are not likely to support their positions.
6. **The rules of procedure.** All delegates should know the rules of procedure, particularly the primary motions used during committee meetings.

Research Sources

General sources of information include the following:

- Basic facts about the United Nations (UN Department of Public Information)
- The World Almanac
- The Europa Yearbook
- A Guide to Delegate Preparation (UNA Publication)
- Model United Nations Preparations (UNA Publications)
- A Global Agenda: Issues before the General Assembly (UNA Publications)

Internet sources include the following:

The UN website
UN Documents
UN Voting Records and Country Speeches
Permanent missions to the United Nations
UN Wire Daily Newsletter

Delegation Strategy

Each delegation should determine its strategies and goals for the session. Working toward solutions in the UN requires intense negotiation and compromise. Each delegation must decide how it will participate in that process. Some questions to consider include: Will your delegation play a conciliatory, obstructive, neutral, aggressive, or leadership role? How can you delegate to achieve your country's goals and interests? With which nations will your delegation attempt to work? How important is your country's regional bloc? How will your delegation deal with your main adversaries?

Opening Statements

This is an overall statement outlining a nation's view on a particular topic. An outline of the statement on a topic assigned to the delegate's committee must be submitted by the date stated by the Secretary-General. The regulations regarding Opening Statements are as follows:

1. Speech will be no longer than a minute and a half in length.
 2. Opening Statements have to be sent to the presidents before their reading.
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Position Papers

All delegates must submit a Position Paper to be considered for a KCPMUN delegate academic award. The position papers should conform to the country's foreign policy on a topic in each delegate's assigned committee. It should be

between two and five pages. It should include the school name, country, delegate name, and committee. The following outline may help write your paper.

Position Paper Template:

Committee: (Full name of committee)

Topics: (copied and pasted from the president's description)

Delegation: (Complete name of country)

School Name: (Complete Name)

Student Name: (Complete Name)

Number of MUN Assisted: (As delegate or president ONLY)

Part A: Country's Close-Up

1. Map showing neighboring countries
2. Type of Government
3. Capital City
4. Government Officials - Presidents, Political Parties, Political Leaders, etc.
5. Languages
6. Ethnic Groups
7. Religion
8. Natural Resources
9. Industries
10. International Organization Participation

Part B: Topic Background

1. What is the problem?
2. Historical Background (events leading to the problem).
3. United Nations Past Actions.
4. General position of the major powers and blocs on the issue.

Part C: Country's Strategies and Approach

1. Country's position on the topic.
2. Past Approach/ Action.
3. Solutions the delegation plans to purpose.

4. Primary reasons for supporting your nation's point of view.
5. Strongest opposing positions and rebuttal.

Resolutions

Resolutions are the primary tools for action in the UN. They may state a policy that the UN will undertake, suggest a course of action, or condemn an action. Resolutions are divided into two sections: preamble and operative. The preambular clauses are justifications for action, and the operative clauses specify the action: they state what the UN is going to do. Nobody other than the Security Council may require action or place sanctions on member states. Resolutions should neither go beyond the purview of the relevant committee nor duplicate past UN resolutions on the topic. All delegates must submit a resolution on a different committee topic for the fall and spring conferences in any school year.

Delegates may submit more than one resolution per committee. However, only one resolution will generate points for the overall delegation awards. Delegations must submit one resolution in each of their assigned committees to be considered for delegation awards. Each delegate is responsible for submitting his/her resolution(s) in the required format before the resolution deadline. Resolutions that do not meet the format requirements will not be included in the committee packet.

Formatting for all resolutions is as follows:

- Resolutions should be submitted in 12pt Times New Roman font.
- Headings must include the following lines:
 - Committee.
 - Committee Topic as stated on the agenda topic list.
 - Heads of Block
 - Sponsoring Nations
- Resolutions are one long sentence, with commas and semicolons separating all clauses. - Preambulatory Clauses begin with words such as “Taking note of”, “Recalling” or “Believing”, which are written in *italics*. For more words to begin clauses, look at Points and Motions in the Parliamentary Procedures section. Each clause ends with a comma; the last preambular clause should end in a semi-colon.
- Operative Clauses begin with verbs such as “Requests”, “Demands” or “Condemns” which are **bolded**. Each clause ends with a semicolon and the last clause ends with a period. Each operative clause has to be numbered and has a one-half-inch left indent.
- Clauses should be written as a separate paragraph. Each clause is single-spaced, with double spaces between the clauses. If a clause has sub-clauses, the main clause should end with a colon. - Sub-clauses are lettered (a), (b), (c), etc. and end with a comma (for preambulatories) or semicolon (for operatives).

Working Paper

Sample Resolution:

Committee: United Nations Office on Drugs and Crime.

Topic: Implementation of Measures for the Prevention of Corruption within Government Organizations and Officials.

Working Paper 2.2.1

Heads of Block: Russian Federation, People's Republic of China

Sponsoring Countries: Democratic People's Republic of Korea, Islamic Republic of Pakistan, Republic of India, Republic of Venezuela, Republic of Argentina

Signatory Countries: Annex 1

The General Assembly,

Alarmed by the increasing amount of money laundering, bribing, nepotism, extortion, and other forms of corruption worldwide,

Taking into account that the economic resources that are being laundered are not being invested in the well-being of the international community,

Guided by the actions taken by the Nordic countries to prevent corruption within each nation,

Seeking to achieve long-lasting solutions with a preventative approach,

Noting Further that international cooperation is required to ensure the return of corrupt individuals to face justice;

Resolves,

1. *Suggests* stronger standards of integrity for public officials and independent judicial systems;
2. *Instructs* the implementation of a Denial of Entry Network to suspected corrupt individuals between UN member nations. Having extradition as a second option will add a weapon to the arsenal of corruption fighters. But stopping the corrupt from finding "safe havens" to enjoy their wealth comes first;
3. *Further recommends* increased access to public information, and the due diligence for issuing the tools of travel such as passports, golden visas, and diplomatic appointments;
4. *Supports* the fact that this prevention system is accessible for nations that don't have the necessary economic resources for sophisticated technology systems of their own;
5. *Encourages* the establishment of programs and the creation of campaigns against corruption;
6. *Urges* the participation of the international community in these attempts;
7. *Decides* to stay active in the matter.

Senado de la República

Artículos de funcionamiento del Senado de la República:

Artículo 1: El comité se realizará únicamente en español, a fin de garantizar una comunicación efectiva y unificada entre todos los participantes.

Artículo 2: A cada participante se le asignará un senador particular de uno de los partidos políticos especificados en el Committee Profile, con el objetivo de fomentar un equilibrio representativo en el comité.

Artículo 3: Para referirse a otro senador, se debe usar el título de "honorable senador" o "senador", seguido del primer apellido del senador asignado. Se permite dirigirse directamente a un senador.

Artículo 4: El Manual de Procedimientos (Rules of Procedures) y el Modus Operandi de KCPMUN 2024 servirán como base para todos los procedimientos dentro del comité, a excepción de los papeles de posición y trabajo. El código de conducta se ajustará según lo establecido en los artículos planteados.

Artículo 5: No será necesario redactar papeles de resolución para los temas en discusión. No obstante, se redactarán proyectos de ley y se aceptarán enmiendas para aquellos que ya estén radicados, siempre y cuando sean aprobadas por la mayoría.

Artículo 6: Los presidentes deberán emitir dos advertencias previas antes de aplicar el artículo 7, garantizando así un proceso justo y equitativo durante las discusiones.

Artículo 7: Los presidentes tendrán la autoridad de expulsar de manera puntual a un senador que esté obstaculizando el flujo del debate, una vez se haya realizado el llamado de atención correspondiente. El senador retirado deberá ausentarse por un lapso de 10 minutos y se le descontarán 10 puntos de la rúbrica.

Artículo 8: Los senadores estarán ubicados junto a sus respectivos partidos políticos, con el propósito de fomentar la interacción y el trabajo colaborativo dentro del comité.

Artículo 9: Tanto las mociones como los proyectos de ley requerirán el apoyo de la mitad del comité más uno, a fin de ser aprobados y avanzar en el proceso legislativo.

Artículo 10: Todos los procedimientos parlamentarios (Parliamentary Procedures) aplicarán al Senado de la República, asegurando así un marco de trabajo reglamentado y estructurado para todas las actividades del comité.

Artículo 11: Los senadores que representen a un grupo indígena tradicional o una minoría que requiere una vestimenta diferenciada de la establecida por el código de conducta (Code of Conduct), podrán hacerlo con previa autorización de los presidentes y el secretariado.

Artículo 12: La mesa podrá considerar la inclusión de cierto lenguaje parlamentario pertinente al tema en discusión, el cual no haya sido mencionado anteriormente, con el objetivo de enriquecer el debate y la comprensión de los asuntos abordados.

Artículo 13: Se establece un tiempo máximo de 1 hora para el desarrollo de actividades de lobby, con el fin de promover una discusión efectiva y eficiente en torno a la elaboración de proyectos de ley o comunicados de prensa.

Artículo 14: Se adoptará el formato del proyecto de ley presentado a continuación, a fin de estandarizar la presentación de las propuestas legislativas dentro del comité.

Proyecto de ley

Para el comité del Senado de la República, los proyectos de ley seguirán un formato similar al de un papel de trabajo, que consta de cláusulas preambulatorias y resolutivas, con la particularidad de que estas últimas se denominan artículos. A continuación se presenta un ejemplo que ilustra el cambio de formato para los proyectos de ley, donde el preámbulo precede al "decreta" y las cláusulas resolutivas se presentan después de este. Se enfatiza que los artículos (cláusulas resolutivas) no necesariamente deben comenzar con verbos en infinitivo en los proyectos de ley. El texto se redactará en Times New Roman 12 para garantizar la uniformidad en el formato. Es fundamental evitar cualquier tipo de error ortográfico. Durante la votación de aprobación del proyecto, se requerirá un mínimo de 5 cláusulas preambulatorias y 5 cláusulas resolutivas; de lo contrario, el proyecto se considerará automáticamente inválido.

Proyecto de Ley 1.1 de 2024

Senadores cabeza de bloque: Los 2 senadores que presentan el proyecto

Partidos Redactantes: Todos los partidos participes en el proyecto

Senadores Redactantes: Todos los senadores participes en el proyecto

"FRASE PREAMBULATORIA"



Preambulatorio 1
Preambulatorio 2
Preambulatorio 3
Preambulatorio 4
Preambulatorio 5

El Congreso de la República
DECRETA:

Artículo 1:
Artículo 2:
Artículo 3:
Artículo 4:
Artículo 5:

Delegates' and Delegations' Code of Conduct

Dress Code

KCPMUN enforces a strict dress code to ensure and promote professionalism and to respect the gravity of the topics discussed during the simulation.

Business attire is the norm; however, delegates may use pins and or traditional clothing from their model country.

Dress Code:

Women:

- Professional pants or dresses or skirts that do not exceed 2in above the knee.
- Revealing, transparent, or sleeveless shirts are not permitted.
- Professional footwear. No flip-flops permitted.

Men:

- Suit and tie.
- Professional footwear. No flip-flops permitted.

Any delegate who does not adhere to the dress code may be asked to leave the model.

Delegate Conduct

1. Delegates are expected to show a respectful attitude towards fellow delegates, KCPMUN authorities, and KCPMUN staff at all times.
2. All delegates and KCPMUN authorities/ staff must follow the Dress Code.
3. Delegates are not permitted to leave the simulation without permission or prior notice.
4. All delegates must report to their respective committees when the session is in order.
5. Delegates must wear their name badges at all times. Name badges provide entry to the premises of the conference, coffee breaks, and lunch.
6. Delegates must report on time.
7. Mobile Phones and banned electronic devices (including headphones) must be turned off, or put away, at all times.
8. Laptops and tablets can only be used to research information that is relevant to the topic being discussed. A misuse of technology is punishable by the Chair.
9. Delegates are responsible for their individual belongings. KCPMUN and Colegio Karl C. Parrish are not responsible for the loss or damage of any personal property.
10. Plagiarism in any document handed to the KCPMUN staff/authorities will result in immediate expulsion from the event.
11. Smoking or the use of controlled substances is prohibited and will result in immediate expulsion from the event, a letter to the school, and a notice to the sponsor.
12. Delegates may not eat or drink anything but water or coffee during that committee session.
13. Delegates must make responsible and correct use of AI, citations are required when being used, and presidents will be able to detect if speeches were made using AI.
14. Delegates must be tolerant of distinct opinions, races, religions, political views, Etc.
15. The entry of any type of weapon is prohibited.
16. Any further disorderly conduct not mentioned above violation will be acknowledged and sanctioned by the Secretary-General and KCPMUN authorities.

Parliamentary Language

Delegates must use parliamentary language at all times during the committee sessions. This means that the delegate must speak in the third person and refer to other delegates by the names of their countries (For example: the delegate of Mexico or the delegation of Mexico). The delegates must use elevated and appropriate vocabulary, avoiding colloquialisms and vulgar sayings.

Plagiarism

The KCPMUN views plagiarism as an offense and will be dealt with as such. Plagiarism is presenting someone else's ideas or words as your own. The penalty for plagiarized opening statements, position papers, or resolutions will be expulsion from the conference. No points accumulated by the delegate will count toward delegation awards. Each position paper **MUST** be checked for plagiarism by the presidents, including AI detection.

Procedure Rules

A. SCOPE

The rules included in this guide apply to all committees of KCPMUN. Each rule is self-reliant unless modified by the Secretariat, in which case the modification will be deemed adopted before the session begins. No other rules of procedure apply. If a situation arises that has not been addressed by the rules of procedure, the Committee Chair or President will have final authority on which rule to apply.

B. LANGUAGE

English will be the official and working language of the conference, except for the Committee Senado de la República de Colombia which is in Spanish. If a delegate wishes to present a document written in a language other than English, the delegate will have to provide a translated version to the committee.

C. REPRESENTATION

A member of a committee is a state representative who's officially acknowledged by the Chair and all KCPMUN authorities. Each member will be portrayed as a delegate and will have one.

D. PARTICIPATION OF NON-MEMBERS

Participation of countries who are non-members of the UN have the same rights as other members, except for the fact that they have no vote and may not sign any draft solutions or amendments. They may only vote on procedural matters, such as a motion to adjourn.

E. STATEMENTS AND PARTICIPATIONS BY THE SECRETARIAT

The Secretariat may reserve the right to make written or oral statements to the committee at any time. If the Secretariat so desires, they may participate and vote on any committee. If they do, they **MUST** follow the Handbook just like any other Delegate.

F. GENERAL POWERS OF THE COMMITTEE AUTHORITIES

Each committee consists of a Committee Chair who acts as the official authority in the room. The Chair is in charge of monitoring the procedure and content of the debate, as well as the conduct of the delegates, and that the discussion at hand is flowing and taking an effective course in terms of resolving the topic posed. Chair members may even advise delegations on the possible course of debate.

G. QUORUM

The quorum refers to the minimum number of delegates who need to be present to open a debate. After a Quorum is met (two-thirds of the committee members), the Chair declares the committee open to proceed.

Roll call is required to determine the presence of the Quorum. To vote on any substantive motion, the committee must establish the presence of a simple majority of members.

H. ELECTRONIC AIDS

Delegates are not permitted to use any type of electronic device (mobile phones, music reproduction devices, etc.), except laptops or tablets, in the committee room at times that are specified by the Chair.

I. DELEGATE CONDUCT

Delegates are warned that KCPMUN has a zero-tolerance policy concerning violations of the Code of Conduct.

J. CHAIR INTERVENTION - WARNINGS

A delegation may receive a warning for arriving late to a session, for breaking one of the KCPMUN rules, or for not cooperating with the direction of the Chair and/ or any other KCPMUN authorities. If a delegation receives three warnings, the delegate will be escorted from the debate hall by a member of security for the length of time established by the Chair.

Administrative Staff

Sponsors - The sponsors may interact with the delegates but may not participate in any committee or interfere with the operation of any committee. KCP sponsors have the same authority as the secretariat. External sponsors **MUST**, if necessary, consult with a member of the Secretariat and/or a KCP sponsor if they encounter a problem that requires action.

Secretariat - The secretary-general is the highest authority in the model and is responsible for the overall development. The secretary-general opens and closes conference sessions, dictates press releases in the committees, and is consulted on procedure and rule matters. At the same time, presides over sponsor meetings, and supervises incorrect committee procedures and parliamentary procedure matters. He documents solutions and files them for future use, treats and takes care of special guests, and can preside over any committee at a given time, and words for all communications (letters, phone calls, meetings with newspaper, etc.).

Presidents - A president works with the Secretariat to coordinate and direct the various groups involved in a conference activity, including contact with the head floor secretaries. He or she serves as the Chair of one of the committees and assists the Secretariat with the opening and closing ceremonies. There will be six internal presidents and six external presidents. They **MUST** deliver committee documents by the deadline or risk losing their position.

Logistics Team - They maintain orderly and timely communication between the various segments of the conference by carrying written messages between delegations, and from the delegation to the Chair. They control the entrance and exit of the debate hall and carry out other assignments appointed by the Chair.

Press Team - In charge of the model daily newspaper, delivering press releases, communicating any urgent news, online information, social networking, and superlative awards.

Modus Operandi

1. ROLL CALL

The Chair must call every delegation to be present to determine whether there is a Quorum or not. As the Chair calls the name of each delegation, the delegate will raise their placard and answer “PRESENT” or “PRESENT AND VOTING” (Any delegation that participates as an observer or non-member in any committee cannot answer “Present and Voting”).

2. MINUTE OF SILENCE

KCPMUN does NOT acknowledge the Minute of Silence.

3. AGENDA

The Agenda should be opened on the first day of committee work with the motion: “Motion to Open Agenda”. At the end of each day, the agenda should be suspended with the motion: “Motion to Suspend the Agenda”, and on the last day of the conference the Agenda is finally closed through a “Motion to Close Agenda”.

4. OPENING SPEECHES

A space is open for delegates to read their respective Opening Speeches in which they should state their countries’ position on the committee topic. Delegates will be called in alphabetical order according to their country and will be given 1 minute and 30 seconds to read their speech. Opening Speeches are mandatory and no point of information to the speaker is available.

5. SESSION

After reading the Opening Speeches, the Chair will entertain a “Motion to Open Session”. This motion should be done as follows: “Motion to open session with Topic A or B (saying the complete name of the topic.” The session is suspended through a “Motion to Suspend the Session” each time the delegates leave

the committee to take a recess. The session is closed through a “Motion to Close the session” only when the chosen topic has been debated and the working papers have been voted on. After the session has been opened the committee may proceed with a Formal Debate, or Speaker’s List.

6. FORMAL DEBATE (Speaker’s List)

The Formal Debate or Speaker's List is initiated through a "Motion to Open a Speaker's List" (including the time per delegate and the number of points of information that can be given to the speaker). The Chair will entertain this motion and will modify the time per speaker and the points of information available if necessary. A delegate will be placed on this list by raising his or her placard while seated, or by sending a note to the Chair. A delegate will be called upon to address the committee when the name of his or her country appears next on the Speaker's List. No delegate may address a session without recognition from the Chair. The Speakers' List is always open and can only be suspended through a "Motion to Suspend the Formal Debate" after two-thirds of the speakers have passed.

7. MODERATED CAUCUS (Informal Debate)

In informal debates, the committee is voiced by those delegates who ask to speak. The Chair advises the discretion and appropriate use of language during the informal debate. The goal is to approach the problem in a way that a delegation may speak in a more comfortable environment. When making the motion to go to a Moderated Caucus, the delegate must state a limited time for the debate. The motion will be voted on immediately and requires a simple majority to pass. Points of Information to the Speaker can be done after he or she finishes their intervention.

8. UN-MODERATED CAUCUS (Lobby Time)

An Unmoderated Caucus is used specifically to start writing and discussing working papers. A time limit must be specified. Unless the Chair considers it out of order; this motion shall proceed to an immediate vote, requiring a simple majority to pass. During an Unmoderated Caucus, formal rules are suspended and members may discuss issues informally while following the parliamentary language.

9. WORKING PAPERS

A working paper is the rough draft of a resolution. A working paper is not formally introduced to the committee and is not put to the vote if they are not approved by the Chair, or, has every country in the committee as a signatory country.

10. RESOLUTIONS

The goal of a committee is the drafting and the debate of resolutions. A resolution shall not be introduced to a committee until it has been typed, following the format stated before, authorized by the Chair, and displayed to a whole committee as a Working Paper.

To introduce a resolution, a motion must be made. At this time, no substantive comments are in order, but the Chair may allow the delegate to introduce the resolution to correct any typographical errors in the displayed copy of the resolution. Afterward, the delegates introducing the resolution may open themselves to a maximum of three Points of Information concerning substantive matters.

A resolution must have two Heads of Block and five sponsoring countries. Heads of Block are the delegations that will introduce and defend the working paper in addition to answering questions. Sponsors are those members who support the resolution and present it to the Chair. A resolution must also have

signatory countries, thus all the delegations present must sign. Signatory countries are members who consent to the introduction of the resolution; signatories have no further rights or obligations.

For a resolution to pass, it must follow the format stated before in the Delegate Preparation section and requires a simple majority vote for approval in committees. A Motion to Table a resolution can only be made after the resolution has been introduced by the committee if approved by the Chair. If the Chair decides to accept the motion, they will put it to vote and this motion will only pass with a two-thirds majority.

11. AMENDMENTS

An amendment shall not be introduced to a committee until the Chair has approved it via message and the delegate who proposed the amendment is recognized. A delegate may vote to amend any resolution that has been introduced. There are two types of amendments:

- A. Friendly Amendments: If an amendment to a resolution receives the approval of all the sponsors, the amendment is automatically incorporated into the resolution upon the introduction to the committee.
- B. Unfriendly Amendments: An amendment that does not have the approval of all the sponsors is considered an Unfriendly Amendment. It requires a simple majority to pass.

If considered necessary the Chair shall recognize both one speaker in favor and one against the amendment. The speakers may yield or take questions. The Chair may apply a limit. The amendment is then voted upon.

The Chair may limit the number of amendments to a resolution or rule any amendment out of order if, in his or her opinion, it drastically alters the intent of the resolution. Amendments to amendments are not in order. An amendment requires a simple majority vote for passage in committees.

12. DIVISION OF THE QUESTION

After the debate closes on a resolution or amendment, a delegate may suggest that the Operative Clauses of the resolution or amendment be voted upon individually. The motion will immediately be voted upon and requires a simple majority to pass. If the motion passes, the clauses of the proposal shall be voted upon individually. No further vote is required on the clauses that pass. If all the Operative Clauses of a resolution are rejected or if there are fewer than 7 Operative Clauses, the resolution is tabled automatically.

13. VOTING

Before the commencement of voting on substantive matters, all members shall take their seats, and the doors to the room shall be closed and guarded by logistics. No one shall be permitted to enter or leave the room during the conduct of the vote. No points may be interrupted, except points directly concerned with the conduct of the voting procedure (point of order).

Each country seated in a committee shall have one vote except for observer countries. Countries that abstain from voting shall not be considered in reckoning the totals needed to determine the results of the vote. For a resolution to pass in a Committee, a 50% +1 majority vote is required. If there is a tie, the Working Paper is tabled automatically.

Except for votes on resolutions, votes shall be taken by placard count, unless otherwise successfully moved. Votes on resolutions shall be made by roll call. In a roll call vote, the Chair shall read the name of each country in ascending alphabetical order.

Each delegate, when called upon, must call out: “In Favor”, “In Favor with Reasons”, “Against”, “Against with Reasons” or “Abstain”. Delegates who, during attendance answered “Present and Voting” may not abstain when voting for a resolution.

Once the votes have been taken, the Chair shall announce the outcome of the voting. Then, subject to the Chair's approval, delegates who voted “In Favor with Reasons” or “Against with Reasons”, have the right to explain their votes or abstentions if the Chair considers this necessary. The Chair will establish the time for each speaker.

14. RECESS AND ADJOURNMENT

At any time a delegate may move to recess a session. The delegates must state the time for the recess. The motion shall be put to an immediate two-thirds majority vote. If passed, the Committee is in recess until the time expires.

A delegate may move to adjourn the meeting of a committee. Such a motion is out of order before the lapse of three-quarters of the time allotted for the meeting of the committee. This motion shall be put to an immediate vote, and if passed by a two-thirds majority, will end the meeting of the Committee for the remainder of the day. The Chair may consider a Motion to Recess or Adjourn out of order.

Parliamentary Procedures

A. Parliamentary points

- 1. Right of Reply:** A delegate who believes that another delegate has questioned his or her national integrity may request a Right of Reply. If a delegate disagrees with a speaker's remarks, he or she must send a written note to the Chair explaining how his or her delegation was offended. The Chair may limit the amount of time allotted to a Right of Reply. A Right of Reply to a Right of Reply is out of order. This point may not be used to interrupt a speaker.
- 2. Point of Order:** During any discussion, a delegate may raise a Point of Order to complain about improper parliamentary procedure. The Chair may, without recourse, rule out of order those points that, in his or her opinion, are dilatory or improper. This point may interrupt a speaker. Misuse of Parliamentary Language or a delegate who feels his or her national integrity is being

questioned by another delegate during an intervention can file a Point of Order. A Point of Order cannot be done on another Point of Order.

3. **Point of Personal Privilege:** A delegate may raise a Point of Personal Privilege to address a concern about the committee's environment. Acceptable concerns include the speaker's ability to be heard, the temperature of the room, and so on. The Chair may, without recourse, rule out of order any points that, in his or her opinion, are dilatory or improper. A speaker may be interrupted at this point. The delegate may approach the Chair if the issue is more personal.
4. **Point of Information:** The speaker may open relevant, substantive questions from other delegates. Delegates wishing to ask questions shall raise their placards and be recognized by the Chair. If the intervention is highly relevant, the Presidents may consider multiple points of information. There can be points of information directed at the Chair.
5. **Point of Parliamentary Procedure:** During any debate, a delegate may raise a Point of Parliamentary Procedure to complain about improper parliamentary procedure and/or violations of the Modus Operandi, Code of Conduct, and/or Procedure Rules.
6. **Point of Follow-Up:** After a delegate makes a Point of Information to a speaker and they respond, the delegate who made it can make a Point of Follow-Up. A point of follow-up is a comment, concern, or idea that stems from the previous delegation's response. This cannot be a different question. Following a Point of Follow-up, no further Points can be made.
7. **Point to Add to Record:** Allows a delegate to obtain a noted citation from another delegate's intervention. It can be used by any committee member to cite a comment made by another delegation. The comment must be written down and sent to the Chair, or it will be invalid.
8. **Point of Relevance:** If a delegate is debating a topic that has not been established by the committee, any delegate may draw on to the Point of Relevance to bring the debate back on track.

B. Yields

After a delegate has finished speaking during a Speaker's List or Opening Speeches, the delegate must Yield the time remaining in one of the following ways:

1. **Yield to the Chair:** This ends a delegate's speech and has the effect of proceeding to the next speaker on the Speaker's List.
2. **Yield to the Next Delegate:** The delegate may yield any remaining speaking time to the representative of the next country. The yielded-to delegate may speak for the time remaining, but may not yield to another delegate.

C. Challenge to the Competence

A delegate may request the Chair to allow a Challenge to the Competence of another delegate if that delegate has persistently misrepresented the foreign policy of his or her country to the point of grave distortion. This misrepresentation must have been in the form of speeches or votes on substantive matters; votes on procedural matters are not to be considered for this purpose. The Chair should immediately ask the Secretary-General for approval. Once the Challenge to the Competence is approved, the Chair shall allow the delegate who challenges the competence to speak first. He or she must explain in what way the delegate misrepresented the foreign policy of his or her country. The delegate must have proof of what he is claiming. Then, the delegate to whom the competence was challenged has the opportunity to defend him/herself. After both delegates have spoken, the Chair must begin the vote by roll call. A simple majority is required for this motion to pass. If the motion to the delegate's misrepresentations passes, then the delegate to whom the competence was challenged loses his or her voting privileges. However, if the motion does not pass, the delegate who challenged the competence will lose his or her voting privileges in all of the committees.

D. Points and Motions

Item	Second Required	Interrupt Speaker	Vote Required
Point of Order	No	Yes	Chair
Point of Personal Privilege	No	Yes	Chair
Point of Parliamentary Inquiry	No	No	Chair
Point of Parliamentary Procedure	No	Yes	Chair
Right of Reply	No	No	Chair
Point of Information	No	No	Chair
Point of Follow-Up	No	No	Chair
Motion to Adjourn	Yes	No	2/3
Point to Add to Record	No	No	Chair
Motion to Recess	Yes	No	2/3
Challenge to the Competence	Yes	No	Simple Majority and Secretary General
Motion for a Moderated Caucus	Yes	No	Simple Majority
Motion to Bring a Third Party to the Dispute	Yes	No	Simple Majority
Motion for an Unmoderated Caucus	Yes	No	Simple Majority

Motion to Suspend Speakers' List	Yes	No	2/3
Motion to Renew Speakers' List	Yes	No	2/3
Motion to Table	Yes	No	2/3
Motion to Divide the Question	Yes	No	Simple Majority
Resolution	Yes	No	Simple Majority
Amendment	Yes	No	Simple Majority
Point of Relevance	No	Yes	Chair
Motion to Give Vote to an Observing Country	Yes	No	2/3

E. Preambulatory and Operative Phrases

PREAMBULATORY PHRASES	OPERATIVE PHRASES
Acknowledging	Accepts
Affirming	Adopts
Alarmed by	Affirms
Anxious Concern	Appeals
Appreciating	Appreciates
Approving	Approves
Aware of	Authorizes
Bearing in mind	Calls
Believing	Calls upon
Cognizant	Commends
Confident	Concurs
Conscious	Condemns
Considering	Confirms
Contemplating	Congratulates
Convinced	Considers

Declaring	Declares
Deeply concerned	Declares accordingly
Deeply convinced	Decides
Deeply disturbed	Deplores
Deeply regretting	Designates
Deeply conscious	Directs
Desiring	Draws the attention
Determined	Emphasizes
Emphasizing	Encourages
Endorsing	Endorses
Encouraged by	Expresses its appreciation
Expecting	Expresses its conviction
Expressing its appreciation	Expresses its hope
Expressing its satisfaction	Further invites
Fulfilling	Further proclaims
Fully alarmed	Further reminds
Fully aware	Further recommends
Fully believing	Further requests
Further deploring	Further resolves
Further recalling	Has resolved
Grieved by	Instructs
Guided by	Notes
Having adopted	Proclaims
Having approved	Reaffirms
Having considered	Recommends
Having considered further	Reintegrates
Having devoted attention	Regrets
Having examined	Reminds

Having heard	Renews its appeal
Having received	Repeats
Having studied	Requests
Keeping in mind	Solemnly affirms
Mindful of	Strongly condemns
Noting with regret	Suggests
Noting with deep concern	Supports
Noting with satisfaction	Takes note of
Noting further	Transmits
Noting with approval	Trusts
Observing	Urges
Reaffirming	
Realizing	
Recalling	
Reintegrating	
Recognizing	
Referring	
Seeking	
Stressing	
Taking into account	
Taking into consideration	
Taking note	
Viewing with appreciation	
Welcoming	

Terms Glossary

Abstention: Abstaining from a vote means to withdraw from voting on a resolution instead of giving “yes” or “no”.

Amendments: are made to resolutions. Friendly Amendments require the support of the sponsors for changes to be made. Unfriendly Amendments do not have the approval of all the sponsors and require the support of one-quarter of the assembly and a majority vote.

Bloc: A group of countries that form a logical combination because of geographical, economic, and cultural considerations (African Bloc, Arab League, BRICS).

Foreign Aid: Money given by one country to another for humanitarian or developmental purposes. It plays a key role in shaping foreign policy.

Foreign Policy: The attitudes and interests of a country towards external issues. Foreign policy can be influenced by a variety of factors, i.e. military strength, trading partners, history, and domestic government.

Formal Debate or Speaker’s List: The committee follows a speaker’s list. Speakers are given a strict time limit in which they make their point. They must also formally yield the floor to questions, the Chair, or another delegate.

G8 (Group of Eight): A body composed of eight of the world’s most powerful nations: the U.S. the U.K., France, Italy, Japan, Germany, and Russia.

Moderated Caucus or Informal Debate: can be entered into by a simple motion and majority vote. The Chair recognizes delegates wishing to speak, but there are no yields, time limits, or opportunities to question one another directly. However, it offers the chance to proceed quicker through various issues that arise during debate.

ICJ (International Court of Justice): The ICJ is a body designed to resolve legal and territorial disputes between countries.

Lobby Time: Refers to informal caucusing between small groups of delegates. One may wish to lobby another delegate to support a resolution or policy option.

Motions: Motions must be made to open, close, postpone, or adjourn debate, to set the agenda, table the topic, enact the Right of Reply, and caucus.

NATO: (North Atlantic Treaty Organization): A security organization created in 1949 by Western Powers to provide a collective force against the Soviet Union. In the post-Cold War era, it has taken on new responsibilities in peacekeeping and enforcement of international law (Bosnia, Kosovo).

NGOs: (Non-Governmental Corporations): are organizations or associations that are not associated with a specific country or international political organization. Their aims can be broad (World Vision International, Amnesty International, Greenpeace) or quite specific (Doctors Without Borders) in their activities and goals. The United Nations has a history of working closely with NGOs on issues, especially relating to humanitarian projects.

Non-Members: Delegates who sit on a committee and are allowed to speak but don't have voting privileges.

Operative Clauses: are written in resolutions following the preamble. These numbered clauses set out actual solutions and initiatives for the committee.

Placard: is your key prop at all times. Just be sure not to replace it with your creation, or wave it hysterically while someone else is speaking.

Points: can be raised in formal or informal debate.

Position Paper: a written statement by a delegate on a particular Agenda topic, outlining one's foreign policy; proposed solutions, and alternatives.

Preambulatory Clauses: These clauses go at the beginning of a resolution, and act to introduce the issue (concerns, previous UN actions, etc.). They are not numbered.

Right of Reply: this can be asked when a delegate feels another delegate has insulted and/or slandered his/her country or him/her personally. It is easily the most over-attempted and missed motion in MUN debating.

Roll Call: A motion made in the voting procedure to individually call out each country's name for their vote. A delegate can vote in favor, against, or abstain.

Signatories: Signatories are members who consent to the introduction of the resolution; they have no further rights or obligations.

Sponsor: Sponsors are those delegations who present the resolution to the Chair.

UN (United Nations): The international organization that was created in 1945 from the legacy of World War II to promote and protect international peace and security; cooperation, and human rights worldwide. Its legitimacy comes from the UN Charter, with its major bodies including the Security Council, the General Assembly, and the various Committees that comprise the Economic and Social Council.

Un-Moderated Caucus: A forum where the rules of debate are suspended and delegates can gather in groups and freely discuss with and write to one another. Usually, some of a committee's most productive work is accomplished during caucuses.

Veto Powers: The five permanent members of the Security Council (UK, U.S., France, Russia, and China) have the right to single-handedly veto a resolution by voting no.

Working Papers: Although working paper is the preferred formal term, sometimes it is referred to as an "idea paper". It is drawn up in the form of a resolution, but its status as a "working paper" allows for easily made amendments that do not require the support of the entire committee, only the sponsors themselves. Working papers are one step below being a resolution, and many are often combined into one. Their overall purpose is to set out specific solutions or policy stances on an issue that can be debated within a committee.

Yield: In a formal debate or opening speech, a delegate may yield the remainder of his/her time to the Chair of the next delegate.

Crisis Scenarios

The Crisis Scenarios must be presented by a Head of Crisis, who must collaborate with the presidents to present a crisis to the committee. The academic coordinator will cover this position in the model.

The KCPMUN may introduce reality-based "crises" that any committee may have to address. These situations are usually presented to the committee via news updates, read by the Secretary-General, the Chair, or other staff members. Also, some delegates may receive specific instructions from their governments advising them of their policy during the crisis. Committees dealing with a crisis scenario may invite a country not on that committee to speak to the body and/or answer questions about the crisis. Sometimes a high school student representing that country may go to that committee; sometimes a staff member will play that role.

Any committee presented with a crisis scenario may address the situation in one or two ways: 1) table the current topic and move to discuss the crisis scenario; 2) close the debate on the current topic, vote on the current resolution, and move to the crisis scenario.

Awards

The KCPMUN gives a variety of awards. Delegates win awards based on overall committee performance:

The Handbook's standards and criteria must be followed by presidents. To ensure a smooth committee flow, each participation must be recorded in the Rubric below. All awards given out during this MUN are solely based on the merits of each delegate and delegation. The presidents may award points at their discretion. If you believe a president has made a mistake on any of the points made, please notify them. If an issue arises, the Secretariat will intervene to resolve it.

Criteria for evaluating participation	
Research and Knowledge	<ul style="list-style-type: none"> - In-depth knowledge of country policies and context - Sources of high quality and variety - Well-informed positions on assigned topics
Diplomacy and Negotiation Skills	<ul style="list-style-type: none"> - Persuasive and clear communication - Diplomatic tone and body language - The ability to negotiate and reach an agreement
Committee Engagement	<ul style="list-style-type: none"> - Active participation in sessions - Asking pertinent questions and contributing to debates - Knowledge of committee rules and procedures
Critical Thinking and Problem-Solving	<ul style="list-style-type: none"> - Analytical abilities to determine complex issues - Proposed creative and feasible solutions - Addressing the root causes of global challenges

Intervention Standards	
1: Limited Contribution	The delegate gives a limited contribution that needs improvement.
2: Basic Performance	The delegate shows an understanding of the topic through their intervention.
3: Proficient Performance	The delegate provides insightful contributions and shows competence and understanding of the topic.
4: Outstanding Performance	The delegate gives an articulate, meaningful, and outstanding intervention. Adds significant value to the committee.

The possible awards are:

- Best Delegate
- 1st Outstanding Delegate
- 2nd Outstanding Delegate
- Best Junior Delegate
- Best Opening Speech

Conclusion

This document, as well as any attachments, is the property of KCPMUN. If a delegate or delegation has a problem with any of the mentioned procedures or rules, they may seek assistance from a staff member. Thank you for taking part in KCPMUN. Together, let us reignite the fire of diplomacy and inspire innovation, setting a precedent for constructive global change.

Isabella Ritzel
Secretary General

Felipe Restrepo
Director General

Gabriel Rosales
Academic Coordinator

Enrique Delgado
Faculty Sponsor

Marcela Diaz
Secondary Principal