

# MUNCAS XVII

#PursuingDreams

## HANDBOOK ENGLISH



2023

*En ejercicios del respeto, solidaridad, tolerancia y autonomía; representando los valores institucionales del CAS COLOMBO AMERICAN SCHOOL, con el fin de fortalecer las habilidades académicas y formativas de todos los participantes del modelo, se promulga el siguiente HANDBOOK como manual procedimental y parlamentario de MUNCAS Model of United Nations Colombo American School.*

## Letter from the General Secretaries and academic direction:

*Dear MUNCAS XVII participants,*

*Greetings.*

*Although young people have a duty to believe in a better world, the magnitude of some challenges may conceive us that our task seems impossible to accomplish. In response to this reality, from MUNCAS, we urged you to believe in the impossible, to dream the unbelievable, and, at all times, to act aware of the power of our actions. We are a project that is inspired by challenges posed on us and that does not rest until its objectives are met. The passion that abounds in our members is what we want to transmit to the participants of this entertaining adventure.*

*The model is built through spaces where ideas are discussed and consensus among positions serves as the basis for the growth of the participants. While these spaces are the garden where ideas can flourish, the process depends on the committed participation of the delegates. For this reason, we have proposed, as an essential part of the preparation of delegates, an Academic Site where they will be able to learn essential information for the development of the commissions.*

*The Base Committee has made a great effort to diversify the ways in which knowledge is presented. As a result of this hard work, you will find different forms of what used to be called the Academic Guide. This is part of a group of significant innovations designed for MUNCAS XVII participants.*

*At first, the challenges that make up this journey may seem overwhelming, as if they were invincible. But, we assure you that, with teamwork and consistent motivation, no challenge will be impossible to overcome. Always remember, firstly, the role we young people have in society, and, secondly, that only by working together towards common goals, we will be able to find a better present... and, why not? at less chaotic future.*

*From the Board of Directors of the project, receive a warm welcome and best wishes for your experience in the model.*

*Sincerely,*

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## CONTENT:

Letter from the General Secretaries and academic direction: .....	1
CODE OF CONDUCT .....	4
DRESSCODE .....	6
PARLAMENTARY PROCEDURE .....	7
1. BASIC PROCEDURE .....	7
1.1.1. Substantive issues: .....	7
1.1.2. Quorum: .....	7
1.1.3. Roll Call: .....	7
1.1.4. Voting: .....	7
1.1.5. Defining majorities: .....	8
1.1.6 Defining disruption: .....	8
1.1.7. Second a Motion: .....	8
1.1.8. Opening Speech: .....	9
1.1.9. Break: .....	9
2. Procedure within the Committee .....	9
2.1.1. Formal Debate: .....	9
2.1.3. Points of information to the speaker during speakers list: .....	9
2.1.2. Yields: .....	10
2.1.4. Informal Debate: .....	10
2.1.5. Quick Round: .....	10
2.1.6 Round of questions: .....	10
2.1.7. Lobby time: .....	11
2.1.8. Permanent Lobby: .....	11
2.1.9 Etiquette lobby: .....	11
2.1.8. Closing the debate: .....	11
2.1.9. Suspend the Session: .....	11
2.1.10. Close the Session: .....	11

3. Parliamentary Points .....	12
3.1.1. Right to Reply:.....	12
3.1.2. Point of Order:.....	12
3.1.3. Point of Personal Privilege: .....	12
3.1.4. Point of Parliamentary Inquiry: .....	12
3.1.5. Point of information to the chair:.....	13
3.1.6. Point of information to the speaker:.....	13
3.1.7. Point for subsequent Question: .....	13
3.1.8 Permission for a preamble: .....	13
3.1.9. Point of relevance: .....	13
3.1.10 Permission for quoting: .....	13
3.1.11. Permission to add to the Registry: .....	14
3.1.12. Motion to Reconsider a Voting: .....	14
4. Specialized Procedures.....	14
4.1. Supreme Court.....	14
SUBSTANTIVE ISSUES .....	20
1. Documents within the Committee.....	20
1.1.1. Working document: .....	20
1.1.2. Resolutive Paper:.....	20
1.1.3. Structure Resolutive Paper: .....	21
1.1.4. Position Paper:.....	22
1.1.5. Guidelines for the preparation of the position paper:.....	22
1.1.8. Example of an opening speech: .....	27
1.1.9. Amendments: .....	28
1.1.10. Press Releases: .....	28
1.1.11 Press release structure: .....	29
1.1.12. Press Release example: .....	30
POINTS AND MOTIONS .....	31
PREAMBULATORY PHRASES .....	33

RESOLUTIVES PHRASES .....	1
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## CODE OF CONDUCT

- a. All delegates must provide respectful treatment to the Secretary Generals, different branch directors, committee presidents, floor runners, press delegates, sponsors, teachers and others present in the precincts at all moments. If not, the Secretary General will evaluate the case, to determine the relevant sanction.
- b. All those participating in the model shall follow MUNCAS XVII' s *Dress code*. Otherwise, they will receive an admonition.
- c. All delegates arrive on time to their respective committee. Otherwise, they will receive an admonition.
- d. Delegates must remain in their respective rooms during debate times. Failure to comply with the foregoing, may cause a admonition by the presidents or the expulsion of the model if so, determined by the Secretary General, together with the coordination of the model. Only if a personal situation surges and is reported may the delegate be absent.
- e. All messages sent between one delegate and another, during the model times, must be related to the topic under discussion. If floor runners report inappropriate use of this medium, the presidency may assign an admonition to those involved.
- f. Parliamentary language should be used during all work sessions. In those commissions that have a specialized procedure, the use of academic language will be demanded all the time.
- g. During debate times, delegates are prohibited from communicating with the sponsors present within the committee. Failure to comply with the foregoing will be grounds for an admonition.
- h. The use of social networks or other communication methods other than those approved by the presidents of each commission during work times is prohibited.
- i. The use of non-authorized electronic devices is prohibited; its use will provoke an admonition.
- j. An inadequate usage of electronic devices, authorized or not, will be enough of a reason for an admonition.
- k. During Committee work times, eating is prohibited.

- l. All the participants of the model must carry with them during all the time and in a visible way, the badge that acknowledges them as participants of the model.
- m. Plagiarism or attempted plagiarism is considered a Very Serious Failure and may cause immediate expulsion of the model.
- n. Any rule foreign to MUNCAS XVII that the enclosure where the model is being out provides, must be complied with; otherwise, the delegate will receive an admonition.
- o. The CAS Colombo American School's code of conduct will apply before and during MUNCAS XVII. Any non-compliance with such document will have the consequences stipulated in this manual.
- p. For external delegates, the formative procedure will be determined by the present manual and by the respective politics of the institution they represent.
- q. The handling of admonitions, in addition to having repercussions on the delegate's final grade, will have the following consequences:
  - i. After a delegate receives three warnings concerning the same fault nature, an admonition should be imposed. However, if the fault is disrespectful whether to the committee, chair, or delegates, no three warning are necessary; the admonition should be immediately imposed.
  - ii. When a first admonition is made, there will only be repercussion on the final grade of the delegate.
  - iii. When a second admonition is made, the delegate shall leave the commission room for a period of five (5) minutes.
  - iv. When a third admonition is made, the delegate will be referred to the Academic Direction of the model, which will take the corresponding consequence, depending on the behavior of the delegate.
  - v. When a fourth admonition is made, the delegate will be referred to the Secretary General, which, together with the model coordinator, will evaluate the respective sanction for the delegate.
  - vi. The Secretary Generals, Model Coordination, Academic Direction, Press Direction, Logistics Direction and Presidents may impose an admonition.



- vii. The presidents can make the decision to refer the offending delegate to the academic direction of the model in any of the admonitions applied.
- viii. If a delegation incurs in an inappropriate conduct, the Secretary Generals, with the consent of the organizers, will take the respective action.
- ix. The admonitions are cumulative for all Model days.
- x. Each admonition will deduct 0.5 on the delegate's final grade.
- xi. If an external delegation incurs a failure of transcendence, the Secretary Generals, with the consent and the backing of the sponsor that accompanies the delegation, will take respective action.

## DRESSCODE

- a. Men must wear suit and tie. The tie should be appropriate. Shirts must be buttoned and remain fully clothed in pants. Bowties are prohibited during the whole model. During work on commission, is at the discretion of the president to allow the delegates to be without coat or blazer. However, it is mandatory that any delegate who speaks at the podium is dressed formally.
- b. Women must wear formal clothing with dark colors possible. It is forbidden the use of miniskirts, shirts with plunging necklines, strapless or openings inappropriate for the occasion. The use of pants is allowed but is prohibited the use of jeans and sneakers. The usage of heels is permitted if they have a maximum height of seven (7) centimeters.
- c. Accessories and garments that are alluding to a culture, country or tradition will be allowed, if they do not violate the tranquility of the participants of MUNCAS XVII or offend cultures, ideas or postures of other delegations. In MUNCAS, respect for difference and diversity is promoted.
- d. During work sessions and in recess, the participants can take off their blazers and jackets on their discretion. However, during the ceremonies, the participants must wear these accessories all the time.

## PARLAMENTARY PROCEDURE

### 1. BASIC PROCEDURE

#### 1.1.1. Substantive issues:

Before the start of any session, the delegates will have space to resolve concerns regarding documents, procedures, functions and powers present in the committee.

#### 1.1.2. Quorum:

The president will declare a session opened and will allow debate when the presence of half plus one delegates (Simple majority) is accomplished. Solely with this quantity of delegates may substantial decisions be taken.

#### 1.1.3. Roll Call:

At the beginning of each session and after each recess, each committee's chair shall make a roll call. The delegations will be called in alphabetical order and must respond present or present and voting, according to their decision.

##### 1.1.3.1. Present and Voting:

The delegation that decides to respond "present and voting" in the call for the list, will not have the right to abstain in the voting processes.

#### 1.1.4. Voting:

When it is time to take a decision inside the committee, like approving a resolute paper, the committee will be subject to a voting process. During this process, floor messages will be suspended and entering or leaving the room will be strictly prohibited.

In all scenarios, each delegate will have right to solely one (1) vote unless the procedure and/or committee nature states something different. No delegation is authorized to vote for absent delegations. A voting process may be reconsidered via a motion. The chair may choose between two ways of addressing a voting process, which are:

#### **1.1.4.1. Formal voting process:**

The presidency will call each delegation in alphabetical order so that they state their vote. The delegations may vote in favor, against or may abstain from voting. However, abstaining will not be possible if the delegate stated his presence as “Present and voting”.

#### **1.1.4.2. Informal voting process:**

The presidency will ask for those delegations that are in favor and those that are against. These will vote by raising their placard. If a delegation wishes to abstain, as long as it has not declared itself present and voting on the call to list, it must leave its plaque on the table.

#### **1.1.5. Defining majorities:**

To consider a voting process as effective, its results shall accomplish either a simple majority or a 2/3 majority, depending on the case. Simple Majority is accomplished when there are more votes in favor of the decision than against it. A 2/3 Majority is accomplished when the number votes in favor of the decision is at least twice than the number of votes against it. In case of tie, the decision will not be taken.

#### **1.1.6 Defining disruption:**

A motion is considered disruptive when it requires the realization of a certain process or the exposition to a situation that interrupts the debate’s general dynamic. For example, a formal debate is more disruptive than an informal debate since it requires the establishment of a speakers list. Also, Lobby time is considered a highly disruptive situation since it interrupts the debate’s dynamic completely. Disruption order is subject to the nature of each committee and its specific processes.

#### **1.1.7. Second a Motion:**

For the purposes of MUNCAS XVII, all the motions shall be seconded by all committee delegates.

#### **1.1.8. Opening Speech:**

An opening speech is a document where the speaker, addressing the committee, briefly exposes its position regarding the topic, as well as what it expects to occur inside the debate, establishing and sharing its opinion. Once debate has begun, a motion to read such documents shall be established. They will be read in alphabetical order and each speaker shall have a time of one and a half minutes (1min 30 sec) to read such document. If the time consumed by the speaker is less than the time stated, the speaker will be able to share it to the next speaker or lend it to the chair.

#### **1.1.9. Break:**

To go out for a break, the session shall be suspended through of a motion, which must be approved by 2/3 (majority) of the committee.

## **2. Procedure within the Committee**

#### **2.1.1. Formal Debate:**

Formal debate is a type of debate where the chair shall elaborate a roster of delegates who wish to make use of the floor, also known as speakers list. Delegations who wish to be added to the roster after the speaker's order has been already submitted, shall realize this petition to the chair via floor messaging or a point of personal privilege. Such petitions shall be made before the first intervention is made, otherwise they shall be ignored. For this debate to occur, it shall be proposed as a motion and approved by simple majority. Whoever proposes such motion shall define the time each speaker possesses.

#### **2.1.3. Points of information to the speaker during speakers list:**

At the end of an intervention during a list of speakers, the chair shall ask the delegate the speaker if he is willing to answer the committees' questions. The chair shall state how many points of information shall be addressed.

If so, any committee delegate may ask a question to the delegate who just made the intervention. The delegate asking the question will be chosen by the chair. This delegate will have the right to ask a concise and clear question, without preambles or explanations; if a preamble is necessary, the delegate must request it through a permission for a preamble, which may be accepted or rejected by the table. After having asked the question, the chair will ask the delegate who will answer, if the question is clear and has been understood. If so, the delegate will proceed to respond. Otherwise, the chair will ask the delegate who asked the question to restructure or repeat the question.

### **2.1.2. Yields:**

After a delegate has spoken during a list of speakers, the delegate may give up the remaining time in the following ways:

#### **2.1.2.1. Yield time to the chair:**

This decision will allow the committee to continue to the next delegate on the speaker's list.

#### **2.1.2.2. Yield time to a Delegate:**

With this decision, the speaker will be able to decide which delegation of the committee shall receive its remaining time.

### **2.1.4. Informal Debate:**

The purpose of the Informal debate is to facilitate substantive debate at critical junctures of the discussion. The president will temporarily remove himself from the list of speakers and call delegates who wish to speak. The delegates will ask to speak by raising their platelets. The delegate who proposes the motion must establish a time limit for the Caucus. The motion will be voted on immediately and requires a simple majority to pass. The President may consider this motion out of order. During the Moderate Caucus, delegates may make use of speaker information points.

### **2.1.5. Quick Round:**

A motion for a quick round will be approved by a simple majority. After being approved, the chair will establish a list of speakers in which all committee delegates participate, and no delegate may abstain from speaking. During this motion there will be no information points to the speaker.

### **2.1.6 Round of questions:**

It is utilized when, after an intervention, four or more points of information to the speaker are requested. The chair shall suggest this motion so that one of the requesting delegates proposes it. Such motion shall be approved by both the speaker and by simple majority when being voted. Seconding this motion is not necessary. Once approved, a roster with the delegates that desire to realize a question. This motion is a procedure contemplated inside de Informal debate

#### **2.1.7. Lobby time:**

During lobby time, general parliamentary procedure is suspended, and the members of the committee shall debate the topics in an informal way. The usage of electronic devices shall be decided by the chair. While in lobby time, the committee shall speak its natural language and Permanent lobby time spaces will be closed. In order to realize such situation, the delegate who proposed the motion shall specify the duration this shall have. Unless the chair decides to ignore it, this motion shall be voted immediately and shall be proved by a simple majority.

#### **2.1.8. Permanent Lobby:**

This is an option that will occur only in selected committees. In such committees, delegates have permission to abandon the committee's main workspace, in search of having academical discussions. For the committees that have this option, it will be available during all the models; except for voting times and general in-committee lobby times. For this space to be available, the number of delegates inside committee workspace shall be the minimal quorum (Half plus one delegations). It is not necessary to inform the usage this procedure via a motion, however, the delegate shall inform the chair via floor messaging. Presidents can suspend Permanent lobby at any moment. If the lobby time is used incorrectly, the chair can admonish delegates and suspend the modality permanently.

#### **2.1.9 Etiquette lobby:**

This is a lobby time dynamic, however, delegates do not have the permission to stand and leave their respective places.

#### **2.1.8. Closing the debate:**

Any delegate within the committee can make a motion to close the debate. This motion requires a simple majority to pass. If it passes, debate shall end, and the chair shall entertain other motions. It is used to close both formal and informal debates before the chair states that time has concluded.

#### **2.1.9. Suspend the Session:**

With this motion, the session will be suspended until its respective resumption. This motion will be necessary to go to recess, lunch or end a workday.

#### **2.1.10. Close the Session:**

This motion must be proposed at the end of the model, to definitively close the commission. This motion must be approved by a 2/3 majority.

### 3. Parliamentary Points

Parliamentary points are interventions that delegates may use in diverse situations. They are divided in interruptible and un interruptible: Interruptible points allow the delegate to interrupt his or her partner, un interruptible do not allow such situation.

#### 3.1.1. Right to Reply:

A delegate who considers that his personal or national integrity has been challenged by another delegate may request a right to reply. Disagreement with a speaker's remarks under the margin of respect and diplomacy does not justify a right to reply.

To request the right to reply, the delegate must announce it once the intervention where the offense was made finishes. The chair shall ask the affected to expose in which way was he/she/they or his/her/their delegation offended. The chair shall ask the offender if it retracts or not from what it has stated. The chair shall give a maximum of thirty (30) seconds for the accused to intervene. This may not interrupt a speaker.

#### 3.1.2. Point of Order:

During the discussion of any matter, a delegate may raise a point of order to complain about incorrect parliamentary procedure. The presidency will immediately decide in accordance with the correct procedure, likewise, the presidency can admonish the offending delegate in case of an incorrect use of the point. The presidency may, without subject to appeal, dismiss points that, in its judgment, are inappropriate. This point can interrupt a speaker.

#### 3.1.3. Point of Personal Privilege:

A delegate may rise to a point of personal privilege to address a concern about the Committee's environment. Acceptable concerns include the ability to hear the speaker, connection problems or the need to leave the room, repeat the immediately preceding intervention, resolve personal doubts, ask permission for a preamble, approach the table, etc. The presidency can discard points that, in its opinion, are inappropriate. This point can interrupt a speaker. This point cannot be used to resolve concerns about any issue of the procedure, operation or issues to be discussed by the committee.

#### 3.1.4. Point of Parliamentary Inquiry:

A delegate can make use of a parliamentary information point, in order to inquire about the correct parliamentary procedure, that is, for the use of a specific word or its pronunciation. The

president will answer the query in accordance with the procedural rules established within this HANDBOOK. This point cannot interrupt a speaker; however, it can be used during an intervention.

#### **3.1.5. Point of information to the chair:**

A delegate may make use of an information point at the table to consult the chair of the committee on any subject. This point cannot interrupt a speaker.

#### **3.1.6. Point of information to the speaker:**

A delegate can make use of the speaker information point when they want to ask a direct question after the previously made intervention has ended. The chair should ask the delegate if the delegate is willing to answer questions and will acknowledge them. The delegate asking the question will be chosen by the chair. This delegate will have the right to ask a concise and clear question, without preambles or explanations; if a preamble is necessary, the delegate may request it through a permission for a preamble, which may be accepted or rejected by the table. After having asked the question, first, the chair will ask the delegate who will answer if the question is clear and has been understood; and, second, if he/she/they is willing to answer. Otherwise, the chair will ask the delegate who asked the question to rephrase or repeat it. The amount of information points to the speaker allowed, will be determined by the authority of the chair.

#### **3.1.7. Point for subsequent Question:**

A delegate may make use of a subsequent question point in order to ask a question behind the answer to the speaker information point. This point will have the same procedure to a speaker information point. The number of subsequent questions will be at the discretion of the table, it is recommended that one or a maximum of two be recognized for the fluency of the debate.

#### **3.1.8 Permission for a preamble:**

Shall be used when it is necessary to contextualize a question.

#### **3.1.9. Point of relevance:**

It will be used when a delegate of the assembly considers that the subject under discussion is outside the jurisdiction of the committee or not what is established in the agenda. The presidency will decide in its opinion the relevance of the point of relevance. This point is interruptible.

#### **3.1.10 Permission for quoting:**

This permission will be used to refer to a textual element that the speaker does not possess as its own. Permission shall be asked, and the origin of the quote shall be stated. It will



only be used for textual citations; for numerical citations exposing the data's origin will be the only necessary procedure.

#### **3.1.11. Permission to add to the Registry:**

The delegate may make use of a permission to add to the record, when he considers that the intervention made by another delegate must be written in the committee's file to take it into account during all the remainder of the model. The chair will ask the delegate proposing the motion to specify explicitly what they want to add to the file. Next, the presidency will consult with the committee about the veracity of the events narrated. Delegates will be able to use the register for an appointment in a subsequent intervention.

#### **3.1.12. Motion to Reconsider a Voting:**

The delegate may make use of a motion to reconsider a vote at any time he wishes. Immediately after proposing the motion, the chair shall give the delegate one (1) minute and thirty (30) seconds to state the reasons why the vote should be reconsidered. After the established time, the presidency must proceed to the respective vote, which will pass by simple majority and the previous vote must be repeated.

## **4. Specialized Procedures**

### **4.1. Supreme Court.**

Essentially, this trial in the Supreme Court of the United States will work with the following preliminary order. First, briefs are going to be submitted before the start of the committee, as well as the evidence and witness each part is going to present (this can be part of the same document). Next the brief is going to be exposed in the court, as the guide states in the next point. The plaintiff attorneys need to be very specific in the pay to relief they want. Afterwards the defendant will have the opportunity to give a denial to the accusations previously made. Then each part can start presenting evidence to argument what they are defending. Meanwhile this "debate" happens, justices will have the chance to ask questions and attorneys will be able to present evidence, witness, and object arguments of the counterpart. It is important to mention that if the justices consider that someone relevant comes into the debate, they have the right to call it (use of crisis and special delegates). Finally, after long journeys of trial, the justices have the space to decide alone, and then transmit the decision with the whole committee.

#### **4.1.1. Documents.**

##### **4.1.1.2. A brief:**



A brief is a legal written document arguing positions; therefore, each party need to present one. Even though it is a written report, this will be listened in a certain time in the court, with a minimum of 10 minutes and maximum of 15 minutes. First, the plaintiff starts with its brief, and then the defendant gets the opportunity to read it. The basic structure must be followed with the format below.

#### 4.1.1.2. Structure of Brief

Name of the case *plaintiff v defendant*

Names of the parties involved plaintiff and the defendant

Current state of appellation (State, district federal court? Which type of jurisdiction is the court working?)

Legal issue being addressed (Stablish why both parties are in court) (Limit of one paragraph)

Relevant facts of the case (Give facts of what happened, specially the one that help with your argument) (Limit of one paragraph)

Laws applied in the case (Identify any laws that can be applicable to the case, in the US Constitution, state laws, federal laws, etc.) (Limit of one paragraph)

Argument (Argument your side of the case) (Limit of one paragraph)

Conclusion (Summarize your document) (Limit of one paragraph)

#### 4.1.1.3. Denials.

The attorneys of the demandant part should present a pleading of claim for relief, in which, according to the rule 8 of the Federal rules of the civil procedure, it needs to contain this: “a short and plain statement of the claim showing that the pleader is entitled to relief; and a demand for the relief sought, which may include relief in the alternative or different types of relief.” After this, the other party must respond to the pleading admitting or denying the allegations previously mention against of it. For this, there are different types of denials:

Type of denial	When to use it
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Denial of substance	When responding to accusations of the main point of the allegation.
General and specific denials	Are used when a party want to respond to all the accusations made against it or just specific ones.
Denying part of an allegation	When the party admits some of the allegations but deny others.
Lack knowledge	Is the respond of the demanding part when it considers that there is not enough information to prove what was said as a truth.

Moreover, there is an affirmative defense, in which the demanding part can accept the allegations but stablsh reasons that according to the law justify the action. Is important to say that both parts can bring a Third-Party to be part of the demand.

#### 4.1.2. Procedures.

##### 4.1.2.1. Evidence: Relevance and limits

All the evidence will pass according to the federal rule of evidence mostly by prescribed and used by these rules:

Rule #	Explanation of the rule
Rule 401	This rule determines the relevance of the evidence, "if it has any tendency to make a fact probable than it would be without the evidence and the fact are of consequence indeterminant the action". (LII,sf)
Rule 402	Evidence used is limited to what is established in the constitution, the Supreme Court Rules and the federal civil rules. If any of this exclude one type of the evidence presents it would the discarded.

Rule 403	Excluding Relevant Evidence for Prejudice, Confusion, Waste of Time, or Other Reasons, the judge can eliminate important evidence if the way to prove it can cause danger on things like injustice prejudice, mislay to the judges, delay on the presentation of this, and finally unnecessary accumulative evidence.
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#### 4.1.2.2. Witnesses.

Rule #	Explanation of the rule
Rule 602	The witnesses need to prove that it has a personal knowledge of the case that is going on. A way to prove it can consist of the witness's own testimony.
Rule 603	Before testifying, the witnesses need to make an oath or an affirmation to testify truthfully.
Rule 607	A witness credibility can be impeached by any of the parts.
Rule 610	The religious beliefs or opinion cannot be used to attack the witness.
Rule 613	In case of a previous declaration to a witness, the part needs to share that information to the other part. Additionally, if the testimony is inconsistent with who testified, the other part has the opportunity to interrogate him.
Rule 614	The court can call or examine a witness.
Rule 615	The court can exclude some witnesses when others are testifying.

#### 4.1.2.3. Expert witness.

Rule 702: Witness qualified as an expert in knowledge can testify by his opinion or with what he knows if “the expert’s scientific, technical, or other specialized knowledge will help

the trier of fact to understand the evidence or to determine a fact in issue; the testimony is based on sufficient facts or data; the testimony is the product of reliable principles and methods; and the expert has reliably applied the principles and methods to the facts of the case.” (LII,sf)

#### 4.1.2.4. Authentication and identification (information from the Legal information institute).

Rule 902: The parts need to give proves to give legitimacy to their evidence such as:

Testimony of a Witness with Knowledge, Nonexpert Opinion About Handwriting, Opinion About a Voice. Evidence About a Telephone Conversation, Evidence About Public Records, Evidence About old Documents or Data Compilations. Evidence that are signed or certificate do not need are self-authentify.

#### 4.1.3. Objections

Basically, an objection is a formal protest to what the counterpart (with witness testimonies or other evidence) have just exposed. It is also important to include the “petitions” of direct examination and cross examination. The first one refers when an attorney interrogates a witness s/he has presented. The contrary happens with cross examination, when an attorney asks something to the witness of the other party.

Below are the most used objections, according to Cornell Law School and Women’s Law Organization:

Objection name	Explanation
Irrelevant	Means that the testimony pursuant to a question asked or the item of evidence is not relevant to the case.
Speculative	When the question calls for the witness to speculate about something.
Leading question	When the question posed by the attorney seeks to lead the witness to make an assertion.
Repetitive	The question has already been asked and/or answered.

Argumentative	When the attorney cross examining your witness and starts “badgering” with the witness. The other party can claim an argumentative objection.
Lack of foundation	The witness does not have enough information to answer a question during the examination.
Non-responsive	The witness is not answering correctly, for example, the witness is answering “yes” or “no” to specific questions or answering with no-related topics.
Hearsay	A person can only testify as to what s/he knows to be true, not what s/he heard from someone else.
Vague	When the question is too difficult or impossible to answer. Also, if the question can lead to misunderstandings in the witness, this is the objection used.
Best evidence	When a party wants to present evidence, but it is not the original. However, it only applies when a party seeks to prove the contents of the document sought to be admitted as evidence.

Attorney will need to proceed with the objection as following:

“Objection, Your Honor, (name of the objection to be used).”

#### 4.1.4. Justices’ decision.

The court’s decision is taken after the oral arguments are finished; the justices decide. Once they decide, they vote, the part can win with a simple majority. This is taken place in another conference room. One of the justices is assigned to write the court’s opinion, the one who will do it is the senior justice, always considering the chief of justices the senior justice. The justices can change their vote until the decision is published. After voting the justices can express themselves in the following ways:

Concurring: A justice that agrees with the verdict.

Concurring in the judgment: The justice agrees with the decision; however, it is partial because he/she does not join the majority opinion.

Dissenting: The justice disagrees with the court's outcome, but it can agree in certain points.

## SUBSTANTIVE ISSUES

### 1. Documents within the Committee

#### 1.1.1. Working document:

This document has as its main function to present, in a general way, the position and possible solutions that a delegation or a group of delegations may have. This document does not require any specific structure. To introduce a working document, the delegation who wishes to do it shall do it via a point of personal privilege, with the presentation of a written document and, if such is desired, introduce it via a presentation. After the presentation, the chair shall be able to open a space for points of information to the speaker. This document may be presented at any time, and it does not require a minimum of redacting members.

#### 1.1.2. Resolutive Paper:

A resolutive paper is a document that retrieves and organizes all the accords and solutions stated after the debates, so that they are taken to fruition. This document shall have a minimum of two sponsors or members who write the resolutive paper. Between these sponsors, two heads of blocks shall be chosen, who shall present the resolution to the committee.

A resolutive paper shall have a minimum of signatories in a way that the total of sponsors and signatories together are equal or superior to a fourth of the number of delegations. Signatories are members that accept the introduction for this document into the committee; these shall be all the members of the committee. Sponsors are not able to vote against their resolutive paper. If all the sponsors fall back on its sponsoring before the voting, the chair may solicit other delegates to sponsor the resolution. If there are no sponsors, the resolutive paper may not be considered a part of the debate and will be denied.

A resolutive paper requires a simple majority in a voting process to be approved. It will be subject to a formal voting. Immediately after a motion to read the document is passed, the heads of block

will take the stage to read and respond to questions. In case that it does not accomplish the minimal requirements, or it does not get approved in the voting, it will be filed.

### 1.1.3. Structure Resolutive Paper:

The resolution paper must have the following subtitles:

#### 1.1.3.1. Header: It should contain the following information:

1.1.3.1.1. Name of the commission.

1.1.3.1.2 Commission logo (If necessary)

1.1.3.1.3. Issue (s) addressed by the commission and will be resolved in this document.

1.1.3.1.4. Sponsors delegations are written in alphabetical order.

1.1.3.1.5. The signatory countries are written in alphabetical order.

#### 1.1.3.2. Preambulatory clauses: Are clauses that shall contain a brief description of the treated issues. In conjunction, they explain the purpose of the resolutions and include the topic's diagnosis:

1.1.3.2.1 Each clause shall be numbered.

1.1.3.2.2. Each preambulatory clause shall begin with a preambulatory phrase which shall be numbered and in italics.

1.1.3.2.3. For each sentence there shall only be a phrase that resumes the topic in discussion

1.1.3.2.4 Each clause shall end in a coma

1.1.3.2.5 Last clause shall end in a semicolon ( ; )



**1.1.3.2.6** There shall be a minimum of seven (7) preambulatory clauses

**1.1.3.2.7** Each preambulatory phrase shall have at least one corresponding resolute clause. For every problematic there shall be a solution.

**1.1.3.3. Resolute Clauses:** They begin a line below the introductory phrase (Ex: The United Nations Security Council resolves that), which, in turn, begins a line below the preambulatory clauses. Present the proposed action to be taken to solve the problem posed in the introduction and resolve stated questions in the preamble. They show how the delegations that propose and sign the resolution have agreed to resolve the issue discussed.

**1.1.3.3.1.** Each resolute clause must begin with a resolute phrase and end with a semicolon, except the last one, which shall end in full stop.

**1.1.3.3.2.** Each resolute phrase will begin with a capital letter, should be numbered, underlined, and bolded. If the clause is very complex, it should be divided into shorter expressions with, which should be listed.

**1.1.3.3.3.** It must contain a minimum of nine (9) resolute sentences

**1.1.3.4. Signatures:** All the signatures of each delegation shall be annexed.

#### **1.1.4. Position Paper:**

The function of this document will be to resume each's delegates personal position regarding the discussed topic. The structure of the document may be modified by each committee's chair. The presentation of the position paper will be decided by the chair. This document will have a quantitative value in the corresponding committee's rubric.

#### **1.1.5. Guidelines for the preparation of the position paper:**

The structure of the position paper may be modified by the presidency of each commission. If not modified, the content of each paper must contain the following aspects. The following data are not strictly mandatory and vary according to the nature of the committee, in fact they can be replaced or eradicated depending on the essence of the debate. In addition, in a special session you can refer to recent important events in your country.

#### **1.1.5.1. Header**

**1.1.5.1.1.** The name of delegations and delegates is included.

**1.1.5.1.2.** Official name of the country or character.

**1.1.5.1.3.** Topic to be discussed.

**1.1.5.1.4** Commission

#### **1.1.5.2. Topic Development**

**1.1.5.2.1.** Brief contextualization of the background of the problem and the progress that has been made to date.

**1.1.5.2.2.** Description of recent events related to the problem. It is recommended to include figures, data and graphs that support the information presented.

**1.1.5.2.3.** Relate these historical and current facts stating the relationship and position that the country will assume to represent

#### **1.1.5.3. General country information:**

**1.1.5.3.1** Localization, extension, population, insular territories if the country has.

**1.1.5.3.2** Social, Political, economical and territorial characteristics

**1.1.5.3.3.** Regional groups it may be member of.

#### **1.1.5.3. Position and Relation of the Country**

**1.1.5.3.1.** Develop and argue the country's position with the topic to be treated.

**1.1.5.3.2.** Explain the national interest in relation to the issues.

**1.1.5.3.3.** Expose the contributions made by the country that have an impact on the problem.

#### **1.1.5.4. Conclusions**

**1.1.5.4.1.** Show the conclusions and possible solutions that the represented country proposes for the problem.

**1.1.5.4.2.** These proposals must be supported by consulting official bibliographic references -such as PDF documents, trustworthy sources like threats and declarations, or international news centers characterized by not being politically bias- that validate it.

#### **1.1.5.5. Bibliography**

**1.1.5.5.1.** Inclusion of all sources of information consulted, under the implementation of APA style. These can be consulted in the following link:  
<https://apastyle.apa.org/>

#### **1.1.6. Research Folder:**

The research folder is a tool for delegates, which will serve as preparation for the model. This document will not have a quantitative assessment within the commission's evaluation. Delegates are suggested to follow the following structure; however, this may be modified at the discretion of the delegates.

##### **1.1.6.1. Geographical Aspects:**

**1.1.6.1.1.** Official name of the country.

**1.1.6.1.2.** Geographical and astronomical position.

**1.1.6.1.3.** General description: Relief, hydrography, weather, etc.

##### **1.1.6.2. Political Aspects:**

**1.1.6.2.1.** Form of government, name of the current president, main political parties.

**1.1.6.2.2.** Capital, political-administrative units, main cities.

**1.1.6.2.3.** Affiliation with international organizations.

**1.1.6.2.4.** Distribution and number of armed forces.

**1.1.6.3. Economic Sciences:**

**1.1.6.3.1.** Gross Domestic Product (GDP) per capita income, national budget, and external debt.

**1.1.6.3.2.** Natural resources.

**1.1.6.3.3.** Dominant economic sector

**1.1.6.3.4.** Export and import of products.

**1.1.6.3.5.** Currency and exchange rate against the US Dollar and Euro.

**1.1.6.3.6.** Main business partners.

**1.1.6.3.7.** Trade balance of the previous year.

**1.1.6.4. Economic Sciences:**

**1.1.6.5.** Another official language spoken in the country, main religion, other religions, ethnicities.

**1.1.6.6.** Demographic data (Number of women, men, elderly and children; birth and death rates; literacy and professional population index; and life expectancy).

**1.1.6.7. Subject Knowledge:**

**1.1.6.7.1.** Is your country directly involved in the problem? How?

**1.1.6.7.2.** What is the country's position on the problem?

**1.1.6.7.3.** What have been the actions of your country to address the problem?

**1.1.6.7.4.** What could be the possible solutions that your country could give to the problem?

### 1.1.7. Opening Speech:

The opening speech is a speech written by each one of the delegates, in which these will present themselves and will briefly explain their position towards the topic. After realizing a voting process, each one of the delegates, in alphabetical order, will be called to read their opening speeches. The speech may be written or spoken if memorized, this shall be decided by each delegate. The speech shall follow parliamentary language. One minute and thirty seconds (1:30) will be the postulated time per delegate for reading the speeches. If the document is required and how will it affect the delegate's grade will be the chair's decision.

#### 1.1.7.1. Structure:

**1.1.7.1.1. Greeting Protocol:** The first part of the speech refers to greeting the presidency, personalities, representatives and others present in the room.

**1.1.7.1.2. Diplomatic Introduction:** An introductory paragraph that reveals the importance of the event for the delegation that is being presented.

**1.1.7.1.3. Position Paragraphs:** Corresponds to the part where the officer who appears, assumes a position on the issue or issues that will be discussed in the commission. These paragraphs of speech should use parliamentary language and introductory phrases.

**1.1.7.1.4. Operational Paragraphs:** In this part of the speech, the delegate suggests to the Commission the position of the delegation on the problems and may invite other delegates to make decisions or positions. In this part of the speech, sentences from the resolving parliamentary language should be used.

**1.1.7.1.5. Closing:** In this part, the delegate can leave a question for reflection, use a famous phrase that fits the topic or create his own phrase that is a reflection among the participants.

**1.1.8. Example of an opening speech:**

September 14th-2017 16 Bogota, Colombia  
Honorable chair,  
Distinguished delegates,  
Sponsors and others present in the room.  
Good morning.

“Diplomacy is the art of telling plain truths without giving offense”

Winston Churchill.

It is an immense honor for the delegation of Paraguay to be in an event of such important magnitude, in where different countries around the world can meet and discuss issues of international relevance. Paraguay’s delegation aims to search the common good before the individual, being this the golden rule of every community in search of beneficial interaction in the modern context.

The Republic of Paraguay is in search of the peaceful implementation of the nuclear energy, under the framework of the norms proposed by the International Agency of Atomic Energy. On this occasion, focusing on a country that over the years and the adversities has shown not only an enormous solidarity with the delegation, but also, it has made clear its full state of development in several aspects. This country receives the name of the Republic of Colombia. If every resource was stable, prudent and static, we would be in death, therefore we have to accept sometimes the uncertainty and risks for improvement and progress. This is the price that each nation must be willing to pay in order to reach a fluid and continuous development.

In this order of ideas, the present delegation wants to make clear its position in terms of its total willingness to help the needs of Colombia, with the implementation of this new plan and in terms of the good management of nuclear waste around the world. Reaching realistic and efficient resolutions and proposals to control this environmental pollution.

Thanks for your attention.

Sara Lucía Silva  
Secretary General - MUNCAS XIV

#### 1.1.9. Amendments:

Amendments are documents that are presented during the presentation of resolution papers. This document fulfills the function of proposing a change of content or grammar of the paper under discussion. This document may be presented by any delegate of the committee by floor messaging, which must be addressed to the table. The chair shall read the amendments, five minutes after the presentation has ended, in arrival order. An amendment requires the approval of both heads of block of the exposed document. There are two types of amendments:

**1.1.9.1. Friendly Amendments:** If an amendment to a resolute paper receives approbation by the two heads of block, the amendment will be automatically incorporated in the resolute paper. If a sponsoring country or delegation is against such decision, he/she/they shall use a point of personal privilege to express his/her/their inconformity. He/she/they will have forty seconds to expose its reasons. The heads of block will inform if they decide to change their perspective towards the amendment. If the heads of block do not arrive to a conclusion, the amendment will be understood as non-friendly.

**1.1.9.2. Non-Friendly Amendments:** An amendment that does not count with the approbation of the paper's heads of block will be considered non-friendly. In this case, the chair shall allow the delegate who stated the amendment to expose in 40 seconds the reasons why such changes should be taken and approved. The chair shall ask the heads of block if they decide to reformulate their answers. In case of conflict, the amendment will be sent through an informal voting process where all delegations shall participate. Simple Majority shall be required for this to be incorporated

#### 1.1.10. Press Releases:

This document fulfills the objective of presenting certain information towards the whole committee without having to stablish a motion. It may have a writer, or it may be anonymous. These shall be sent via mail to the chair, who will proceed to read it when it considers it pertinent. If it is considered irrelevant, the delegate will be addressed privately and will be exposed to why the document will not be exposed.

These may serve the following functions: **1)** Inform the committee of the actions that one or more delegates will take; **2)** Inform the position that one or more delegates has towards the topic and **3)** Present a situation that may affect the committee's orientation (This may come from a recognized communication media).

#### **1.1.11 Press release structure:**

The press release shall have the following subtitles:

##### **1.1.11.1 Heading:** It shall contain the following information:

**1.1.11.1.1** The document type (Press release)

**1.1.11.1.2 (Optional)** A recognized communication media logo

**1.1.11.1.3** Press release title

**1.1.11.1.4** Date & Time

**1.1.11.2 Preamble:** In this first introductory paragraph, a brief resume of the reasons behind the press release's redaction is made. This may include certain situations that have happened in the committee, certain interventions or facts external to the committee.

**1.1.11.13 Actions:** This section contains the actions that one or more delegations will realize, basing itself on the situations presented in the preamble. However, it may include content that narrate recently occurred events via the following interrogatives:

- **What?**
- **Who?**
- **When?**
- **How?**
- **Why?**
- **Where?**



**1.1.11.4 Signatures (Optional)** Those delegations that have redacted the document shall appear in this element.

**1.1.12. Press Release example:**

**Press Release**



**Al-Qaeda took Saudi Arabia**

8/11/2002| 11:11am

Breaking News. After the reception of Al-Qaeda resources in the South of Saudi Arabia, they started taking the cities until they arrived in Riyadh and overthrew the government. Now, Saudi Arabia is controlled by Al-Qaeda and its army is spreading through the country. Having this crisis arrived, the Egypt Prime Minister Atef Ebeid has called for the Arab League members to gather immediately in Cairo.

## POINTS AND MOTIONS

POINT/MOTION	INTERRUPTABLE	SECONDS	DECIDES	DISRUPTIVITY LEVEL
Point of order	YES	NO	Chair	N/A
Point of personal privilege	YES	NO	Chair	N/A
Point of relevance	YES	NO	Chair	N/A
Point for a parliamentary inquiry	NO	NO	Chair	N/A
Point of information to the speaker	NO	NO	Chair	N/A
Point of information to the chair	NO	NO	Chair	N/A
Permission for a subsequent question	NO	NO	Chair	N/A
Permission for a preamble	NO	NO	Chair	N/A
Right of reply	NO	NO	Chair	N/A
Point to add to the registry	NO	NO	Chair	N/A
Motion to read opening speeches	NO	NO	Simple Majority	Low
Motion to suspend session	NO	NO	2/3 Majority	None
Motion to close session	NO	NO	2/3 Majority	None
Motion for an informal debate	NO	YES	Simple Majority	Very low

Motion for a formal debate	NO	YES	Simple Majority	High
Motion for a quick round	NO	YES	Simple Majority	Medium
Motion for lobby time	NO	YES	Simple Majority	Maximum
Motion for a round of questions	NO	YES	Speaker and Simple Majority	N/A
Motion for an etiquette lobby	NO	YES	Simple Majority	Low
Motion to extend debate times	NO	YES	Simple Majority	N/A
Motion to close a debate	NO	YES	Simple Majority	N/A
Motion to reconsider a voting process	NO	YES	Simple Majority	N/A
Motion for a formal voting process	NO	YES	Simple Majority	N/A
Motion to introduce a directive (GAC)	NO	YES	Simple Majority	N/A
Motion to vote a directive (GAC)	NO	YES	Simple Majority	N/A

## PREAMBULATORY PHRASES

Acknowledging

Affirming

Anxious

Appreciating

Aware

Bearing in mind

Being convinced

Cognizant

Concerned

Confident

Conscious

Considering

Contemplating

Convinced

Declaring

Deeply disturbed

Encouraged

Endorsing

Expecting

Expressing appreciation

Expressing deep  
appreciation

Fulfilling

Fully aware

Fully bearing in mind

Grieved

Guided by

Having adopted

Having approved

Having considered

Having decided

Having examined further

Having received

Noting Further

Noting with approval

Noting with deep concern

Noting with regret

Noting with satisfaction

Observing

Realizing

Recalling

Recognizing

Referring

Regretting

Reiterating

Seeking

Stressing

Taking into account

Taking note

## RESOLUTIVES PHRASES

Accepts	Encourages	Regrets
Accepts	Endorses	Reiterates
Adopts	Expresses its appreciation	Renews its appeal
Adopts	Expresses its conviction	Repeats
Affirms	Expresses its regret	Suggests
Appeals	Expresses its sympathy	Supports
Appreciates	Expresses its thanks	Takes note of
Approves	Expresses the belief	Transmits
Authorizes	Expresses the hope	Urges
Calls upon	Further invites	
Commends	Further proclaims	
Concurs	Further recommends	
Condemns	Further reminds	
Confirms	Further resolves	
Congratulates	Instructs	
Considers	Notes with appreciation	
Decides	Notes with appreciation	
Declares	Notes with approval	
Deplores	Notes with approval	
Designates	Notes with interest	
Designates	Notes with satisfaction	
Directs	Reaffirms	
Emphasizes	Recognizes	
Emphasizes	Recommends	