



HANDBOOK FOR DELEGATES



UN Women

Contents

1. Message from the Secretary General
2. Message from the Chair
3. Purposes and Principles of the United Nations
4. About UN Women
5. Topic A: Universal women's suffrage: Impact of the right to vote (1918-1930)
6. Topic A Questionnaire
7. Topic B: Arrests, imprisonment, physical attacks and life threats: Repression against women as protesters and social leaders
8. Topic B Questionnaire
9. List of Summoned Delegations
10. References
11. Rules of procedure
12. About the Working Papers
13. About the Resolution projects
14. Preambulatory and operative phrases
15. Schedule

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.

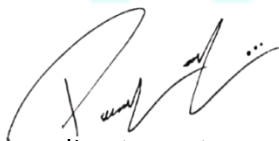
This Model United Nations has been created with the firm conviction that young people have the power to bring about real change in the world. Through leadership, commitment, diplomacy, respect, service, and justice, we seek to build an environment where all voices are heard, ideas are highly debated,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

A great greeting of welcome is sent to all the delegations belonging to the UN Women committee of ULSACMUN, in its 2025 edition. The choice is greatly appreciated for its participation in this committee and this event of the United Nations, in search of exemplary leaders, fair debate, collaboration, and participation of nations to find solutions to problems of our current society.

The purpose of the UN Women committee is focused on the debate on women's suffrage in its beginnings, to give a balance of rights between men and women, to have a vision for the future of an equitable present between nations where women have access and have the same treatment as any human being. Likewise, in its topic two, tactics are proposed for the protection of women by having their right to freedom of expression in protests in favour of equality, an important area of our society today.

The Chair looks forward to seeing the participation of each of the delegations present, and that it is an unforgettable and enriching experience that is a reason for reflection on the different aspects to be solved in our current society. We are confident that these spaces will promote a pleasant dialogue to cooperate in building a better future. We wish you success and luck in the upcoming debates.

Welcome to ULSACMUN 2025!



Galia Granados Monroy
Moderator



Frida Amelié Tello Díaz
President



Hanna Valeria Lemus Carrillo
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 UN Women

4.1 Background of the Committee: The UN Women Committee was created in July 2010 by the United Nations General Assembly. Its establishment was part of a reform effort within the UN, aimed at consolidating and coordinating efforts to promote gender equality and women's empowerment globally. The creation of UN Women arose in response to the challenges the UN faced in promoting gender equality, such as insufficient funding and a lack of clear leadership in this area.

This committee aims to support intergovernmental entities in the development of international policies and standards, assist Member States in implementing these standards through technical and financial support, and hold the UN system accountable for its commitments related to gender equality. It is also actively involved in eliminating violence against women, promoting women's economic and political empowerment, and ensuring access to education and sexual and reproductive health.

4.2 Purposes and Functions of the Committee: The UN Women Committee was created to improve the living conditions of women around the world by responding to and acting on their needs. Its main purpose is to promote gender equality through women's empowerment. UN Women encourages women to assume leadership roles, raise their voices, increase their participation, and exercise their rights.

The functions of UN Women are divided into different areas of opportunity and advancement: increasing leadership and political participation, due to the lack of representation as voters and in leadership positions; promoting economic empowerment, also directly related to poverty eradication; ending violence against women, due to the fatal physical, mental, and sexual consequences that one in three women suffer; promoting peace and security for women by providing protection and resources; and providing crisis

prevention and action to reduce vulnerability while increasing resilience. Pro-women governance and national planning are key to gender equality. Instilling gender equality in boys and girls is key to accelerating progress.

5.Topic A: Universal women's suffrage: Impact of the right to vote (1918–1930)

5.1 Linked SDG's



Goal 5: Women and girls should have equal rights and opportunities and should be able to lead lives free from violence and discrimination.

Goal 10: Promote the social, economic, and political inclusion of all people, regardless of age, sex, disability, race, ethnicity, origin, religion, economic status, or other condition.

5.2 Abstract: Women support the nation economically and socially, pay taxes, and hold important professions that are trivial to society. Under this premise, the suffragettes protested their right to democratically elect their leaders. As British activist Emmeline Pankhurst stated in one of her many speeches: "We don't ask for favors, we demand our rights as citizens."

Universal women's suffrage was a social, economic, and political phenomenon that originated in different parts of the world in the late 19th century and throughout most of the 20th century. The women who called themselves "suffragists" demanded the right to vote, the implementation of quality education, the incorporation of women into administrative positions, and at the time, the incorporation of women into the workforce in the First and Second World Wars, given the beneficial economic impact that this would have on the war.

5.3 Historical background: Since First World War, women working in the banking sector grew from an initial 9,500 to almost 64,000 in search of competing against Germany in 1918, since 38% of the arms factory was made up of women. Multiple women throughout the nations paraded and marched demanding that they be granted this right; having in common worldwide, the tactics and strategies, emphasizing that they are citizens and should have the use of democracy.

5.4 Current situation: Among the most important mass strikes of the 20th century was that of St. Petersburg, in which 100,000 workers abandoned their jobs to join the protests. Many women were imprisoned and arrested for participating in protests and, according to some leaders and legislators, disrupting public order. Despite this constant and vigorous struggle for equal rights with men, which generated numerous threats, complications, and obstacles, the goal of a more equitable world, with the right to vote guaranteed by such countries, was and is a fundamental step toward a more just and egalitarian society.

6. Topic A Questionnaire

1. How does your delegation plan to combat social discrimination against women in the workplace once they are integrated into the workforce?
2. Which have been the opinions and actions of political and administrative figures in your delegation regarding women's strikes, parades, and marches for the right to vote, and what do they plan to do about them?
3. Does your delegation have the plan to introduce law reforms to allow the incorporation of women into political and administrative positions?
4. Does your delegation have the plan to adjust their educational system to guarantee women's access to quality education?

5. Which measures does your delegation propose to eradicate gender-based violence in all spheres (workplace, social, economic)?

7. Topic B: Arrests, imprisonment, physical attacks and life threats: Repression against women as protesters and social leaders

7.1 Linked SDG



Goal 5: Women and girls should have equal rights and opportunities and should be able to lead lives free from violence and discrimination.

Goal 10: Promote the social, economic, and political inclusion of all people, regardless of age, sex, disability, race, ethnicity, origin, religion, economic status, or other condition.

Goal 16: Promote peaceful and inclusive societies, facilitate access to justice for all people, and build effective, accountable, and inclusive institutions at all levels to ensure a safe environment.

7.2 Abstract and historical background: Protest tactics for women's suffrage varied internationally, depending on the historical and social context of each country. However, many of the protests and marches that existed throughout the 20th century shared the goal of women's right to vote. In these protests, many figures of the movement, authors of suffrage work, and leaders of the cause, faced defamation, censorship, and ridicule from the male-dominated media. This censorship was intended to damage the image of the suffrage movement and prevent its message from being spread to other women and legislators.

7.3 Current situation: The most common way of expressing social discontent, demonstrating the inequality between men and women, was through marches and protests. These protests had a significant impact because they coincided with certain important events of the time, thus achieving greater visibility for the movement.

For example, in London, the Great Pilgrimage coincided with the coronation of King George V. Likewise, other forms of protest that existed throughout the nations were: boycotts of products from companies that did not employ women, causing an economic impact, hunger strikes, invasion of government spaces, massive signatures and petitions, formation of new groups and political parties and influence on legislators and authorities present, with the achievement of implementing the prohibition as a form of protest in the United States, studied by W.J. Rorabaugh.

All the strategies to challenge the social context directed towards women varied from one country to another and met their objectives throughout the 19th and 20th centuries, but all the existing forms of expression of social discontent marked a great change by having the purpose of involving the female figure more in society.

8. Topic B Questionnaire

1. How will violence against women protesting be handled, ensuring their freedom of expression and ensuring the safety of women and civilians, and what impact has this violence had on the press, the public, and institutions in your delegation?

2. What measures and actions have your local authorities, police officers, and/or military officers taken regarding the destruction of images that symbolize authority and oppression, and how will this be guaranteed to be peaceful?

3. According to your delegation, what actions and control measures should be taken during non-peaceful protests to guarantee safety for women, authorities, and the population?

4. According to your delegation, what alternative forms of protest exist for expressing social discontent with political symbols and symbols of authority, and how should they be carried out?

5. What measures will your delegation take to protect and promote freedom of expression in response to the defamation and censorship of female social leaders?

9. List of summoned delegations

1. Australia
2. Belgium
3. Canada
4. Ecuador
5. Finland
6. France
7. India
8. Italy
9. Japan
10. Lebanon
11. Luxembourg
12. Mexico
13. New Zealand
14. Norway
15. Philippines
16. Poland
17. Portugal
18. Romania
19. Spain
20. Syria
21. Türkiye
22. United Kingdom of Great Britain and Northern Ireland
23. United States of America
24. Uruguay
25. Venezuela

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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.¹

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.

¹ 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:



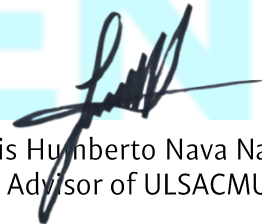
Paulina Leyva Lara
Secretary General of ULSACMUN 2025



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 Working Papers

Structure of a Working Paper/Minute:

a) HEADING: The title should be centered, in capital letters, above the main body of the Working Paper. The title can be as simple as “WORKING PAPER”. On the left margin and two lines below the title should be the Committee, the Topic name, and the Sponsors of the working paper.

b) BODY: The Working Paper is written in the format of a list of concrete, detailed, with the following rules:

- The list of points is preceded by a short introduction phrase such as: “We are convinced that the solution to this topic must be based in the following points”:
- The points of list should be clearly numbered. Those numbers should be mentioned when presenting the approved Working Paper to the Committee, this to facilitate both the hearing and discussion of its content.
- All points should be thought up to help the committee find a solution to the topic. In this sense there should be propositional, positive points. Also, these points should be as concrete and detailed as possible.
- All points included should be well drafted, paying special attention to their grammar and spelling.

NOTE: As stated in Article 31 of the Rules of Procedure, a Working Paper/Minute requires the signature of 1/3 of present delegates and of the Approval Commission to be presented and discussed by the Committee.

SAMPLE WORKING PAPER

Committee: Security Council

Topic: Crisis in Burundi

Sponsors: Norway, Mexico and Russian Federation

The sponsors of this working paper are convinced that the solution to this topic must be based in the following points:

1. The coup d'état is to be identified as the main cause of the sudden and violent interruption of the democratic process in Burundi.
2. It is necessary to realize the pertinent legal reforms.
3. An immediate cease fire is urgent, as well as the return of all armed forces to their headquarters.
4. It is also mandatory an immediate restoration of democracy and of a constitutional regime.
5. Support to the peace efforts realized by the UN Secretary General, the African Union and the countries in the region, as well as promoting an ordered return to constitutional regime and the respect to democratic institutions in Burundi.
6. Acknowledgement of the special envoy of the UN Secretary General to the zone.
7. Emergency humanitarian aid to Burundi (from either member of the UN or NGO's).
8. To keep the debate, open at the Security Council until a real and effective solution to this topic is reached.

13. About the Resolution projects

STRUCTURE OF DRAFT RESOLUTION:

a) HEADING: The title should be centered, in capital letters, above the main body of the resolution. The title can be as simple as “DRAFT RESOLUTION”. On the left margin and two lines below the title should be the committee and topic name.

NOTE: There are no sponsors of a resolution. The signatures are only there to show that the committee wants to discuss the resolution. The names of “sponsors” should not be included.

b) BODY: The resolution is written in the format of a long sentence, with the following rules:

- The resolution begins with The General Assembly for all GA committees and with The Economic and Security Council for all ECOSOC committees. The Specialized Agencies use their own names as the introductory line. The rest of the resolution consists of clauses with the first word of each clause underlined.

- The next section, consisting of Pre-ambulatory Clauses, describes the problem being addressed, recalls past actions taken, explains the purpose of the resolution, and offers support for the operative clauses that follow each clause in the preamble beings with an underlined word and ends with a comma.

- Operative Clauses are numbered and state the action to be taken by the body. These clauses all begin with present tense active verbs, which are generally stronger words than those used in the Preamble. Each operative clause is followed by a semi-colon except the last, which ends with a period.

SAMPLE RESOLUTION

Committee: Science and Technology Commission (ECOSOC)

Topic: Free flow of information.

- 1) The Economic and Security Council:
- 2)
- 3) *Recalling* its Resolution A/36/89 of 16 December 1981, “The Declaration on
- 4) Fundamental Principles Concerning the Contribution of the Mass Media to
- 5) Peace and International Understanding,”
- 6) *Recalling also* Article 19 of the Universal Declaration of Human Rights,
- 7) “Everyone has the right to receive and impart information and ideas through any
- 8) media and regardless of frontiers,”
- 9) *Recognizing* that the problem of news flows imbalance is that two-way
- 10) information among countries of a region is either non-existent or insufficient
- 11) information exchanged between regions of the world is inadequate,
- 12) *Realizing* the need for all Sovereign Nations to maintain their integrity and still
- 13) play an active role in the international system.
- 14)
- 15) Proposes the following points:
- 16)
- 17) **1) Recommends** that a three-level information interchange system be
- 18) established on the National, Regional, and international levels to ameliorate

- 19) the current problems of news flow imbalance, with the three-level system
- 20) operating as follows:
- 21) a) Each region's member nations will report their national information and
- 22) receive information of other nations in their region from the regional level 23) of this interchange system.
- 24) b) Nations will decide the character of the news flow media best suited to the 25) need of their sovereign territory, be this printed, audio, or audio-visual.
- 26) c) Regional News Gathering Agencies will serve to gather information from the
- 27) nations in their region, and these boards will have no editorial discretion and
- 28) will serve to forward all information to the International Board.
- 29) d) Each regional agency will be composed of representatives from every
- 30) member nation of the region.
- 31) e) The primary function of the International Board will be to translate
- 32) information accumulated from the regional news gathering agencies.
- 33) f) The secondary purpose will be to transmit all information gathered back to
- 34) the member nations via the regional news gathering agencies;
- 35) **2) Urges** the establishment of the University of International Communications,
- 36) with main branch in Geneva, Switzerland, and additional branches located in 37) each of the regions, to pursue the following aims:
- 38) a) The University and branches will be established with the express purpose of
- 39) bringing together world views and facilitating the transfer of technology;
- 40) b) All member nations of the United Nations will be equally represented at the
- 41) University.
- 42) c) Incentives will be offered to students of journalism and communications at

- 43) the University to return to their countries to teach upon completion of
- 44) instruction;
- 45) d) The instructors of the regional education centers will be comprised of
- 46) multipartisan coalition of educators from throughout the world.
- 47) **3) Calls** for the continued use of funds from the International Program for the
- 48) Development of Communications, Special Account, UNICEF, the UN
- 49) Development Program, and other sources of funding include national
- 50) governments and private donors.
- 51) **4) Recommends** that the distribution of funds be decided by the IPDC.



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

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		