CCBMUN

Colegio Colombo Británico
Model United Nations

CCBMUN

MISSION

To offer students from all around the country the best Model United Nations experience, by providing them with a unique and truly enriching opportunity in which they will aim to give realistic solutions to conflicts of global concern, whilst being part of the global MUN community.

VISION

To be recognized worldwide as an organisation which, through the creation of annual UN conferences, thrives to create citizens with a globalised point of view, who will not only be the leaders of tomorrow but who will also be the positive change towards peace, equality, justice, and respect.

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DRESS CODE

Based on the official protocol of the United Nations all delegates must dress in business attire during the Model:

“During the committee sessions and at the opening and closing ceremonies, all delegates must wear western business attire, or the traditional dress of the member states they are representing.”

For our model, western business attire consists of a suit and tie for men, and smart trousers and a blouse for women. Traditional dress should be carefully researched, and delegates choosing this option should show full respect for the customs of that member state.

Trainers, jeans, or T-shirts are not permitted. Women may not expose their shoulders or show too much bare skin; this would be considered inappropriate. This includes transparent tops, uncovered shoulders, and low-cut blouses. Excessive make-up and/or accessories are not necessary or acceptable. For the safety of all female participants, heels must be less than 7 centimetres high, because it affects your ability to move quickly and comfortably on campus.

At all times, delegates must dress in a respectful manner that does not offend other delegates or the Secretariat. Delegates may, if wearing business attire, display subtle country symbols, for example, small pin badges of the flag the member state is representing.

This dress code applies not only to delegates but to observers as well. Female presidents and directors have special dress privileges concerning the business attire that they are allowed to wear.

BEHAVIOUR CODE

1. During the activity, students must stay on the school or university campus, unless they have previous authorization to leave from their corresponding supervisor.

2. Delegates must stay in their respective rooms while the committees are in session. Without previous authorisation, no delegate will be allowed to leave the room.

3. All delegates must arrive at their committees in time; late arrivals will be sanctioned if they do not have a justified excuse.

4. All delegates owe respect to the Secretary General, presidents, and other student authorities, and should respectfully address them throughout the model.

5. The Secretary General or other student authorities have the authorisation to sanction any delegation which breaks the established rules.

6. All delegates must wear formal attire throughout the model.

7. During the event, the consumption of alcoholic substances, cigarettes, or any narcotic substances is prohibited. If a delegate is found breaking this rule, he/she will be immediately expelled from the conference.

8. Any major damage or theft by a participant during the conference will result in the immediate expulsion of the individual from the model.

9. The use of cell phones is strictly prohibited at all times during the Model. Only students who have received explicit authorization from their school or sponsor may use cell phones during the event. All other delegates must keep their devices turned off and stored in their personal bags. Cell phones may not be used for research or any other purpose without prior authorization.

Warnings: Notifications of the disruption or violation of the code of conduct.
This can be the result of continued disturbance of the committee work, repetitive violations of parliamentary language, use of Spanish, improper attire, etc. Any form of intimidation towards another delegate (including shouting at a delegate and/or throwing their placard —or belongings—) is not allowed and will result in an immediate warning.

- 3 warnings signify a 15 minute removal from the committee room.
- 5 warnings signify a 30 minute removal from the committee room.
- 7+ warnings signify a meeting with the Secretary General.

The recurrence of disruptive or inappropriate behaviour will result in the expulsion of the individual from the model.

Use of Devices

The use of cellphones is restricted for all delegates (regardless of committee division) in accordance with the rules dictated by the CCB School Handbook. The use of cellphones during committee time will result in a warning.

Delegates are permitted to use ipads, tablets, chromebooks, computers, etc. to conduct their research. Nevertheless, delegates are encouraged to use the notepads provided when delivering their interventions in an attempt to reduce the reliance on scripted speeches.

During the voting process for draft resolutions *all* delegates must turn off their devices.

PARLIAMENTARY PROCEDURE

Language: English shall be the working language of the committee sessions including both debate and lobby time. Delegates must speak in the third person during debates due to the fact that they are representing a country.

Courtesy: All delegates must show courtesy and respect to the Secretary General, presidents, committee staff, advisors, and fellow delegates.

- The committee chairpersons must be addressed as Madam/Mister President.
- Words such as 'hypocrite' and 'ignorant' are not allowed in the committee as they demonstrate a lack of respect.

Roll Call: Presidents will take the roll call of the whole committee in alphabetical order. This will be done at the start of each day and after a break. Delegates who are late for this will receive a warning. Each delegation may choose the following:

- Present: When a delegate is present, they may vote in favour, against, or abstain during the voting process of a draft resolution.
- Present and voting: When a delegate is present and voting, they cannot abstain when voting for a draft resolution. They must also always say 'present and voting' in all the roll calls for the topic. They can change from 'present' to 'present and voting' but they must remain this way.

Quorum: Presidents may declare the committee session open when at least a third of its members are present.

- A "member" is a state which is officially registered at the conference and which is recognised by the United Nations.
- Quorum is necessary for any vote to be taken.
- For the Security Council, all member states with veto power must be present in order to open the session.

Motion to open session: The committee votes for the session to be opened.

Motion to open agenda: The committee votes for the order in which the issues shall be debated and in which the resolution shall be introduced.

Debate: During the committee session there are two different types of debate which the committee can vote for with motions:

- **Motion for an Unmoderated Caucus (Lobby Time):** A time of negotiation between delegates, either to discuss personally with other delegates or to create important documents in blocs.

- **Motion for a Moderated Caucus (Informal Debate):** It is the most common debate used. The chair will open the floor for interventions where delegates will raise their placards and the chair will choose the speaker.

- **Motion for a Formal Debate:** This debate starts with a list of speakers who would like to make use of the floor. Each will be given a limited period of time, which is established by the chair, to express their arguments. A motion for a moderated caucus is commonly used after the reading of a draft resolution; there will be a list of speakers for and against the resolution.
- **Motion to Divide the Room:** This motion proposes dividing the committee into two equal groups. The President will then alternate between both sides, granting the floor to one delegate from each group in turn, ensuring equal participation and an organized exchange of ideas.

Motion to Add to the Registry: Any delegate wishing to directly quote a fellow delegates' intervention during the discussion of any matter must first add to the registry. This motion is to be done directly after the intervention has ended; Presidents will ask for the direct quote used during the speech, and this will be rectified by the speaker if needed. The Registry will be an open document for all delegates of the committee. To use the quote during an intervention the delegate should ask for permission to quote.

Permission to Quote: Any delegate wishing to quote from a source during an intervention must ask for permission to quote from the chair. The presidents will ask which source is being used and will give the go-ahead if it is a reliable source. The delegate should say "open quotation and close quotation" or something similar before and after the quotation. If the delegate uses a quote in the opening speech, he or she should say who made the quotation, but does not need to ask for permission or say open/close quotation.

Point of Order: During the discussion of any matter, a delegate may use a point of order to complain about any departure from the parliamentary procedure.

- This point may interrupt the speaker.
- The chair, without subject to appeal, may rule out of order those points which, in their judgement, are improper.

Point of Information: When the floor is open, or when a delegate has just finished an intervention, a delegate may use a point of information to ask the president or delegate a question:

- **Point of information to the delegate:** This is done when a delegate would like to ask the delegate who has just intervened a question about what they have said. The question can only have a yes or no answer. The chair will ask the delegate who is being asked if they understood the question and if they would like to answer. If they did not understand the question, the question must be reformulated. If a delegate decides they do not want to answer the question, the chair can oblige them to answer if they consider it to be important. A delegate also has the option of answering these questions using written messages.
    - Points of information can have open answers when the question is asked after the reading of a draft resolution, Press Release, Working Paper, or a presentation which is brought by a

delegate.

- Delegates who are being questioned can extend their answer by asking for this as a point of personal privilege. The chair decides whether the delegate can extend their answer.

- **Point of information to the Chair:** A delegate may use this point when they have any question regarding the procedure of the committee which includes time for the debate, advice for an intervention, or parliamentary procedure. They can also ask for permission to approach the chair when in doubt about any procedure.

Point of Personal Privilege: A delegate may use a point of personal privilege to address a concern regarding the environment of the committee, for example, the temperature of the room or if they need to go to the bathroom.

- The chair may, without subject to appeal, rule out of order those points which, in his/her judgement, are improper.
- This point may interrupt a speaker.

Point of Veracity: A delegate may use a point of veracity to address a concern regarding the reliability of a statement made during an intervention; for example, the source for specific data or graphs shown.

- The chair may indicate the delegate to share the source with them; with the entire committee; or to share it directly with the delegate who raised the point through the use of written notes.

Right of reply: If a delegate feels that her/his national integrity has been insulted by another delegate during an intervention, s/he may stand up in a right of reply. Although this is interruptible, we prefer it if the delegate waits until the speaker has finished.

- A president's decision whether to grant the right of reply is final and not open to appeal. If it is granted, the offending delegate is encouraged to apologise, and may also get a warning.
- The delegate who caused the offence may not reply to or comment on a right of reply.
- The second right of reply must be written to the presidents, and may not interrupt the speaker. The chair will consider if this right of reply is relevant, and whether disciplinary action needs to be taken.

Suspend/Close Session: When the floor is open, any delegate may propose a motion to suspend the session when it is recess time. A motion to close session is the last motion of a committee in the model once the agenda has been closed.

Challenge to the Competence: A delegate may request the chair to allow a challenge to the competence towards another delegate if that delegate has misrepresented the foreign policy of his/ her country. The misrepresentation must have been in the form of speeches or votes on important matters. Before the challenge is allowed to take place, the Secretary General must be called to the committee. The presidents and Secretary General will decide if the challenge should go ahead.

- The chair shall allow the delegate who challenges the competence to speak first. The challenger must explain in what way the other delegation misrepresented the foreign policy of his/her country, showing evidence of this in the form of a physical document, statement, resolution, or a speech made by the challenged delegate.

- The challenged delegate then has the opportunity to defend his/her position.

- After both delegates have spoken, the chair, together with the Secretary General, will decide if the challenge passes. If it is successful, the challenged delegate loses his/her voting privileges for the topic. If it does not pass, then the challenging delegate will lose his/her voting privileges for the topic. In addition, every delegate representing the losing country in current UN committees will also lose their right to vote for that topic.

DRAFT RESOLUTION PROCESS

Working Paper

The working paper is a document that can be presented in either a Word or PowerPoint/Slides presentation. It is written by blocs of countries that have similar perspectives on the issue and which also have good working relations. Here, the bloc must propose possible solutions for the topic being discussed. This must then be presented to the committee.

Draft Resolution Format

The entire document must be typed using Arial 12 font. The title is the only exception, which must be Arial 16. The whole document must be numbered per line, including those left blank.

The draft resolution must be entitled draft resolution "1 or 2". "#", with the "1 or 2" depending on the topic being discussed and the "#" being the corresponding bloc's number.

Immediately after the title, the bloc must state the countries that are Heads of Bloc (2) and Sponsors (Minimum 5), using each nation's full name. This means there must be at least 7 delegations in a bloc in order to write a resolution. Next, the bloc must state the topic to be addressed, as well as the full name of the commission/committee. If there are fewer than 7 delegations in a bloc, they must write a press release instead of a draft resolution (see below).

Signing Countries (Annex)

The Annex is a separate piece of paper that must be given to the chair by each bloc writing a draft resolution. This paper must be signed by every single delegate in the committee with their country's full name. Every country is obliged to sign the Annex. If a bloc fails to hand in this paper with all the countries' names written accurately, it will immediately invalidate that bloc's draft resolution.

Body

The preamble contains the background to the problem and should be kept fairly short. The preambulatory clauses/phrases must address the topic being discussed.

Each preambulatory phrase ends with a comma (,) and the clause itself must be in italic (clause).

Operative clauses are the solutions the bloc is proposing to solve the problems stated in the preambulatory clauses. Every operative phrase must solve at least one preambulatory phrase.

Each operative clause ends with a semicolon (;) except for the final clause, which ends with a full stop (.). The operative clause itself must be in italic (Clause) followed by a comma.

Operative clauses must be numbered (1, 2, 3…). Clauses may be divided into sub-clauses labelled (a) (b) (c), etc. and into sub-points (i), (ii), (iii) etc.

There must be at least 5 preambulatory clauses/phrases and 7 operative clauses/phrases. If a draft resolution does not have to correct the number of preambulatory and operative clauses, it will not be valid.

Example

To aid you with the creation of a draft resolution, we have uploaded an example, as well as a template of a draft resolution. These can be found here: https://www.ccbmuncali.org/copy-of-about-ccbmun

Press Release

A Press Release is a document that is written by a bloc of fewer than seven delegates, or even by a single delegation. This is done because a bloc of fewer than 7 delegations cannot write a draft resolution. A press release should include: a brief explanation of the topic being discussed; the country/countries' position; why it/they are not part of any of the other blocs; and its own solutions. A Press Release is read in front of the whole committee before the draft resolutions. These papers are not voted on.

The signature of the head of state (president or prime minister) must be added at the end of the document. If there is a king or queen, their signature must also be included. If the delegate is representing a character, the character's signature must be present.

The format for a Press Release may be found in the following link:
https://www.ccbmuncali.org/ copy-of-about-ccbmun

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
Deeply regretting	Deploring	Desiring	Emphasising
Expecting	Fulfilling	Fully alarmed	Fully aware
Fully believing	Further developing	Further recalling	Guided by
Having adopted	Having considered	Having examined	Having studied
Noting further	Noting with appreciation	Noting with approval	Noting with deep concern
Noting with regret	Noting with satisfaction	Observing	Pointing out
Reaffirming	Realising	Recalling	Recognising
Referring	Reminding	Seeking	Taking into account
Taking into consideration	Taking note	Viewing with appreciation	Welcoming

OPERATIVE			
Accepts	Affirms	Approves	Asks
Authorises	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	Suggests	Supports
Trusts	Transmits	Urges	

VOTING PROCESS

Voting

At CCBMUN the voting process may be done differently depending on the committee.
All draft resolutions which are given to the chair on time must be read. They are to be read according to the bloc's number.

During the reading of the draft resolution, delegates can send amendments. These are corrections that must be done to the format or content of the resolution. These amendments must all be taken into consideration by the chair, and will be voted as friendly or not by the heads of bloc and sponsors. After the amendments have been made, each draft resolution can then be discussed in a moderated caucus.

Each delegate representing a member state of the United Nations has one vote regarding each draft resolution. States with observer status may not vote. Each state may vote in favour, against, or abstain. A delegate who said 'present or present and voting' in the roll call may not abstain.

Once every draft resolution is voted, the chair must present the results. For a resolution to become official, it requires a simple majority (50%+1). If there is a tie or there is a majority of abstentions (even after a motion to reconsider) it will be considered defeated. Once all draft resolutions have been voted for, the voting process terminates and the Agenda is closed.

Amendments

A change to an already introduced draft resolution. It may remove, add or change existing operative clauses.

1. **Friendly Amendment**

   An amendment to a draft resolution that all sponsors agree with. It can be incorporated into the resolution without a vote.

   - This includes but is not limited to spelling, grammar, or redaction issues.

     NOTE: To correct British or American spelling is not a valid amendment.

2. **Unfriendly Amendment**

   An amendment that some or all sponsors do not agree with. It must be voted on by the

committee.

- This includes changing the content of the draft resolution.

Tabling Down

To table down is when a draft resolution is not considered viable due to serious problems concerning its format or content. A simple majority of the committee must be in favour of the motion. A draft resolution may be tabled down if it complies with at least one of the following characteristics:

3. The draft resolution receives 10 or more valid amendments.
4. The draft resolution lacks the required format and structure; this includes a lack of preambulatory and/or operative clauses.
5. The draft resolution does not accomplish the minimum requirements.
6. The draft resolution mentions countries in its operative clauses which are not relevant to the topic.

Reconsideration: Any delegate may propose a motion to reconsider after all the draft resolutions have been voted for. The purpose of this motion is to give the committee the chance to change its decision regarding the draft resolution that passed. The delegate must give valid reason for proposing a reconsideration. A majority of 2/3 of the members present and voting is required for the reconsideration to occur.

Dividing the question

This motion is done after the reading of a draft resolution. The purpose is to separate and vote upon some clauses that are controversial and may affect the overall voting process. These clauses may then be voted on separately. It may be done for any of the reasons shown below and is in order when a simple majority of the committee votes in favour of the motion

- A preambulatory clause is not answered by an operative clause.
- A clause is not relevant to the topic being discussed.
- An operative clause is not properly explained as to how it will be carried out.
- If there is a tie in the voting.

Veto Power in the Security Council (UNSC)

During the voting of Draft Resolutions, the five permanent members of the Security Council (United States of America, United Kingdom, France, Russia, and China) are given the authority to table down a Draft Resolution in its entirety with the use of Veto Power, regardless of how many other member states voted in favour. However, the veto power must be invoked during the voting process, it is not automatic.

SUMMARY CHART

PARLAMENTARY QUESTION	SECOND	INTERRUPT	REQUIREMENT TO PASS	PURPOSE
Point of Order	No	Yes	Chair	Raised by a delegate to address procedural faults
Point of Personal Privilege	No	Yes	Chair	Raised when a delegate experiences personal discomfort
Right of Reply	No	No	Chair	Requested if the delegate feels his/her nation has been directly offended
Point of Information	No	No	Chair	Raised when a delegate has questions regarding procedures
Motion to Open Agenda	Yes	No	Simple Majority	Used to set the order in which the topics will be addressed
Motions regarding session	Yes	No	Simple Majority	Used to request opening closing or pausing session
Motion for a Caucus/Formal Debate	Yes	No	Simple Majority	Used to open a moderated/ unmoderated caucus or formal debate
Motion to Table Down	Yes	No	Simple Majority	Used to vote against the resolution paper being presented
Motion to Reconsider	Yes	No	2/3 of those present and voting	Used by a delegation if it believes that the integrity of the first vote has been compromised
Motion to Divide the Question	Yes	No	Simple Majority	Used to vote the operative clauses independently
Motion to Appendix the Committee	Yes	No	Simple Majority	Used to allow two or more delegates outside to discuss a matter for an established period.
Resolution	Yes	No	Simple Majority	Used to vote on a resolution paper
Amendment	No	No	Simple Majority from the bloc (heads and sponsors)	Used to correct errors in a draft resolution

AWARD & RECOGNITIONS

Awards are given at the Closing Ceremony of CCBMUN as a way of recognizing delegates and presidents who stood out as exceptional participants during the model. To be eligible for any award, delegates must submit their complete portfolio by the given deadline. Presidents use a grading scheme in order to award prizes. Below is the list of awards to be given:

Best Delegate: This is an award given to the very best delegate of each committee. They made an excellent portfolio and participated at a high level throughout the model.

Outstanding Delegate: This is an award given to a delegate who demonstrates an outstanding level of participation and written research during the committee.

Honourable Mention: The chair of each committee will decide on 2 delegates to be rewarded for their excellent contributions during the model.

Best Rookie: This is an award given to the very best rookie delegate of each committee. This must be their first model, either internal or inter-school.

Best Use of Language: This award will be given to the delegate who made the best use of English during the model.

Best Portfolio: The chair will give this award to the delegate of each committee who presents the best portfolio and uses it fully during the debates.

Best Opening Speech: This award will be given to the delegate who gives the best opening speech. Both written content and oral delivery will be taken into consideration.

Best Chair: This award will be given to the chair who gives the most support to the delegates and shows the best commitment towards the model. It will be decided by the Secretariat, based on observations prior to and during the model, and on the views of the delegates and the faculty advisors of each school.

Honourable Mention (Chair): The Secretariat will decide on 2 chairs to be rewarded for their outstanding contributions during the Model

CCBMUN

COLEGIO COLOMBO BRITÁNICO

We Unite Peoples and Cultures Through Education

Mission
Prepare minds and hearts to face the callenges of the future.

Visio
n Be a community whose members are acknowledged for transforming and making a positive impact on their surroundings.

Av. La María #69 Pance
Tel: 602 555 5385
Cali,
Colombia
www.colombobritanico.edu.co
www.ccbmuncali.org