



# **HANDBOOK FOR DELEGATES**



**Peace Conferences of  
World War II**

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## 1. Message from the Secretary General

Dear Delegates, Chairs, Staff Members and Press:

With great joy and deep commitment, we warmly welcome you to the 2025 edition of ULSACMUN, which will take place on May 20, 21, and 22. It is an honor for us, as the Secretary General, to be able to accompany you in this experience that not only represents an academic exercise, but also a space for personal and collective transformation.

This Model United Nations has been created with the firm conviction that young people have the power to bring about real change in the world. Through leadership, commitment, diplomacy, respect, service, and justice, we seek to build an environment where all voices are heard, ideas are highly debated, and teamwork is the foundation of sustainable and humane solutions.

Throughout these three days, each of you will be a fundamental part of an exercise that goes beyond the role of delegates or Chair members: you will be agents of change, leaders in training, and living examples of what it means to build bridges instead of walls.

We encourage you to give yourselves with passion, empathy and responsibility. Do not be afraid of error, because it is part of learning; and do not forget to enjoy every moment, because every word spoken, every agreement reached, and every bond created, will leave a mark in your own history.

Thank you for believing in this project. Thank you for being part of ULSACMUN 2025.

*Indivisa Manent, united we remain*



Paulina Leyva Lara

Secretary General of ULSACMUN 2025



Héctor Santiago Blanquel Barajas

Secretary General of ULSACMUN 2025

## 2. Message from the Chair

Dear delegates,

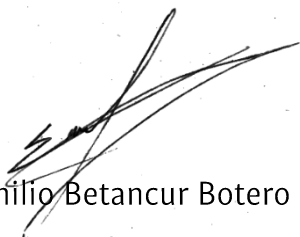

From the nations of the world, be welcome to the 2025 Model United Nations of La Salle Cuernavaca. We would like to extend our gratitude for being part of this Model of United Nations, a simulation which purpose is to encourage the debate discussion and reflection among diplomats of current and past problematics that perturbates the well-being of the world population.

It our honor to welcome you to the Peace Conferences of World War II Committee. The main purpose of this committee is to stop the active war in the world during the years 1939-1945. We believe your debates and discussions will be filled with research, forward-thinking, and collaboration with the other delegates. In our committee, we met at the three important conferences of World War II (Cairo, Tehran, and Yalta), and our goal is to find a diplomatic solution through dialogue and debate and prevent the appearance of another conflict of this magnitude.

It is our desire that these three days of intense debate will reward you with comprehension, understanding and improve your debate and discussion skills. We trust you will fill this debate forum with diplomacy, assertiveness, constructive dialogue and promises deliberations.

We hope your research and hard work will be reflected in your resolutions to stop the armed conflict and will provide you with experience and knowledge. We are confident that you will do an excellent job and wish you the best of luck.

Welcome to ULSACMUN and we wish you success on your deliberations!

  
Emilio Betancur Botero  
Moderator  
Dana López Domínguez  
President  
Dasha Karley García Tenorio  
Conference Officer

### 3. Purposes and Principles of the United Nations

Taken from Chapter 1 of the United Nations Charter:

**Article 1:** The Purposes of the United Nations are:

1. To maintain international peace and security, and to that end: to take effective collective measures for the prevention and removal of threats to the peace, and for the suppression of acts of aggression or other breaches of the peace, and to bring about by peaceful means, and in conformity with the principles of justice and international law, adjustment or settlement of international disputes or situations which might lead to a breach of the peace.
2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples, and to take other appropriate measures to strengthen universal peace;
3. To achieve international co-operation in solving international problems of an economic, social, cultural, or humanitarian character, and in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex, language, or religion; and
4. To be a centre for harmonizing the actions of nations in the attainment of these common ends.

**Article 2:** The Organization and its Members, in pursuit of the Purposes stated in Article 1 shall act in accordance with the following Principles.

1. The Organization is based on the principle of the sovereign equality of all its Members.

2. All Members, to ensure to all of them the rights and benefits resulting from membership, shall fulfil in good faith the obligations assumed by them in accordance with the present Charter.

3. All Members shall settle their international disputes by peaceful means in such a manner that international peace and security, and justice, are not endangered.

4. All Members shall refrain in their international relations from the threat or use of force against the territorial integrity or political independence of any state, or in any other manner inconsistent with the Purposes of the United Nations.

5. All Members shall give the United Nations every assistance in any action it takes in accordance with the present Charter and shall refrain from giving assistance to any state against which the United Nations is taking preventive or enforcement action.

6. The Organization shall ensure that states which are not Members of the United Nations act in accordance with these Principles so far as may be necessary for the maintenance of international peace and security.

7. Nothing contained in the present Charter shall authorize the United Nations to intervene in matters that are essentially within the domestic jurisdiction of any state or shall require the Members to submit such matters to settlement under the present Charter; but this principle shall not prejudice the application of enforcement measures under Chapter VII.

## 4. About the Second World War Conferences

**4.1 Abstract:** The main purpose of this committee was to discuss strategies and plans to stop the expansion of the nazi territory and to stop the actions taken against Judaism in Europe. Among the conferences that took place during the period that covered the Second World War, the most notable were the conferences of Tehran, Cairo, Yalta, and Potsdam. It was planned in these conferences to redefine geopolitics order and establish new moods of international governance once finished the armed conflict. The principal function of the committee is to reach an agreement between the allied leaders and the axis powers.

In contrast with the conferences that took place between 1943 and 1945, in this committee it is expected to find a resolution that benefits the world population between both alliances, in the hypothetical case where the axis powers leaders were invited to reach a resolution to the conflict in a diplomatic way.

The Cairo Conference had the purpose of analyse the progress of the war against Japan and Asia's future. In the Teheran Conference was proposed that the United States and the United Kingdom would begin the invasion of France to recover the territory and put an end to the Nazi army. Finally, at the Yalta Conference, the final details for the final attack against Nazi Germany were agreed upon and the creation of the United Nations was discussed.

This committee has the power to establish economic sanctions, take military action and in case of threat to peace recommend what measures should be taken, so as Security Council. It also has the power to determine the sanctions or measures that would be taken after the armed conflict, including fines, limitations, economic sanctions, territorial measures, implementation of laws, etc.

## 4.2 General points to discuss

### 1. Defence of human rights.

#### 1.1. Stop the genocide promoted by Nazi Germany.

Mitigate and eliminate the inequalities promoted during the Second World War and stop the discrimination implemented in Germany to the Jewish community, as it was the yellow badge on Jewish clothes.

#### 1.2. Guarantee respect for human rights for the entire population.

The human right to dignity and the right to be free were the two rights more vulnerable in this armed conflict, so as this committee our objective is to avoid and eradicate the cruel and inhuman treats, torture, abuses, and humiliations that Jewish community were submitted to.

#### 1.3. Protect civilians and armies.

Avoid more armed conflicts to prevent human casualties, including the nation armies. It's an objective to prevent more defunctions as consequences of diplomatic issues.

#### 1.4. Promote interculturality and tolerance.

Encourage the global population to eradicate the racial and ethnic discrimination and promote the tolerance between all human beings.

### 2. Achievement of peace.

#### 2.1. Identify non-violent solutions to resolve the conflict.

This committee has the purpose of to find a non-violent solution to solve the differences between nations and minimize the conflicts that could result in civilian casualties.

#### 2.2. Finding a solution that is beneficial for the world.

The solution proposed by this committee should benefit most of those involved nations and the population.

#### 2.3. Defining a proposal to develop a lasting peace.

It is necessary to propose a long-term solution to prevent more armed conflicts that harm the global population. This resolution could be the one we know as United Nations (UN) or be a totally new organization or proposal. The unique requirement is that this solution should promote a lasting peace.



3. Promotion of democratic coexistence.

3.1. Recognizing Germany's voluntary participation in finding a solution.

It is important to recognize the voluntary participation of the German Reich and avoid ignore its participation. Having this in mind, attacks and reunions that referred to attack the German territory and German attacks after these reunions are invalid, so is the case of the Weitsprung operation. The Overlord Operation will also be invalid taking into consideration that the German delegation would be invited to this meeting.

## 5. Cairo Conference (November 1943)

**5.1 Linked SDG:** The 1943 Cairo Conference highlighted the need for global partnerships to address challenges like archive the surrender of Japan, as well as the despoliation of all the Pacific Islands occupied by Japan since World War I.



**5.2 Historical background:** The second phase of the Second World War (1942-1943) was characterized by the German invasion to the Soviet Union and the confrontation between Japan and the United States.

In September 1942 the Pearl Harbor attack took place in the Oahu Island, Hawaii by the Japanese army. More than 350 planes bombed Pearl Harbor in only an hour and a half. This Japanese offensive had the objective to prevent the participation of the United States to them. Added to this, Pearl Harbor wasn't the only attack by the Japanese, in spite, Japan next of this invade Malaysia, Singapore, Thailand, Hong Kong and the Oriental Netherlands Indias After Pearl Harbor, United States of America officially declared the war against Japan the 8<sup>th</sup> of December, and eventually, Italy and Germany, as allies of Japan, declare the war against United States.

Months later the United States, in sense of revenge, planned a bombardment in Tokyo and other Japanese cities the 18<sup>th</sup> of April 1942. This mission had the name of Dolittle incursion and were sent sixteen bombers to the Japanese capital and four of their cities.

Due to the Pearl Harbor attack and the huge destruction of the American float, it was necessary to give a response to the axis powers. The Dolittle incursion was necessary in words of Roosevelt, to raise the American moral after the loss of 8 watercrafts and the massacre of 2,403 of human lives. However, the distance between Midway and Hawaii were too far from the Japanese territory, so Francis S. Low, the leader of this idea, suggested to use Marine aircraft carriers to transport the planes to the middle of the sea, so in that way would be easier to get to Japan. James Dolittle was the teniente in charge of the mission.

The Japanese send watercrafts to the Pacific after a message intercepted of a possible navy attack. Sixteen planes and seventy-nine men bombed Tokyo and four Japanese cities, being: Yokohama, Yokosuka, Nagoya, Kobe, y Osaka. Fifteen of the bombers landed in China, where the Chinese government helped them to recover. This help to the Americans, had as consequence the unhappiness of the Japanese, their army started to incinerate villages, raped and killed without control.

**5.3 Current situation:** November 1943, after the advance of the Nazi Germany in Asia, by the guide of Japan, it was necessary to analyse the development of their armies and the possible consequences for the Asian territory future.

The United States position was clear as water, the day next of the Japanese attack they declared themselves officially in war against the Japanese army. The United States of America position was to find ways to defeat them and establish the measures that should be taken against the Japan nation once finished the war. In the other hand, the United Kingdom was more concerned about the future of Asia and the develop of the Japanese army.

#### **5.4 The main topics discussed at the conference included:**

a) *Define the position against Japan during the Second World War:* Most of the Nations participate declared war against Japan years before, however in this conference was going to be revalued this situation and decide as a together their position.

b) *Limit the Japanese Empire extension:* Another of the main purposes of the meeting was to stop the extension of territory that Japan, joined to Germany, was approaching in the Asian continent in a very short amount of time.

c) *Analysis of the alliance of the Axis Powers:* The alliance of Japan, Nazi Germany and Italy were as powerful as it was dangerous, the Axis should be studied to determine the best way to give an end to the genocide, attacks to more Nations and prevent more human casualties due to the conflict.

d) *Consequences for Japan:* Once finished the war was important to establish the future consequences the Japanese government would have. Some suggestions were the stripping of the Pacific Islands, that they took since the start of the First World War, the official redemption of Japan, and gave back the territories stripped from China.

e) *Future of Asia:* After the end of the Second World War, the idea was that Japan renounce to all the territories once stripped, so an important factor would be the new organization of Asia. Another proposal that was in hand, was to guarantee the independence of Korea.

## 6. Tehran Conference 1943 (December 1943)

6.1 **Linked SDG:** The 1943 Teheran Conference was the successful result of the cooperation that was previously agreed in the Cairo Conference, even managing to reach an agreement with USSR to join the war against Germany. Which demonstrates that with the proper organization and creation of alliances it is possible to overcome any challenge.



6.2 **Historical background:** At this devastating moment of World War II, the situation of relations between the countries was terrible for the allies, particularly for the Soviet Union, which

faced a brutal invasion, losing territory and fights, against Nazi Germany. Europe became rivers of blood because there were many deaths, this became more and more violent.

The Battle of Stalingrad, which occurred between August 1942 and February 1943, was key to later meeting at the conference. The Soviets won and this was crucial because they managed to surround and defeat the German 6th Army, causing a catastrophic loss to the Nazis and preventing new and delaying advances into Soviet territory. This victory, however, came at a tremendous price and cost to the Soviet Union, which suffered approximately 1.1 million casualties, including military and civilian losses (Source: "The Battle of Stalingrad", Encyclopaedia Britannica).

In Europe, although the USA and the UK won important battles such as those in North Africa and Italy in 1943 and 1944, they continued to have problems with Nazi Germany because it was increasingly stronger and more imposing, although the victory in North Africa, with the Battle of El Alamein at the end of 1942, was of utmost importance because it was a direct blow to the Axis forces, leaving Africa and Egypt out of the game. This was extremely helpful but also costly. enough resources and also claimed the lives of many soldiers, so these battles became more and more expensive.

Already at this point, with the economic interests of each country and its individual priorities, the need to fight in Europe, more precisely against Germany, was definitive. This need was shared by different countries, including the protagonists of this conference: Franklin D. Roosevelt, president of the United States; Winston Churchill, Prime Minister of the United Kingdom; and Joseph Stalin, leader of the Soviet Union, these people, although they had differences, had a common objective, which is why the Tehran Conference was held on November 28 to December 1, 1943.

**6.3 Current situation:** At this point the war was at a critical moment. The Soviet Union was invaded and found itself in the middle of the fight against Germany, being able to resist bloody and decisive battles such as Stalingrad and facing the enormous offensive on the Eastern Front.

Powers such as the United States and the United Kingdom achieved great victories in campaigns in North Africa and in Italy, but this was not enough, they still needed to open a second front against Europe to attack Germany with greater precision.

This forced the war to go from a defensive phase to an offensive one, this means more troops, more weapons and obviously more resources, so the powers that were against the axis powers decided to unite, which started the Theran conference.

We must also consider the objectives and differences of the 4 important powers in this conference, which are the United States, the United Kingdom, China and the Soviet Union:

*United States:* Its objective was to find and maintain an alliance to coordinate and open the fight against Germany without having to spend so much of its economic resources.

*United Kingdom:* Want to continue this influence as the great world power it once was and lead the strategy to protect its imperial interests.

*Soviet Union:* Just as the United States wanted to open up to Europe to protect its territory in addition to spreading its communist ideology throughout Europe.

*China:* Resist the fight against Japan and obtain international support to defend your sovereignty, to recover their territory in the future.

#### **6.4 The main topics discussed at the conference included:**

- a) Opening of the Second Front
- b) Coordination of Military Strategies
- c) Relief for the Eastern Front
- d) Definition of Operation Calendars
- e) Share Resources and Logistics
- f) Assessment of the War Situation
- g) Strengthening the Alliance
- h) Resolution of Ideological Tensions
- i) Planning Strategic
- j) Vision of the Postwar Order

## 7. Yalta Conference (February 1945)

**7.1 Linked SDG:** The Yalta Conference's emphasis on creating mechanisms for peace, justice, and governance strongly resonates with the principles of SDGs 16 and its most enduring legacy the establishment of the United Nations remains a cornerstone of efforts to promote global peace and justice.



**7.2 Historical background:** In February 1945, a decisive moment during world history. World War II is nearing its conclusion, with Allied forces advancing inexorably against the Nazi Reich. On February 4, the leaders of the three major Allied powers—Franklin D. Roosevelt, Winston Churchill, and Joseph Stalin—have gathered in the city of Yalta, in the Crimean Peninsula, to shape the post-war world order.

Since the war began in 1939, the territorial expansion of the Third Reich has threatened global stability. However, campaigns in North Africa, the Allied invasion of Italy in 1943, and the successful landing in Normandy on June 6, 1944, have tilted the balance in favour of the Allies. On the Eastern Front, the Red Army has made significant advances, occupied Poland and pushing Nazi troops back into their original territory. These events have created a new power map that requires political and territorial reconfiguration.

The Yalta meeting was preceded by the Tehran Conference in 1943, where the strategy for the final phase of the conflict was discussed. Now, the goal is to consolidate Allied cooperation and lay the foundations for lasting peace. Some of the most critical points of debate include the division of Germany, the political reorganization of Eastern Europe, and the creation of an international organization to ensure collective security.

This conference is unfolding in a climate of distrust and latent tensions. While Churchill seeks to preserve British influence on the continent, Roosevelt attempts to balance relations with



Stalin, whose power in Eastern Europe is rapidly growing. The outcome of this summit will be key in determining the balance of power in the post-war era.

The battle of Kursk on July 5, 1943, was the largest tank battle in history. In this conflict on the soil of the USSR, nearly two million Soviet troops faced off against almost 800,000 Germans. Despite that numerical and technological advantage, the Soviets bled the attack and launched a counteroffensive that would be a turning point on the Eastern Front and would eventually open up the road to the Soviets to Central Europe. On the Western Front, the Allies landed in Normandy in June 1944, setting off a series of advances culminating in the unconditional surrender of Germany in May 1945.

**7.3 Current situation:** On the third day of meetings, the Yalta Conference has made significant progress in shaping the future world order. It has been agreed that Germany will be divided into four occupation zones, administered by the United States, the United Kingdom, the Soviet Union, and France. Additionally, it has been determined that Berlin, the capital of the Reich, will also be divided into sectors controlled by these powers.

#### **7.4 The main topics discussed at the conference included:**

a) *The future of Poland:* The Soviet Union has secured its control over this country, arguing that its security depends on maintaining a sphere of influence on its western border. Roosevelt and Churchill have obtained Stalin's commitment to allow free elections in Poland, although doubts remain about the true extent of this concession.

b) *Regarding global security, progress has been made in creating a new international organization:* The United Nations. It has been decided that this institution will have a Security Council composed of five permanent members with veto power: the United States, the United Kingdom, the Soviet Union, China, and France. This mechanism aims to guarantee cooperation among major powers and prevent future global conflicts.

c) *The prosecution of Nazi leaders:* It has been agreed to establish an international tribunal to try those most responsible for the war crimes committed by Hitler's regime. This tribunal, to

be held in Nuremberg, will set a precedent in international law by holding individuals accountable for crimes against humanity.

d) *Territorial reorganization of Europe:* Germany will lose all territories annexed during the war, and its eastern borders will be redrawn, granting Poland new territories in the west at the Reich's expense. Furthermore, East Prussia will be divided between the Soviet Union and Poland, while Czechoslovakia and Austria will be restored to their pre-war borders.

e) *Negotiations with Stalin have been intense:* In exchange for his support in the war against Japan, Roosevelt and Churchill have agreed to grant the Soviet Union territorial concessions in Manchuria and the Kuril Islands. While strategic in ensuring Soviet participation in the Pacific front, this concession could lead to future tensions with China.

The atmosphere in Yalta is one of cautious optimism. While fundamental agreements have been reached, the true test of their effectiveness will be seen in the coming months and years. With the end of the war on the horizon, a new chapter in world history begins, marked by both cooperation and rivalry among the victorious powers.



## 8. Questionnaire

1. Which is your delegation's position at the Cairo Conference?
2. Which is your delegation's position at the Tehran Conference?
3. Which is your delegation's position at the Yalta Conference?
4. How does the economic and military situation of your nation would be modified or influenced by the Cairo Conference's decisions?
5. What proposals would your delegation present at the Tehran Conference to avoid a new world conflict after the war, in addition to the distribution of territories and post-war control measures?
6. Which is your delegation's position and measures what kind of measures would it take in the distribution of territories after the war? In the case this distribution does not favour your nation, what would your delegation propose to make this division of territory fairer?
7. How will the events leading up to the Cairo Conference affect your delegation's position and how will they be reflected at the Theran conference?
8. What aspects of the Tehran Conference benefit or harm your nation?
9. How does your delegation believe that previous agreements, pacts or treaties with other nations should be treated after the end of the war?
10. Which of the proposed agreements taken at the Yalta Conference do best to reduce the possibility of another war in the future?

## 9. List of summoned delegations

1. Australia
2. Austria
3. Belgium
4. Bulgaria
5. Canada
6. Croatia
7. Czechoslovak
8. Egypt
9. Finland
10. Free France
11. Germany Third Reich
12. Hungary
13. Italian Social Republic
14. Japanese Empire
15. Korea Chōsen
16. Legionary Romania
17. Libya
18. Morocco
19. Netherlands
20. Norway
21. Poland
22. Republic of China
23. Slovakia
24. Swiss Confederation
25. Taiwan (Formosa)
26. Thailand
27. Union of Soviet Socialist Republics
28. United Kingdom of Great Britain and Northern Ireland
29. United States of America
30. Vichy France

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## 11. Rules of procedure

1. **LEGALITY.** These rules of procedure are the unique protocol criterion of this simulation. These rules will apply for the following committees: Committee of Economic, Social, and Cultural Rights; Council of the European Union, Peace Conferences of World War II; Star Wars Galactic Senate; UN Women; and World Health Organization. The ULSACMUN's Organizing Committee will have the final statement if there were any kind of misunderstanding or controversy about their meaning or application.

2. **OFFICIAL LANGUAGE.** English will be the official language, at any time during the sessions, in the committees mentioned in the heading of this document.

3. **ORGANIZING COMMITTEE.** The Organizing Committee is composed by the Executive Committee (Secretary General, Sub-Secretaries and Academic Advisor), and by each committee's Chair (President, Conference Officer and Moderator).

4. **STATEMENTS BY THE SECRETARIAT.** The Secretary General, or a member of the Organizing Committee designated by them may, at any time, make either written or oral statements to the Committees. Those statements, for the purposes of this simulation, will be definitive.

5. **DELEGATIONS.** During each session, in any given committee, each delegation may be composed of one and only one delegate, representing just one state/company/organization/ representation, and having the right to cast just one vote.<sup>1</sup>

6. **OBSERVERS.** They shall be considered as observers those who represent a state/company/organization that does not count on the Member status in the committee. Observers do not have the right to cast a vote during amendments and resolutions. However, they can participate during the debate with the same rights of any member, and they must be recognized by the Chair of the committee.

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<sup>1</sup> In some cases, a delegate can have a "double delegation". That will imply to represent a different state/company/organization/advisory in each of the topics of the Agenda. In those cases, the delegates will adjust their position papers and questionnaires to fulfill with the requirements of this simulation.

7. **EXTERNAL VISITORS (teachers, faculties, relatives and friends).** External visitors must have the authorization of the Organizing Committee to be allowed to watch the debate. Under no circumstances can an external visitor interfere, in any way, during the simulation.

8. **POSITION PAPER/ QUESTIONNAIRES:** As part of his/her participation, each delegate must elaborate and deliver, to the Chair of the committee, a Position Paper document with the pertinent data and the official position of the state/company/organization represented. The delegates/representatives must also answer and deliver the questionnaires included in the Handbooks. Delegates must deliver their position paper in the designated due date established by the Organizing Committee and a printed copy during the first session of the simulation. Delegates/representatives that fail to comply with these requirements may be granted with a warning.

9. **USE OF ELECTRONIC DEVICES:** The use of electronic devices (laptops, tablets, cellphones, etc.) is permitted if the Chair allows it.

10. **POWERS OF THE ORGANIZING COMMITTEE.** The authority during any given session of any given committee will fall on the Chair members, with the following precisions:

a) The highest level of authority is with the *President*, being her/his decisions unappealable. The President will declare the session opening or closing and can also suggest procedures that in her/his opinion will contribute to the fluency of debate.

b) The *Moderator* has the function of directing the debate, granting the word to delegates, and helping debate to be fluid and effective. In the absence of the President, the Moderator will assume the duties of the presidency.

c) The *Conference Officer* will help with President and Moderator tasks, during formal sessions. He/she will also register votes, resolve any inconvenience that may occur to delegates, and will help with communication between them through written messages, and personally.

Any member of the Chair will be able to assist delegates with the possible course of the debate and/or any other matters related to this simulation.

11. **MAJORITY CRITERIA.** There are 2 types of criteria to consider in a voting procedure. In both cases the totality of the present delegations/representations, present and approved are considered to participate in the session, excepting those occasions in which only members can vote. The use of each specific majority depends on the situation:



a) *Simple majority*: Implies 50% +1 (fifty percent plus one) of present delegations/representations. It is used in almost every procedure to vote, except for the closure of debate.

b) *Qualified majority*: 2/3 (two thirds) of present delegations/representations. To be used in case of voting on closing debate to pass into voting a resolution or amendment.

12. **QUORUM**. To declare a debate session officially opened, the President has to declare the existence of *quorum*. To do so, at least a simple majority of the total delegates/representatives summoned must be present. This requirement is also needed when voting for an amendment or a resolution.

13. **COURTESY**. All delegates/representatives must show, in every moment, respect and courtesy toward the Chair and all present delegates/representatives.

14. **DIPLOMATIC NOTES**. Unless the Committee is on the Open Floor or in any type of Caucus, delegates/representatives must maintain all communication exclusively in written form, through Diplomatic Notes. These notes must be sent through the members of the Chair of the Committee, who may be assisted by other members of the Organizing Committee of ULSACMUN. The improper use of Diplomatic Notes may cause the delegates/representatives to be subject to a warning.

15. **WARNINGS**. In case of breaking any rule, the Chair or any member of the Organizing Committee can give a warning to any delegate. When a delegate/ representative is given two warnings in the same session, he/she must leave the session, and he/she won't be able to come back until the next one. If the delegate/representative receives three warnings during the model, her/his participation will be suspended permanently.

16. **OPEN FLOOR**. It is considered an open floor only when the Moderator or the President has expressed it to the committee. The floor must be open to establish any motion of procedure or point of parliamentary inquiry.

17. **AGENDA**. The first action of the committee will be to establish the order of the Agenda. To do so, delegates/representatives must follow the next steps:

a) A motion should be made to put a topic first on the agenda. This motion requires a second.

b) An extraordinary Speakers List of two delegates/representatives for and two delegates against the motion will be established and each one of those four delegates will state his/her arguments in a speech of no longer than 30 seconds.



c) Automatically, after the speeches mentioned in the previous point, a voting will be made to open the debate with the proposed topic. If the voting has a positive simple majority, the debate will begin with the proposed topic. Otherwise, automatically the debate will begin with the other topic of the Agenda.

d) A motion to proceed to the second topic area will only be in order after the Committee has adopted or rejected a resolution on the first topic. If a resolution on the first topic is accepted, the process to begin with the second topic will be automatic. In case the resolution is rejected, the motion to proceed to a second topic is open to debate, to the extent of one speaker in favor and one against. This motion requires a vote of two-thirds of the members present and voting to pass. If the motion fails, the Committee will continue in the first topic, in the process of revising or amending the proposed resolution.

18. **SPEAKERS LIST.** Once the Committee has chosen the topic to begin the debate, the only acceptable motion will be the one to open the Speakers' List. This motion needs to be seconded; however, it doesn't need to be voted.

The speakers list will be opened with the delegations who have requested it. After that, any country can ask for its inclusion on the list by raising the placard and asking for a motion to be added or by a diplomatic note addressed to the Chair.

By decision of ULSACMUN's Organizing Committee, the Speakers List will be exclusively used for the time needed for the members of the Committee to present, in a unique participation per delegate/representative, their official position towards the discussed topic. After that has been accomplished, the Chair will have the power to manage the rest of the time assigned to the topic, through Simple and Moderated Caucuses.

19. **SPEECHES.** Delegates/representatives cannot address the committee without authorization of the Chair. Any Chair member can call a speaker to come to order if he/she is deviating from the topic of the discussion. Speeches must be made in such a way that it's clear that the delegates represent the position of a nation/enterprise/organization. That is why delegates must abstain in using the *first person* when establishing their speeches. Failing to fulfill this requirement may cause the delegate to earn a warning.

20. **SPEECHES TIME LIMIT.** The Chair will establish the time that every delegate must speak, inside a margin of 10 seconds as minimum and 3 minutes as maximum time. The Moderator will call the delegate

to order if he/she exceeds the time limit to speak. A time limit change can also be proposed by any delegate; it must be seconded and approved by simple majority. The President can call out of order this motion and his/her decision will be unappealable.

21. **YIELDS.** A delegate/representative who has been accepted to speak about a topic on the Speakers' List must yield his/her time in one of the ways shown below. The delegate/representative must tell his/her decision to the Chair when he/she finishes his/her speech.

a) *To another delegate/representative:* The other delegate/representative can use the remaining time but can't yield it again. If the one that is receiving the time doesn't accept it, the yielder can be granted with a warning.

b) *To other delegates'/representatives' questions:* The delegates/representatives that will be asking the questions will be chosen by the Moderator and can only ask one question (with the right to a follow-up question). Time will be discounted from the answers of the speaker.

c) *To the Chair:* This option implies that the remaining time can no longer be used in any way. This option must be used even if the time has expired completely.

**IMPORTANT NOTE:** If the delegate/representative does not yield his/her remaining time in any of the above options, the Chair can give a maximum of two delegates the right to comment about the speaker's speech, and these comments can't be replied to by the speaker.

22. **EXTRAORDINARY SESSION OF QUESTIONS.** As a decision of ULSACMUN's Organizing Committee, to keep the fluency of the debate, this resource won't be available during this simulation. The opportunity to question another delegate/representative will be present during Simple and Moderated Caucus.

23. **POINT OF PERSONAL PRIVILEGE.** Whenever a delegate/representative experiences personal discomfort which impairs his/her ability to participate in the proceedings; he/she may rise to a Point of Personal Privilege to request discomfort to be corrected. While a Point of Personal Privilege may interrupt a speaker, delegates/representatives should use this power with the utmost discretion, to avoid being granted with a warning for the abuse of it.

24. **POINT OF ORDER.** During the discussion of any matter, a delegate/representative may rise to a Point of Order to indicate an instance of improper parliamentary procedure. The Point of Order will be immediately decided by the President in accordance with these rules of procedure. The President may

rule “out of order” those points that are dilatory or improper; such a decision is unappealable. A delegate/representative rising to a Point of Order may not speak on the substance of the matter under discussion. A Point of Order may only interrupt a speaker if the speech itself is not following proper parliamentary procedure.

**25. POINT OF PARLIAMENTARY INQUIRY.** When the floor is open, a delegate/representative may rise to a Point of Parliamentary Inquiry to ask the members of the Chair a question regarding the rules of procedure. A Point of Parliamentary Inquiry may never interrupt a speaker. Delegates/representatives with substantive questions about the topic should not rise to this Point but should rather approach the committee during caucus or in written form through a Diplomatic Note.

**26. RIGHT OF REPLY.** A delegate/representative whose personal or national integrity has been harmed by another delegate may request a Right of Reply through a Diplomatic Note addressed to the Chair. The Chair’s decision whether to grant the Right of Reply is unappealable. A delegate/representative who has been granted a Right of Reply will not address the committee, and she/he will be granted a warning. A Right of Reply to a Right of Reply is out of order.

**27. SIMPLE CAUCUS (OPEN DEBATE).** A motion to open a simple caucus will be in order at any time when the floor is open. To open a simple caucus, the delegate/representative making the motion must briefly explain its purpose and specify a time limit for the caucus that, under no circumstances, will exceed thirty minutes. The motion will immediately be put to a vote. A simple majority of the present members is required for passage. The President may rule the motion as out of order and his/her decision is unappealable.

**28. MODERATED CAUCUS.** In a moderated caucus, the Chair will call on delegates/representatives to speak at his/her discretion, always under the authority of the Moderator.

A motion for a moderated caucus is in order at any time when the floor is open. However, the President may rule the motion as out of order and her/his decision is unappealable. The delegate making the motion must specify a time limit for the caucus, not to exceed twenty minutes. Once raised, the motion will be voted, with a simple majority of present members required for passage.

All speeches during the moderated caucus must be brief to promote the participation of all delegates, with a limit time of 2 minutes. The Chair can interrupt speeches that exceed the established limit, and that decision will be considered as definitive.

Also, with the purpose of facilitating substantive debate at critical junctures in the discussion, the Organizing Committee of ULSACMUN has decided to *allow direct contact and questioning between delegates/representatives*. In the same sense, delegates/representatives must abstain to establish any Point of Order related to the use of the first person in the speeches. That resource will be exclusive to the Chair, which could grant a warning to delegates/representatives that persist in that kind of behavior.

29. **ROUND ROBIN:** Delegates/representatives may propose the motion of a round robin during the time of the debate. During this time, *all* delegates/representatives present in the forum must speak for a maximum of 1 minute on the current topic, the order of participation will follow the list of delegates/representatives managed by the Chair. Delegates have the right to pass during their turn in the Round Robin.

30. **APPROVAL COMMISSION.** A working paper or a draft resolution must be first revised by the Approval Commission, which will be composed by the President and the Conference Officer of each Committee. This Approval Commission will answer directly to the Secretary General and might suggest modifications of form, but not of content. Eventually any member of the Executive Committee may be part of the Approval Commission.

31. **WORKING PAPER/MINUTE.** A working paper/minute is a document in which the main ideas of solution are exposed. It is the background of a resolution paper/treaty. Working papers/minutes follow a very simple format (Watch the attachment: Sample Working Paper) and, even though they are not official documents, they do require the signature of at least 1/3 of present delegates/representatives and of the Approval Commission to be presented and discussed. A working paper/minute that doesn't present these requirements cannot be officially presented for its discussion.

32. **RESOLUTION PAPER/TREATY.** Every Resolution Paper/Treaty should include solutions to the topic the committee is discussing. A member of the Approval Commission must sign the Resolution Paper/Treaty, and this should be signed by at least 1/3 of the present members and follow the appropriate format (Watch the attachment: Sample Resolution). Once the Resolution Paper/Treaty is approved by the Approval Commission it will be presented to the committee so they can debate about it. No Resolution Paper/Treaty written before the simulation can be presented nor debated. A Resolution/Treaty can only be presented when most of the speakers tell their opinion about the topic. The Chair will invite two delegates that, in 3 minutes maximum, should read the document.

32. **AMENDMENTS.** Delegates may amend any Resolution/Treaty which has been introduced. An amendment must have the approval of the Approval Commission and the signatures of at least 1/3 of the

present members to be read and discussed. Amendments to amendments are out of order; however, an amendment part of a resolution may be further amended. Preambulatory phrases may not be amended.

The final vote on an amendment is procedural: all present members must vote. An approved amendment may be introduced when the floor is open. The President will recognize two speakers against the motion to close debate, and a vote of two-thirds is required for closure. Amendments need a simple majority to pass.

33. **CLOSURE OF DEBATE.** Being the floor open, a delegate may propose a motion to close debate on the substantive or procedural matter under discussion. The President may, subject to appeal, rule such a motion dilatory. When closure of debate is proposed, the President may recognize up to two speakers against the motion. No speaker in favor of the motion will be recognized. Closure of debate requires the support of two-thirds of the members present. If the Committee is in favor of closure, the Moderator will declare the closure of the debate, and all resolutions and amendments on the floor will be brought to an immediate Roll-Call voting.

34. **ROLL-CALL VOTING.** After debate is closed on any topic, any delegate may propose a motion to begin a roll-call voting. In a roll call vote, the President will call countries in alphabetical order, to express their vote in three separated rounds:

a) *First round:* Delegates may vote “Yes,” “No,” “Abstain,” or “Pass.” A delegate who does not pass may request the right to explain his/her vote.

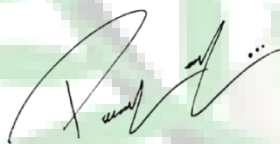
b) *Second round:* Delegates/representatives who asked for a right of explanation during the first round must explain their vote in a brief speech of no more than 30 seconds. Also, delegates/representatives who passed during the first round of the roll call must vote during the second round. The same delegate may not request the right to explain his/her vote.

c) *Third round:* The President will call for any reconsiderations of vote.

**Note:** Delegates/ representatives under the *status* of “observers” won’t be considered for the roll call voting. However, they will be allowed to stay in the room.

35. **SESSION CLOSURE.** When the floor is open, a delegate may propose a motion to close the session until the next session or the definitive closure. A simple majority of the present members is required for passage. The President may rule the motion as out of order and her/his decision is unappealable.


These rules were revised and approved in March 2025 by:



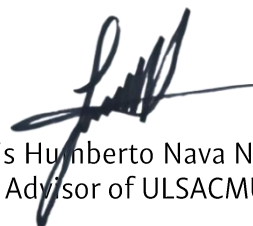
Paulina Leyva Lara  
Secretary General of ULSACMUN 2025



Héctor Santiago Blanquel Barajas  
Secretary General of ULSACMUN 2025



Dana López Domínguez  
Undersecretary of Protocol of ULSACMUN 2025



LRI. Luis Humberto Nava Navarrete  
Faculty Advisor of ULSACMUN 2025



## 12. About the Minutes

### Structure of a Minute:

a) **HEADING:** The title must be catered, in capital letters, above the main body of the minute. The recommended title for the minutes is: “Conference name” + Minute. On the left margin and two lines below the title must include the date, time, and location of the meeting. Below this data it must be record the list of attendees, including guests.

b) **BODY:** The minute is record with the following rules:

- On the top of the body, it must be the list of the conference objectives.
- To start the body, the minute must contain a breve introduction to contextualize the current situation of the topic.
- Summarize the discussion key points of the debate should be numbered and bravely explained.
- The decisions taken within the conference must be clearly numbered and redacted with preambulatory and operative phrases as in a common resolution project. After having clear de decisions of the conference, it should be recorded a list of actions that this committee is willing to perform. This will help the committee to find a solution to the topic. These actions must be as concrete and detail as possible and comply with the SMART methodology.
- All points included should be well drafted, paying special attention to their grammar and spelling. The content most be written with Times New Roman 12, justified and with a 1.5 interline.

c) **CONCLUSION:** Determine a closure to the meeting and include annexes or references used to record the minute.

- To give a closure to the conference it should be redacted a breve conclusion or what it was decided during the committee meeting.
- Stablish notes about any future plans or meetings that were agreed upon.
- At the end of the document, it must be included the signatories of the minute. To approve a minute, it is required at least the signature of 1/3 of the present delegates.

**SAMPLE MINUTE****POTSDAM CONFERENCE MINUTE**

**Date and time:** July 18<sup>th</sup> 17:00, 1945

**Location:** Potsdam, Germany

**Attendees:** United States of America, Soviet Union, France, Italy, Japan, Belgium, Brazil, Bolivia, China, Cuba, Ecuador, Grecia, Guatemala, Haiti, Honduras, Portugal, Rumania, Uruguay, Poland and United Kingdom

**Objectives:**

- Determine the new administration of Germany.
- Define new Polak borderlines.
- Search ways to repair infrastructure after de war demolition.
- Stablish bases to reach the peace after the Second World War.
- Decide the future of Germany and Occidental Europe.

This conference is the closure of an unequalled event that had a critic impact in Occidental Europe. After six years of armed conflicts and unnumerable human life lost, this conference is searching to give an end to war years the vulnerated the world.

1. Germany Division
  - a. Proposal of divide Germany, in four zones, Berlin and Vienna.
2. Eradicate nazi ideology
  - a. Re-educate German population to forget the nazi ideology.
  - b. Prosecution of nazi criminals
3. Reconstruction
  - a. Stablish a reconstruction plan to repair the damage after the conflict
4. Japan redemption
  - a. Stop the war against the Japanese nation and search a peaceful resolution
5. Borderlines
6. Search the peace



- a. The creation of an organization dedicated to promoting and maintain the peace

### The Potsdam Conference:

**Reaffirming** the importance to provide stability, safeness and freedom.

**Seeking** to achieve the global peace by making an agreement that benefits the global population above all and the implicated nations.

**Recognizing** the destruction, damage and human casualties that had left this armed conflict.

1. **Having studied** the current situation of Germany, for the global security, the territory will be divided into four zones:

- a. **Authorizes** the division of Germany and make a repartition between Great Britain, France and the Soviet Union.

2. **Fully believing** the demilitarization of Germany will bring tranquillity, peace and confidence, the armed forces will be eliminated from the nation.

- a. **Proclaims** that German industry used for military purposes will be dismantled.

3. **Alarmed by** the nazi ideology, racial laws and legislations would be repealed

- a. **Condemns** the nazi criminals and prosecute their future.

4. [...]

The commitment of all the nations attendees is to eradicate any sign of violence among the world nations and search the best way to keep and protect the global peace. It's our obligation as nations to see for the global population and its safeness, so having this in mind, this conference was to guarantee justice, freedom and stability in the world. At this meeting, the most important topics discussed were the Germany consequences after the genocide promoted by the leader of the territory and prosecute the criminal responsible for that decision. However, the main objective was to end the war and view for the Occidental Europe future and re-construction after all the damage cause.

To finalize, it's necessary to establish a future meeting to discuss the structure and details of the organization presented during this conference.

## **SIGNATURES**

United States of America

United Kingdom

Soviet Union

[...]



## 13. About the Treaties

### Structure of a Treaty:

a) **HEADING:** The title should be centred, in capital letters, above the main body of the treaty. The title should be the name of the treaty that is recommended to be the city name of the conference plus the word “treaty”. On the left margin and two lines below the title must include the date, time, and location of the meeting. Below this data it must be record the list of attendees, including guests.

b) **BODY:** The treaty is written with the following rules:

- At the beginning of the body, the treaty must contain a breve preamble or introduction of the current situation and the relevance of discussing the topic.
- The next section, consisting of pre-ambulatory clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the treaty and offers support. At this section is important to explain in detail de decisions taken during the meeting.
- The pre-ambulatory and operative clauses must be underline and bold.
- To finalize the body, this treaty should include an emphasize the final dispositions decided during the conference These final dispositions must include the SMART methodology and the way in which they will be carried out.
- All points included should be well drafted, paying special attention to their grammar and spelling.

c) **CLOSURE:** Determine a closure to the conferences and include annexes or references used to write the treaty.

- To conclude the treaty, it should be a breve paragraph to resume the must relevance point od the document and give a closure to the topic.
- Stablish notes about any plans that were agreed upon.
- At the end of the document, it must be included the signatories of the treaty. To be approved the treaty, it is required at least the signature of 1/3 of the present delegates.

## SAMPLE OF THE TREATY

## POTSDAM TREATY

**Date and time:** August 2<sup>nd</sup> 17:00, 1945

**Location:** Potsdam, Germany

**Attendees:** United States of America, Soviet Union, France, Italy, Japan, Belgium, Brazil, Bolivia, China, Cuba, Ecuador, Grecia, Guatemala, Haiti, Honduras, Portugal, Rumania, Uruguay, Poland and United Kingdom

In September 1939, the Second World War started with the German invasion to Poland. After years of armed conflict, this conference pretends to cease the war and fin a diplomatic way to solve the situation, and finally, achieve the global peace again. This situation it could be the most important topic currently in the world, stopping the genocide and human causalities should be our priority as population and nations.

**The Potsdam Conference:**

**Taking into account** the current situation.

**Aware of** the division the German racial laws have made between the global population.

**Observing** the necessity of an organism to achieve and maintain the peace.

1. **Encourages** the creation of the United Nations, an organism dedicated to achieving the peace
  - a. **Affirms** this organism will be divided into an assembly, a council and a permanent secretary.
2. **Having devoted attention** to the German actions, it is necessary the new delimitation of borderlines with sided nations.
3. **[...]**

The commitment of all the nations attendees is to eradicate any sign of violence among the world nations and search the best way to keep and protect the global peace. It's our obligation as nations to see for the global population and its safeness, so having this in mind, this conference

was to guarantee justice, freedom and stability in the world. At this meeting, the most important topics discussed were the Germany consequences after the genocide promoted by the leader of the territory and prosecute the criminal responsible for that decision. However, the main objective was to end the war and view for the Occidental Europe future and re-construction after all the damage cause.

To finalize, it's necessary to stablish a future meeting to discuss the structure and details of the organization presented during this conference.

### **SIGNATURES**

United States of America

United Kingdom

Soviet Union

[...]

## 14. Preambulatory and operative clauses

### PREAMBULATORY AND OPENING CLAUSES

Affirming	Expecting	Keeping in mind
Alarmed by	Expressing its appreciation	Noting further
Approving	Expressing its satisfaction	Noting with regret
Aware of	Fulfilling	Noting with satisfaction
Believing	Fully aware	Noting with deep concern
Bearing in mind	Fully alarmed	Noting further
Cognizant of	Fully believing	Noting with approval
Confident	Further developing	Observing
Contemplating	Further recalling	Realizing
Convinced	Guided by	Reaffirming
Declaring	Having adopted	Recalling
Deeply concerned	Having considered	Recognizing
Deeply conscious	Having considered further	Referring
Deeply convinced	Having devoted attention	Seeking
Deeply disturbed	Having examined	Taking into account
Deeply regretting	Having Heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing	Having studied	Welcoming

### OPERATIVE CLAUSES

Accepts	Encourages	Recommends
Affirms	Endorses	Reminds
Approves	Expresses its appreciation	Regrets
Authorizes	Expresses its hope	Requests
Calls for	Further invites	Resolves
Calls upon	Further proclaims	Solemnly affirms
Condemns	Further reminds	Strongly condemns
Congratulates	Further recommends	Supports
Confirms	Further requests	Takes note of
Considers	Further resolves	Trusts
Declares accordingly	Has resolved	Urges
Deplores	Notes	
Draws attention	Proclaims	
Designates	Reaffirms	
Emphasizes		

## 15. Schedule

Martes 20		Miércoles 21		Jueves 22	
7:00-7:50	Registro	7:00-7:50	Séptima sesión	7:00-8:20	Decimoquinta sesión
7:50-8:30	Inauguración	7:55-8:45	Octava sesión		
8:30-9:40	Conferencia	8:50-9:40	Novena sesión	8:30-9:40	Panel de testimonios
9:40-10:10	Receso	9:40-10:10	Receso	9:40-10:10	Receso
10:10-11:00	Primera sesión	10:10-11:00	Décima sesión	10:10-11:00	Decimosexta sesión
11:05-11:55	Segunda sesión	11:05-11:55	Undécima sesión	11:05-11:55	Premiación en comités
11:55-12:15	Receso	11:55-12:15	Receso	11:55-12:15	Receso
12:15-13:05	Tercera sesión	12:15-13:05	Duodécima sesión	12:15-13:05	Clausura
13:05-14:00	Cuarta sesión	13:05-14:00	Decimotercera sesión	13:05-14:00	Premiación
14:00-16:00	Comida	14:00-16:00	Comida		
16:00-16:55	Quinta Sesión	16:00-16:55	Decimocuarta sesión		
16:55-17:10	Refrigerio	16:55-17:10	Refrigerio		
17:10-18:00	Sexta sesión	17:10-18:00	Presentación artística		