

OFFICIAL HANDBOOK ABMUN



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1. GENERAL INFORMATION

1.1 CODE OF CONDUCT

A very crucial aspect for participating in ABMUN is the behavior that each member holds during the event (including members of logistics, the Press Office, General Powers, Chairs and academic delegates). It is essential that during committee work and recesses everyone follows the Code of Conduct and abstain themselves from trespassing any of the following rules:

1. Delegates must always respect: Secretary General, Director General, The Chair, the Press Office and Logistics, the School's teachers, and Sponsors/Advisors.
2. Delegates must follow the dress code (Explained in 1.3).
3. Delegates must attend every session. If leaving, the Secretary General and Director General must be informed previously.
4. Delegates must wear their nametags during the entire event.
5. Delegates must respect their working space, the material provided by ABMUN, as well as other delegates' property.
6. Delegates must be responsible for their belongings. Neither the event location nor ABMUN is responsible for losses.
7. Delegates must completely abstain from committing plagiarism and making use of unauthorized documents.
8. Delegates are forbidden to consume any kind of alcoholic product and/or hallucinogenic substances or to smoke. This includes the consumption of such during the event or arriving to the model under the effects of the previously mentioned elements.
9. Delegates are forbidden to take any object that does not belong to them; robbery is severely condemned by ABMUN. *During Committee Work:*
10. Delegates must use parliamentary language (explained in 1.2).
11. No verbal or physical aggression; disobedience or lack of respect to the Chair's authority will not be tolerated.
12. Delegates must always be on time to start the sessions and must not leave without excuse or permission.
13. Delegates must obey their committee *modus operandi* (procedure, motions, points, etc.).
14. Delegates can only use electronic devices (such as cellphones, laptops, or tablets) only for educational or research purposes.
15. Delegates are not allowed to ingest food or beverages during committee work (with the exception of water and medications).
16. To infringe any rule in the Code of Conduct will result in a sanction that will depend on the gravity of the action.
17. To relapse on any violation of the Code of Conduct may aggravate the sanction.
18. Any action considered a violation to the event's integrity, but not contemplated in this Code of Conduct can be subjected to sanction according to ABMUN's General Powers. Trespassing any of the rules above from the Code of Conduct will result in the following sanctions depending on the violation:

The Code of Conduct: Violations & Sanctions	
Lack of respect to any participant or authorities	Warning or expulsion
Violation of the Dress Code	Warning and the delegate must leave until properly dressed
Absence to the model without excuse or permission	Warning or expulsion
Lack of nametag	The delegate will be asked to wear it or she/he will be given one in case of damage or loss
Purposely damaging conference materials or creating a disorganized environment among the hall or committee work areas	Warning or expulsion
Plagiarism or use of unauthorized documents	Expulsion
Consumption or arriving to the event under the effect of alcoholic beverages or hallucinogenic substances, and/or smoking	Expulsion
Robbery	Expulsion
Non-implementation of parliamentary language	Warning
Late arrival to the committee	Warning
Non-implementation of the committee's correct procedure	Warning
Misuse of electronic devices	Warning
Eating or drinking during committee work	Warning
To relapse on any violation of the Code of Conduct	Warning or expulsion according to the decision of the Chair or General Powers

1.2

PARLIAMENTARY LANGUAGE

The proper use of parliamentary language is fundamental for the correct development of all discussions and debates during the committees. It is required to be used by academic delegates (during committee work) and press delegates when interviewing academic delegates or other members of the model, and in press releases. The proper implementation includes the use of the committee's language (English or Spanish) and to avoid terms that are imprecise or disrespectful.

Not allowed expressions	Correct way
My delegation / My country / Your delegation / Your delegation	The delegation of (country's official name) / The country of ...
I think	The delegation thinks ... / The delegation considers ...
Poor countries	Undeveloped countries
Rich countries	Developed countries
Terrorism	Subversive groups
Kill	Assassinate / Execute
Money	Economical resources

1.3

DRESS CODE

The Dress Code is mandatory for every attendant and participant of ABMUN; all clothing must adhere to the code and if it doesn't comply with the rules given the person will be sanctioned and will be asked for a change of wardrobe. The correct way to dress is the following:



1.4

	Women	Men
Tops	Blouse or button down shirt with no cleavage, no strapless tops, no thin straps or any see-through fabrics are allowed <i>Colors:</i> White, black, pastel and neutral colors.	Collared and button-down shirts and well-knotted tie and blazer. <i>Colors:</i> White, black, pastel and neutral colors (for shirt and tie). Black or Blue suit.
Bottoms	Skirts and dresses must not exceed 5cm above the knee. Pants must be formal; jeans and shorts are not allowed. <i>Colors:</i> White, black, pastel and neutral colors.	Pants must be dark colored. Shorts and jeans are not allowed.
Shoes	High heels and flat closed shoes. Tennis and sandals are not allowed <i>Colors:</i> White, black, pastel and neutral colors.	Closed shoes. Sneakers and sandals are not allowed. <i>Colors:</i> White, black, pastel and neutral colors.
Hair	The hair must maintain a professional look.	Clean and neat face to maintain a professional look.
Jewelry	Keep jewelry in accordance to professional attire, modest accessories are the preferable choice.	Keep jewelry in accordance to professional attire.

1.5

STAFF AND PARTICIPANTS ROLE

- *Secretary General:* He/She is the one of the conference's leader and is ultimately responsible for its development at every stage. The Secretary General must approve any changes made to the model's protocol or rules, as well as clarifying any doubts presented during the conference.
- *Director General:* The other half ABMUN's main powers, oversees the conference's substantive issues and the welfare of every committee. The Director General must be seeking always for logistics, press and the general conference progress.
- *Presidents (Chair):* They are all responsible for leading their committee to a fruitful debate directed to viable solutions, by keeping in order the whole committee, ensuring the fulfillment of the rules (the Parliamentary Procedure and the Code of Conduct) and ruling on points and/or motions. Additionally, they must facilitate their academic delegates with reliable information from each topic through backgrounds and many other sources.
- *Press Office and staff:* They are responsible for maintaining external delegates informed through the web page and social media, publish press releases about the committees' progress, and keeping a record of all activities during the model.
- *Logistics staff:* Is responsible for managing all logistical matters, which includes assisting the conference registration. Logistic Staff is in charge of all tools and technological aids that may be needed for the committees' development. They are also in charge of maintaining order and coordinating coffee breaks and lunches.
- *Academic delegates:* They are students who assume the role of representing an ambassador of the United Nations. Delegates must prepare their investigation (with the background and many other reliable resources). They must assume their role as a country's representative and therefore, should remember that their personal opinion during committee work is out of context. They have to prepare a speech and portfolio, which should be sent to presidents by the stipulated date.

1.6

- *Advisors/Sponsors:* Before the model he/she guarantees the delegates' preparation and during committee work, he/she will take the role of observers.
- *Observers:* They have the right to listen and witness committee's debates and working procedures. Since they have a different status than an 'Observer Country' they cannot have an active participation or intervention during the committee work.



2. COMMITTEES

2.1 RULES OF PROCEDURE

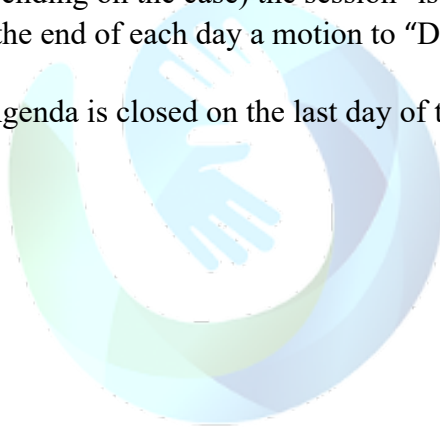
ABMUN has its own Rules of Procedure to emulate the United Nations' proceedings in order to create an atmosphere of respect. The Rules of Procedure are very important in order to maintain a well-arrangement during the conference, all of this to benefit the progress of the debate. The correct agenda that follows ABMUN's Rules of Procedure is:

1. *Call to Order*: As the Chair enters the committee, they request delegates to sit down in an organized way since the conference is about to start.
2. *Roll Call*: The Chair will name every member State and countries with observer status, delegates must answer "Present" or "Present and voting". During Roll Call logistic members would not let anyone in or out of the room. Remember that "Present and voting" is only used by countries with voice vote during the committee and when a Voting Procedure is about to take place.
3. *Open the agenda*: When Quorum is met (more than two-thirds of the committee is present) the Chair will be open to receive motions. The first day of the conference the motion to "open the agenda" must pass in order to continue, the second day motion to "resume the agenda" is in order.
4. *Reading of Opening Speeches*: A motion to "start reading Opening Speeches" is only for the first day of the conference. The time per speech is one and a half minute, the presidents will issue a warning 10 seconds before the time is up. The messaging system is suspended during this time.
5. *Open Session with a Specific Topic*: The delegate who makes the motion to "Open the Agenda" is free to decide the first topic. If the motion does not pass the other topic is automatically opened, on the second day the same motion must be made but it is not necessary to specify the topic.
6. *Informal Debate or Moderated Caucus*: When the motion is made the delegate must specify the time for the debate. During the moderated caucus modality, the Chair calls delegates (who raised their placards) one-by-one so that each can address the committee; Points of Information to the Speaker are allowed per intervention. There can be motions to "open a new Informal Debate" when the time allotted ends. A motion to "suspend the debate" is in order when a Press Release must be read, or it is time for Coffee Break.
7. *Formal Debate or Speakers List*: To begin one the motion that is in order is to "open a formal debate" and the delegate must specify the time per intervention and the number of Points of Information to the Speaker that will be allowed. To suspend a Formal Debate at least two-thirds of the original delegates in the list must have spoken.
8. *Lobby Time or Un-Moderated Caucus*: Lobby Time is used by delegates to rapidly clarify and discuss positions between them in order to create alliances and build strategies, and to write Working Papers. When making the motion the delegate must specify the time for the Un-Moderated Caucus, during this time if a delegate wants to leave the committee, he/she must ask the presidents. When Lobby Time is used for writing Working Papers the delegates must leave 15 minutes so the Chair can check the Working Papers and correct any formatting and spelling mistakes.

9. *Working Papers:* When the motion to “start reading Working Paper x.x.x” the sponsoring countries of said Working Paper must hand to the Chair the signatures of at least two-thirds of the committee. The ABMUN requirements for a Working Paper are specified in 2.3.
10. *Voting Procedure:* When motion to “Proceed with the voting of Working Paper x.x.x” is made the Working Paper needs a two-third majority in order to pass and become a Resolution.

During the voting, Procedure rules (specified in 3.4) must be followed.

11. *Closing Session:* When all Working Papers are voted a motion to “Close Session” must be made in order to close said topic. Then, if there is more time, motion to “Open Session” with the other topic is in order.
12. *Leaving and Returning to the Committee:* A motion to “Suspend Session” is made, then motion to “Leave for Coffee Break/Lunch” so delegates are allowed to leave for Coffee Break or Lunch. If there is a debate (Informal or Formal) taking place, there must be a motion to “Suspend Informal/Formal debate” before making the motion to suspend session. When returning to the committee there must be a Roll Call and the motion to “Resume (or Open, depending on the case) the session” is in order.
13. *Motion to Dismiss:* At the end of each day a motion to “Dismiss” is made so delegates can leave for the day.
14. *Closing Agenda:* The Agenda is closed on the last day of the conference.



2.2 POINTS AND MOTIONS

Points are used by delegates as tools to make personal inquiries and clarify something said by a delegate or the Chair; motions are used for keeping order during the Committee's Procedure.

ABMUN allows the use of the following Points and Motions:

Points	Description
Point of order	Used when: delegates believe the Chair has made an error, to point out the misuse of Parliamentary Language, delegate is referring or addressing directly to one delegate and when a delegate refers to events that took place previous to the creation of the UN. <i>May interrupt.</i>
Point of Personal Privilege	Used to inform the Chair of a personal discomfort a delegate is experiencing, such as the inability to hear another delegate <i>May interrupt.</i>
Point of parliamentary inquiry	Used when a delegate is talking and needs a specific term to express his/her delegation's position so the delegate may ask the Chair for that word. <i>May not interrupt.</i>
Point of information to the speaker	This point is used when someone desires to make a question to the delegate that had just ended his intervention. The chair has the power to accept or deny this point. <i>May not interrupt</i>
Point of follow-up	This point may be used when a delegate is satisfied with the answer given and wishes to make an intervention for not more than 1 minute regarding what the delegate just said.
Point of relevance	This point should be used when a delegate notices that the intervention or argument used by other delegates during the debate doesn't have real importance or much relevance. It also serves to correct any delegation that is discussing about a topic that does not concern the current topic. <i>May interrupt</i>

Motions
Motion to open agenda
Motion to read opening speeches
Motion to open session
Motion to start informal debate
Motion to start formal debate
Motion to suspend session
Motion to go to Coffee Break
Motion to resume session
Motion to go to Lunch
Motion to close session
Motion to suspend agenda
Motion to resume agenda
Motion to close session
Motion to close agenda
Motion to dismiss committee work

- *Right of Reply*: The Right of Reply is used when a delegate feels offended, the Chair decides if the reasons are valid or not (it is sent written to the Chair). If the Chair rules “the Right of Reply”, now it is in order and proceeds to tell the delegate who submitted it to explain his/her reasons to the committee in one minute. Then, the Chair asks the other delegate if he/she wishes to apologize and if he/she wants to apologize he/she will be given time to do so. No Right of Reply can be presented over a Right of Reply.
- *Challenge to the competence*: A delegate may Challenge to the Competence another delegate if the delegate is gravely violating foreign policy of the country, he/she represents. The delegate, who makes use of this, must prove, and sustain the other delegate’s error. The following procedure will be followed to conduct a challenge to competence:
 - 1) The delegate, who is challenging the other delegate, must write the reasons why he/she considers that the other delegate is not following his/her foreign policy. The delegate who is challenging to competence must annex at least two written sources in which there is evidence the way in which the delegation that is being challenged is violating its foreign policy. The delegate must hand this to the Chair.

- 2) The chair will study the Challenge to the Competence and in which case it is valid; they will call both delegations involved, and act as mediators. The delegate who is challenging will be given the opportunity to rethink his/her interventions.
 - 3) If the delegate considers he/she is not mistaken, it is necessary to perform this motion. The Secretary/Director General will be called, and the delegates will proceed to make an intervention to the committee. Each delegate will have two minutes to speak and explain his/her position. The delegates must open to the points of information the Chair considers pertinent.
 - 4) The delegation that is being challenged will have the right to come forward with written reliable sources in which it shows that he/she is actually not violating its foreign policy. It will be left to the discretion of the Chair and the Secretary/Director General to determine the validity of the challenge. They must issue a statement that exposes the decision that has been taken. The Secretary/Director General will read this statement to the commission. The delegation that loses will also lose its vote in all of the commissions throughout the remainder of the conference.
- *Yielding time:* When a delegate does not use all the time, he/she was given for OpeningSpeech or Speakers List, he/she may:
 - (a) Yield remaining time to chair.
 - (b) Yield remaining time to next delegate (not to a specific delegate).
 - (c) Open to points of information (they can do this even when they have no spare time).

2.3 WORKING PAPERS

Working papers are all resolutions that have not yet been voted on. Delegates write working papers alone or with others but must always gain the support of a certain number of countries in the committee before submitting them to the Chair. ABMUN requires signatures from two-thirds of the countries present in order to submit a Working Paper (this quantity will be announced at the beginning of each session). Only when the Chair formally accepts the document and assigns it a number can it be read and vote on. There are three main parts to a draft resolution: The Heading, the Preamble, and the Operative section.

The Heading shows the committee and topic along with the resolution number. It also lists the draft resolution's heads of block, sponsors, and signatories (see sample).

The preamble and operative sections describe the current situation and actions that will be implemented. ABMUN request Working Papers with seven (7) Perambulatory Phrases and seven (7) Operative Phrases.

- *HEADS OF BLOCK, SPONSORS AND SIGNATORIES:* Heads of Block and Sponsors of a draft resolution are the principal authors of the document and agree with its substance. It is possible to have only one Head of Block and Sponsor, this rarely occurs at the UN, since countries must work together to create widely agreeable language in order for the draft resolution to pass. Heads of Block are the responsible of presenting the Working Paper.

Sponsors control a draft resolution and only they can approve immediate changes.

Signatories are countries that may or may not agree with the substance of the Working

Paper but still wish to see it debated so that they can propose amendments. Twenty percent (20%) of the committee must be either sponsors or signatories to a draft resolution in order for it to be accepted.

- *CLAUSES:*

PREAMBULATORY CLAUSES: The preamble of a draft resolution states the reasons for which the committee is addressing the topic and highlights relevant past international actions.

Each clause begins with a present participle (called a Perambulatory phrase) in italics and ends with a comma, the last one ends with a semicolon. Perambulatory clauses can include References to the UN Charter, Citations of past UN resolutions or treaties on the topic under discussion, mentions of statements made by the Secretary General or a UN body or agency. Recognition of the efforts of regional or nongovernmental in dealing with the issue, and general statements on the topic, its significance, and the impact that it causes.

Affirming	Expressing its appreciation	Nothing with deep concern
Alarmed by	Expressing its satisfaction	Nothing with regret
Approving	Fulfilling	Nothing further
Aware of	Fully believing	Observing
Bearing in mind	Fully alarmed	Nothing with approval
Confident	Fully aware	Reaffirming
Contemplating	Further recalling	Realizing
Convinced	Guided by	Recalling
Declaring	Having adopted	Recognized
Deeply concerned	Having considered	Further seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing	Having studied	Welcoming
Expecting	Keeping in mind	

- *OPERATIVE CLAUSES:* Operative clauses describe the actions or recommendations made in a resolution. Each operative clause begins with a verb (called an operative phrase) underlined and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single idea or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or roman numerals can also be used. After the last operative clause, the resolution ends in a

period. Delegates must have in mind if their committee can submit binding Resolutions and depending on that, delegates must propose solutions that are viable.

Accepts	Draws attention	Proclaims
Affirms	Emphasizes	Proclaims
Approved	Encourages	Recommends
Authorizes	Endorses	Regrets
Calls	Expresses	Reminds
Calls upon	Express its appreciation	Requests
Condemns	Further invites	Solemnly affirms
Congratulates	Further recommends	Supports
Declares	Further requests	Takes note of
Declares accordingly	Further resolves	Transits
Deplores	Has resolved	Trust
Designates	Notes	

After finishing Working Papers, the Heads of Block must take the draft Resolution to the Chair, who approves the draft only if:

1. It has the proper format.
2. It carries the required number of signatures.
3. Its proposed actions are within the power of the respective committee.
4. There are no other Working Papers circulating which are similar in substance.
5. It is in character for the sponsoring countries.
6. It is sent to The Chair in PDF Document.

When the Working Paper is accepted by the Chair it will be assigned a number and the Heads of Block (leading countries) must send the Chair a copy of the Working Paper and read it to all the committee.

Amendments: Working papers can be modified by Amendments. An amendment process is used to strengthen consensus on a resolution by allowing delegates to change certain sections. Amendments are submitted to the Chair written on a piece of paper where the delegate must specify what should be changed/removed and a short explanation, presidents decide if to approve the Amendment. There are two types of amendments:

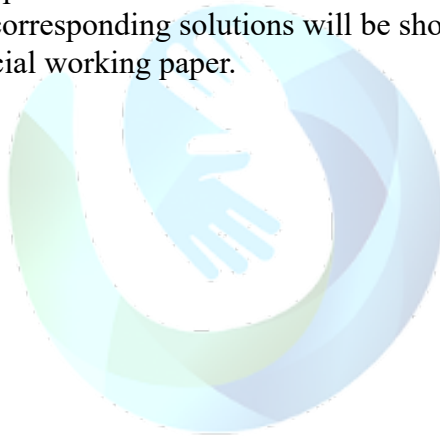
Friendly amendment: is a change to the Working Paper that all sponsors and Heads of Block agree with. After the committee's presidents approve the amendment, it will be automatically incorporated into the resolution.

Unfriendly amendment: is a change that some or none of the Working Paper sponsors and Heads of Block agree with and must be voted by the committee. The author(s) of the amendment will need to obtain a required number of signatories in order to introduce it (20% of the committee). The Chair will allow two speakers in favor and two speakers against each unfriendly amendment. Prior to voting on the Working Paper, the committee votes on all unfriendly amendments. Then the committee votes upon the Working Paper, including any change made by unfriendly amendments accepted by the committee.

CONTINUOUS CRISIS COMMITTEE:

Resolutions: As you may know CCC is one of ABMUN's newest additions, therefore some changes had to be made in order to achieve its proper management and development. Regarding the resolutions and their respective voting procedures, CCC will differ on how it is in other committees.

To begin with, the resolutions will be done by the delegates just after the crisis' debate has concluded, subsequently the respective blocks will create just one resolute clause which will be explained and explicitly exposed what were their solutions. Ensuing this, the resoluteness will be voted and approved adopting the same protocol all working papers follow. The presidents will proceed to add each of these clauses to a final document in which the crises and their corresponding solutions will be shown and finally signed by both presidents as the CCC official working paper.



SAMPLE WORKING PAPER:

Number of committee (if it belongs to the GA)

Working Paper 3.1.1. Group number (given by presidents)

Topic number

Heads of block: United Kingdom of Great Britain and Northern Ireland, the Republic of India.

Sponsoring Countries: Russian Federation, Bolivarian Republic of Venezuela, Arab Republic of Egypt, Grand Duchy of Luxembourg, Republic of Iraq, French Republic.

Signatories: Annex.

The General Assembly,

Acknowledging the different judicial systems and domestic laws that operate in each nation, *having reviewed* all of the solutions proposed earlier during the course of the debate, *keeping in mind* that the environment inmates live in affects their social reintegration, *Confident* that the solutions chosen are the most viable and will have a positive impact on the issue,

Aware of the lack of economic resources some nations have to solve this problem, *seeking* complete fulfillment of the fundamental human rights of the incarcerated citizens under the limits of law enforced upon them,

Recognizing that inmates still have rights that must be protected even though they have limited liberties.

Resolves,

1. Suggests the creation of leisure and educational activities that will improve disciplinary levels in jails, the emotional and mental balance will prepare prisoners as well for life after incarceration.
2. Supports the use of alternatives to imprisonment such as:
 - a. Community Rehabilitation Order
 - b. Taking into account that these alternatives must not interfere in the pursuit of justice in every country but for the purposes of decreasing imprisoned inmates and that these will be issued depending on the degree of the abuse committed;
3. Emphasizes on the reduction of high rates of pre-trial detention by improving access to justice.
4. Designates the WHO as the NGO that will provide an annual budget that shall be used in nations that are having a staff crisis in prisons.
5. Encourages the creation of an annual capacitation in each country given by the ICRC to staff in the well treatment of inmates.
6. Reiterates that the UNODC will provide assistance in reforming national legislation, developing a training program for prison managers to improve their leadership role so that they and their staff will follow international standards and norms.
7. Recommends the implementation of rehabilitating programs to reduce re offenders such as:
 - a. Using integrated offender management to better manage offenders by getting partner agencies to work together.
 - b. Supporting offenders to resettle in their communities, to become more employable and find clearer basis for restorative justice.

IF THE COMMITTEE DOES NOT MAKE PART OF THE GENERAL ASSEMBLY, WHERE IT'S WRITTEN "THE GENERAL ASSEMBLY," MUST BE CHANGED FOR THE NAME OF THE COMMITTEE.

2.4 VOTING PROCEDURES

Each member-State will have the right to vote during the committee's procedures.

Concerning non-substantial matters, the delegation doesn't have the right to abstain from voting. Delegations may vote in favor or against a Working Paper or may abstain from voting. The committee shall vote by showing off placards, but for substantial matters a Roll-Call vote takes place. The Roll-Call vote must be taken in alphabetical order of the present nations.

During Roll-Call Vote, delegations may answer with an affirmative vote, negative vote, or an abstention (but if they have presented themselves as "Present and voting" they cannot abstain). If an observer country wishes to vote by Voting Rights the delegate must notify it when all the other countries have vote, the Chair decides if to allow a delegation to explain its Voting Rights after the Voting Procedure. Any delegate can request this modality of Voting Procedure, but the Chair has the final decision if to follow said request.

When Voting for Working Papers, no one is allowed to enter or exit the committee, nor to use the messaging system (only Points of Order and Points of Personal Privilege are permitted).

Voting is carried out by Roll Call. The possible votes are:

- In favor: to back up a Working Paper.
- In favor with reasons: to back Working Paper and wishes to express motives for doing so, it is up to the Chair to decide to allow it or not (they are more likely to allow it when there is someone else voting "against with reasons").
- Against: if the delegate does not support the Working Paper.
- Against with reasons: if the delegate does not support the Working Paper and wishes to express motives for doing so, it is up to the Chair to decide to allow it or not (they are more likely to allow it when there is someone else voting "in favor with reasons").
- Abstain: if the delegate does not support the Working Paper but sees no reason to block it from becoming a Resolution.
- Pass: if a delegate has not yet decided on his/her vote.