



MUNARJÍ
XIX 2026



Delegate's Handbook

PROTOCOL AND RULES OF PROCEDURE



Welcome to MUNARI XIX

*"More than ever before in human history, we share a common destiny.
We can master it only if we face it together." — Kofi Annan*

MUNARJI XIX stands on a belief that defines this model from the very beginning: When voices rise, change is unstoppable.

History has proven time and again that when voices are raised with passion, clarity, and purpose, they spark movements capable of reshaping societies. Progress has never depended on where a voice comes from, but on the courage to use it.

At MUNARJI XIX, we believe that speaking up is not an act of defiance, but of responsibility. Whether you raise your voice to protect collective security, defend human rights, promote innovation, or challenge injustice, your perspective matters. Every debate, every speech, and every resolution is an opportunity to turn ideas into impact.

This model is built on respect for ideas — even when they clash. We value disagreement when it is thoughtful, diversity when it is authentic, and dialogue when it is driven by the desire to improve our shared reality. Here, passion and respect coexist, because meaningful change demands both.

As delegates, you are not here to echo the past, but to shape the future. Your voice has weight. Your ideas have consequences. And together, your voices have the power to move the world forward.

I invite you to speak with courage, listen with intention, and act with purpose. May this experience challenge you, inspire you, and remind you that when voices rise together, change truly becomes unstoppable.

With determination and confidence,

Alejandro Zuccolotto Bulbarela
Secretary General MUNARJÍ XIX

Table of Contents

Secretariat and Staff.....	5
Committees and Topics.....	8
Position Paper.....	10
1. Purpose and General Guidelines.....	10
2. Submission Procedure.....	10
3. Format Requirements.....	12
4. Structure and Content.....	12
Parliamentary Procedure and Protocol.....	14
1. Roll Call.....	14
2. Agenda.....	14
3. Speakers' List.....	14
4. Position Paper Reading.....	15
5. Raising Questions.....	15
6. Moderated Caucus.....	16
7. Unmoderated Caucus.....	17
8. Working Papers.....	18
9. Resolution Paper.....	19
10. Voting Working and Resolution Papers.....	20
11. Points and Motions.....	22
Co-delegations Committees Special Rules.....	25
1. What is a Co-delegations Committee?.....	25
2. Registration and Delegation Composition.....	25
3. Position Paper.....	26
4. Speakers' List.....	26
5. Debate and Floor Participation.....	26
6. Diplomatic Notes.....	27
7. Motions.....	27
8. Voting.....	28
9. Official Documents.....	28
10. Warnings and Disciplinary Measures.....	28
11. Awards and Recognition.....	29
Crisis Committee Special Rules.....	30
1. Crisis Committee vs. Traditional Committee.....	30

2. Structure of the Committee.....	31
3. Rules of Procedure.....	32
4. Directives.....	34
5. Crisis Notes and Private Actions.....	37
6. Motions in Crisis.....	39
Disciplinary Rules.....	40
1. General Provisions.....	40
2. Diplomatic Conduct.....	40
3. Punctuality.....	41
4. Communication and Technology.....	41
5. Dress Code.....	41
6. Warning Policy.....	42
7. Diplomatic and Appropriate Language.....	45
Award System.....	47
1. Purpose of Awards.....	47
2. Award Categories.....	47
3. Eligibility Requirements.....	48
4. Participation Scoring System.....	48
5. Award Deliberation Process.....	49



Secretariat and Staff

The Secretariat is composed of dedicated students who lead the academic, logistical, and organizational aspects of MUNARJÍ XIX. Each department contributes to ensuring the success of the conference, from research and debate management to hospitality and media coverage.

SECRETARY GENERAL

- Alejandro Zuccolotto Bulbarela

DEPUTY SECRETARY GENERAL

- Carmen Aysa Rodríguez

SECRETARY OF ACADEMIC AFFAIRS

- Miranda Bustamante Bastar
- Valentina León Calzada

Committee Coordinators

- Ivanna Abreu Vázquez
- Ximena Vidal Cervantes
- María Fernanda León Baeza
- Luciana Aguilera Gutiérrez Zamora
- Sofía Romero Merino
- Sylvia María Macías Santandreu
- Montserrat Díaz Mora
- Jesús Neme Maldonado
- Félix Jorge David Argáiz
- Luciana Suárez Gurría



- Luis Eduardo Rives Lozoya
- Isabella Madrigal Sánchez

SECRETARY OF ORGANIZATION

- Emiliano Navarro Bellizzia

Organization Team

- Jorge Vivas Pou
- Guillermo del Rivero Dorantes

SECRETARY OF LOGISTICS

- Doménica David Argaiz

Logistics Team

- Zarife Alejandra Gil Hernández
- Norberto López Lastra

SECRETARY OF HOSPITALITY

- José Antonio Hernández Arceo

Hospitality Team

- Diego Enrique Cervantes Priego
- Iker Sampayo Bélchez

SECRETARY OF COMMUNICATION AND MEDIA

- Valeria Garnica Sala

Communication and Media Team

- Amalín Basto Ferrer
- Luisa Fernanda González González

DRESS CODE LEADER

- Christiane David Argáiz

Dress Code Team

- Ivanna Pons Brindis
- Alessandra Priego Aranda

SECRETARY OF SOCIAL RESPONSIBILITY

- Andrea Chamarro León

Committees and Topics

COMMITTEE	TOPIC	LEVEL	LANGUAGE	PARTICIPATION
UNESCO United Nations Educational, Scientific and Cultural Organization	Strengthening International Cooperation for the Ethical Use of Artificial Intelligence in the Protection of Cultural Heritage and Indigenous Languages	Beginner	English	 Individual Delegation
UN-HABITAT United Nations Human Settlements Programme	Managing Rapid and Unplanned Urban Growth: Building Inclusive, Resilient, and Sustainable Cities	Beginner	English	 Co-Delegation
CDH Consejo de Derechos Humanos	Protección de los derechos humanos de las personas migrantes y refugiadas en países de tránsito y destino	Beginner	Spanish	 Individual Delegation
UN WOMEN United Nations Entity for Gender Equality and the Empowerment of Women	Promoting Women's Participation and Leadership in STEM and Space Exploration	Intermediate	English	 Individual Delegation
ILO International Labour Organization	Promoting Decent Work in the Age of Artificial Intelligence: Balancing Innovation, Employment, and Labor Rights	Intermediate	English	 Individual Delegation
OMC Organización Mundial del Comercio	Fortalecimiento del sistema multilateral de comercio frente al aumento del proteccionismo y las guerras comerciales	Intermediate	Spanish	 Individual Delegation

COMMITTEE	TOPIC	LEVEL	LANGUAGE	PARTICIPATION
COPUOS Committee on the Peaceful Uses of the Outer Space	Preventing the Weaponization of Outer Space: Satellite Systems and Anti-Satellite (ASAT) Weapons	Intermediate	English	 Co-Delegation
GA General Assembly	Strengthening the Role of the General Assembly in Addressing Security Council Deadlock	Advanced	English	 Co-Delegation
SC Security Council	Strengthening International Mechanisms to Prevent the Use of Chemical and Biological Weapons and Ensure Accountability in Contemporary Armed Conflicts	Advanced	English	 Individual Delegation
CC Crisis Committee	Responding to the European Migration and Asylum Crisis: Balancing Humanitarian Protection, Border Management, and Regional Stability	Advanced	English	 Individual Delegation
SRM Senado de la República Mexicana	Secret Topic	Advanced	Spanish	 Individual Delegation

Position Paper

1. Purpose and General Guidelines

The Position Paper is a **mandatory requirement for all delegates** participating in MUNARJÍ XIX. It serves as the foundation for your performance during the conference, reflecting your country's official stance, proposed actions, and understanding of the topic under discussion.

The Position Paper demonstrates a delegate's ability to research, analyze, and apply global policies through a diplomatic lens. It is also used by the Committee Chairs to evaluate each participant's preparation and consistency during debate.

Failure to submit the Position Paper by the established deadline will result in **sanctions** and may **affect eligibility for awards**.

2. Submission Procedure

All Position Papers must be submitted **no later than October 22nd, 2026**, following the guidelines below:

- Position Papers must be submitted by email to the corresponding Committee Coordinator listed in the following table. **Delegates must include in the email subject line:** "Position Paper – [Committee Name] – [Country Name]".

Example: Position Paper – SC – Japan

- The Position Paper must be attached as a **PDF file** named in the same format: Committee_Country_DelegateName.pdf

Example: SC_Japan_JuanArceo.pdf

- Only submissions sent to the correct committee address by the deadline will be accepted.



Committee	Committee Coordinator	Email
UNESCO United Nations Educational, Scientific and Cultural Organization	Isabella Madrigal Sánchez	unescomunarji@arji.edu.mx
UN-HABITAT United Nations Human Settlements Programme	Ximena Giselle Vidal Cervantes	unhabitatmunarji@arji.edu.mx
CDH Consejo de Derechos Humanos	Silvia María Macías Santandreu	cdhmunarji@arji.edu.mx
UN WOMEN United Nations Entity for Gender Equality and the Empowerment of Women	Luciana Aguilera Gutiérrez Zamora	unwomenmunarji@arji.edu.mx
ILO International Labour Organization	Sofía Romero Merino	ilomunarji@arji.edu.mx
OMC Organización Mundial del Comercio	María Fernanda León Baeza	omcmunarji@arji.edu.mx
COPUOS Committee on the Peaceful Uses of the Outer Space	Montserrat Díaz Mora	copuosmunarji@arji.edu.mx
GA General Assembly	Jesús Neme Maldonado	gamunarji@arji.edu.mx
SC Security Council	Félix Jorge David Argaz	scmunarji@arji.edu.mx
CC Crisis Committee	Luis Eduardo Rives Lozoya	ccmunarji@arji.edu.mx
SRM Senado de la República Mexicana	Luciana Suárez Gurría	senadomunarji@arji.edu.mx

3. Format Requirements

Requirement	Specification
Font	Calibri, 12 pt
Line Spacing	1.5
Margins	2.5 cm on all sides
Alignment	Fully justified
Citations and References	APA 7 th edition
Maximum Length	2 pages total, including references
File Format	PDF

4. Structure and Content

Each Position Paper must include the following information at the top of the document:

Committee:

Country:

Topic:

Delegate:

School:

FLAG

The paper must follow the structure below, consisting of six paragraphs:

Paragraph 1 - Greeting

- Begin with a formal salutation from your delegation, setting a diplomatic tone consistent with United Nations conventions.

Paragraph 2 - Background of the Topic

- Provide a concise overview of the issue.

- Explain its origin, global importance, and your country's general opinion on the matter.

Paragraph 3 - Country's Position

- Describe your country's perspective on the issue and current involvement.
- Explain what actions your country has taken, is taking, or plans to take.
- Support your statements with reliable data, treaties, or policy references.

Paragraph 4 - Possible Solutions

- Present concrete and realistic proposals organized as:
 - Short-term actions (immediate or ongoing measures)
 - Mid-term actions (initiatives achievable within one to three years)
 - Long-term actions (sustainable strategies or reforms)

Each proposal should align with your country's policy and international commitments.

Paragraph 5 - Relevant Blocs and Additional Comments

- Identify your country's key alliances or regional blocs (e.g., G7, G77, OAS, AU, EU, ASEAN) and how they relate to the topic.
- You may also include additional comments, recent developments, or other relevant perspectives.

Paragraph 6 - References

- List at least five (5) sources in APA 7th edition format.
- Sources should include official documents, academic research, credible international organizations, and reputable media outlets.
- Any work that exceeds 20% AI-generated content or shows signs of plagiarism will be automatically disqualified.

Parliamentary Procedure and Protocol

The Chair determines whether a motion is admissible; their decision is final. Delegates must address the Chair before speaking, and all interventions must use diplomatic and formal language.

1. Roll Call

The Chair will conduct a Roll Call to verify attendance. When a country's name is called, delegates must respond with one of the following:

- **"Present"** – The delegate is present and will vote on all matters.
- **"Present and Voting"** – The delegate is present and must vote either *in favor or against during substantive voting* (abstentions will not be allowed).

Failure to respond during Roll Call will be considered an absence, and repeated absences may affect eligibility for awards.

Delegates arriving late must wait until the Chair grants permission to be added to the Roll Call.

2. Agenda

Once Roll Call is complete and **quorum** has been established, the first motion in order will be the **Motion to Set the Agenda**. It must include:

- Speaking time per delegate (2 minutes recommended)
- Number of questions (2 recommended)
- Number of follow-ups (1 recommended)

3. Speakers' List

Once the agenda has been set, a **Motion to Open the Speakers' List** is in order. The Chair will determine the order in which delegations will speak. The delegation proposing the motion will appear first, followed by the one that seconds it.

All **delegates wishing to be added to the Speakers' List must raise their placards** when prompted by the Chair. Failure to do so will result in their omission from the list until it is reopened by motion.



Only **three upward movements are permitted** throughout the debate, and each must be approved by the Chair.

Permanent members and countries most relevant to the topic should appear within the first **ten speakers** to ensure balanced discussion.

Delegates on the Speakers' List will deliver their Position Paper within the time established in the agenda.

Once no more delegates wish to be added, a **Motion to Close the Speakers' List** may be raised.

4. Position Paper Reading

Each delegate will read their **Position Paper** according to the order established in the Speaker's List and within the speaking time set in the agenda.

If a delegate's time expires before finishing, another delegate may raise a **Motion to Extend Speaking Time**.

If a delegate finishes before time runs out, they may **yield the remaining time** in one of the following ways:

- **Yield to the Chair:** The Chair may decide how to use the remaining time or proceed directly to the next speaker.
- **Yield to Questions:** Other delegates may ask one question related to the speech. This question does not count toward the total number of questions in the agenda; however, the clock continues running.
- **Yield to Comments:** A delegate may allow one other delegation to make a brief comment (no longer than 30 seconds) in response to their statement.

5. Raising Questions

After a delegate's speech, other delegations may ask questions to clarify or challenge points made during the statement.

A delegate wishing to ask a question must first raise their placard and state: "**Point of Information.**" The Chair will then recognize the delegate and grant permission to proceed with the question.

→ Establishing a Brief Preamble

If a delegate wishes to provide a short context before their question, they must **first request a Point of Information**, then ask for **Permission to Establish a Brief Preamble**.

The **preamble must remain concise and directly related** to the question that follows.

All questions must be relevant, respectful, and diplomatic. The Chair reserves the right to rule any question out of order if it is repetitive, argumentative, or unrelated to the topic under discussion.

→ Extraordinary Session of Questions

Once the **number of questions** established in the agenda has been **exhausted**, a delegate may raise a **Motion to Open an Extraordinary Session of Questions**. This motion allows **up to three additional questions** and is subject to the Chair's evaluation based on:

- The remaining time available.
- The relevance of the delegation to the topic.
- The quality of the delegate's participation and preparation.

6. Moderated Caucus

A **Moderated Caucus** allows for a more dynamic and spontaneous exchange of ideas on a specific aspect of the topic under discussion. It serves to focus the debate on subtopics or proposals while maintaining the structure of formal moderation by the Chair.

To propose one, a delegate must raise a **Motion to Open a Moderated Caucus**, clearly stating:

- The total duration of the caucus (e.g., 10 minutes)
- The purpose or focus of the discussion (e.g., "to discuss humanitarian aid mechanisms in conflict zones")

If the delegate fails to include any of these elements, the Chair will request that the motion be restated correctly before it can be put to a vote.

Once the motion passes:

- The delegate who proposed the caucus will speak first.
- The delegate who seconded the motion will speak second.
- The Chair will then call upon other delegations wishing to speak by recognizing raised placards.

During a moderated caucus:

- Delegates must remain seated and wait to be recognized by the Chair before speaking.
- All statements must be concise, relevant, and diplomatic.
- The Chair may rule any intervention out of order if it deviates from the topic or disrupts the flow of debate.

At the conclusion of the allotted time, a delegate may raise a **Motion to Extend the Moderated Caucus**, stating the additional time and purpose. A moderated caucus may only be **extended once**. Further discussion of the same subtopic requires opening a **new caucus**.

7. Unmoderated Caucus

An **Unmoderated Caucus** temporarily suspends formal debate and allows delegates to move freely around the room to discuss ideas, negotiate alliances, and draft **Working Papers** that may later become **Resolution Papers**.

To initiate this phase, a delegate must raise a **Motion to Open an Unmoderated Caucus**, clearly stating:

- The total duration of the caucus (e.g., 10 or 15 minutes)
- The purpose of the caucus (e.g., "to draft and negotiate the content of working papers")

If the motion is approved, formal rules of debate are suspended for the specified time. During an unmoderated caucus:

- Delegates may speak in the **first person** to facilitate open and informal discussion; however, they must **continue to communicate exclusively in the official language of the committee**.
- All delegates are expected to maintain a **respectful, diplomatic, and professional tone** at all times.
- The Chair and Committee Staff will circulate and observe to ensure that discussion remains productive and inclusive.
- Delegates should **actively participate, share ideas, and collaborate** to draft proposals that represent diverse perspectives and potential solutions.
- The Chair may take note of each delegate's **level of engagement, contribution to documents, and cooperation with others**, which may be considered in award deliberations.

At the end of the allotted time, a **Motion to Extend the Unmoderated Caucus** can be raised, specifying the additional time and purpose.

The Unmoderated Caucus represents one of the most essential stages of the conference – a moment for delegates to demonstrate their negotiation, leadership, and teamwork skills, embodying the spirit of diplomacy that defines MUNARJÍ.

8. Working Papers

A **Working Paper** is the preliminary draft that outlines proposed solutions and serves as the foundation for the final **Resolution Paper**.

It is drafted during Unmoderated Caucuses, when delegates collaborate freely to consolidate their ideas and proposals.

During this stage:

- Delegates may form **alliances or blocs** with countries that share similar positions or interests.
- If needed, the committee may divide into two primary blocs, usually referred to as **Bloc A1 and Bloc A2**, to develop different approaches to the issue.

- Each bloc works collectively to structure and write its Working Paper, ensuring that all proposed actions align with the mandate of the committee and with the principles of the United Nations.
- All Working Papers must be **submitted to the Chair for review and approval** before they can be formally presented to the committee.

Once a Working Paper is approved, a delegate may raise a **Motion to Introduce the Working Paper**, clearly stating:

- The identifier of the paper (e.g., Working Paper A1 or A2), and
- The delegation(s) responsible for presenting it.

The presenting delegation will have the **speaking time and number of questions** established in the agenda to explain and defend the proposal.

After all Working Papers have been read, the Chair will conduct a **vote to recognize the Working Papers as official documents** of the committee. *Only the Working Papers that receive majority support will move forward for further discussion and modification.*

Once recognized, delegates may begin to **work on amendments, merges, and reformulations**, often during subsequent Unmoderated Caucuses, to develop a unified and refined document that will evolve into the **Resolution Paper**.

9. Resolution Paper

A Resolution Paper is the final and formal document produced by the committee. It is drafted and finalized during **Unmoderated Caucuses** and represents the culmination of the committee's collaborative effort — containing the agreed-upon solutions, strategies, and actions proposed to address the issue at hand.

After Working Papers have been recognized, blocs are encouraged to merge their drafts, incorporate approved amendments, and refine the preambulatory and operative clauses to ensure accuracy, coherence, and diplomacy. The goal is to produce a single, comprehensive, and well-structured Resolution Paper that reflects the committee's collective understanding and spirit of cooperation.

Once the draft has been finalized, a delegate may raise a **Motion to Introduce the Resolution Paper**, specifying which document is being presented and by whom. After the presentation, the

Chair will open the floor for questions and comments, according to the limits established in the agenda.

When debate on the Resolution Paper concludes, a **Motion to Start the Voting Process** may be raised. The committee will then vote to determine whether the Resolution will be adopted or rejected.

10. Voting Working and Resolution Papers

Voting represents the culmination of the committee's work and the most formal stage of debate. Once discussion on a **Working Paper** or **Resolution Paper** has concluded, a delegate may raise a **Motion to Start the Voting Process**.

If the motion passes, the committee immediately enters **voting procedure**, during which:

- No delegate may enter or leave the room.
- Communication between delegates is strictly prohibited.
- The use of electronic devices is not allowed.
- Only **Points of Personal Privilege** referring to audibility or visibility will be recognized.
- During a Roll Call Vote, the Moderator will call delegations in alphabetical order, beginning with a randomly selected delegation.

→ First Voting Sequence

When called during the first voting sequence, **each delegation may respond** with one of the following:

- **"In Favor"** — the delegation votes in favor of the proposal.
- **"Against"** — the delegation votes against the proposal.
- **"Abstention"** — the delegation chooses not to vote either in favor or against.
- **"In Favor with Right of Explanation"** — the delegation votes in favor and requests permission to briefly explain a vote that may appear inconsistent with its established national policy or its position during debate.

- **“Against with Right of Explanation”** — the delegation votes against and requests permission to briefly explain a vote that may appear inconsistent with its established national policy or its position during debate.

A **Right of Explanation should only be requested** when clarification of an apparently **unusual or unexpected vote** is necessary. It is not intended as an additional speech in support of or opposition to the proposal.

→ Second Voting Sequence

After the first sequence has concluded, **the Moderator will call again only** those delegations that **responded “Abstention”**.

Delegations called during the second sequence must cast a final vote of:

- In Favor, or
- Against.

A delegation that **abstained during the first sequence** may **not abstain or request a Right of Explanation** during the **second sequence**.

→ Right Of Explanation

Once all votes have been cast, but before the final voting result is announced, the Moderator may recognize **delegations that requested a Right of Explanation** during the first voting sequence.

Each recognized delegation will be **granted up to 30 seconds to explain** why its vote may appear to differ from its established national policy or from the position it expressed during committee debate.

The Right of Explanation:

- may only accompany an In Favor or Against vote;
- may not accompany an Abstention;
- must concern the delegation’s own vote;
- is limited to 30 seconds;

- may not be used to criticize another delegation, reopen debate, or deliver an additional speech on the proposal; and
- remains subject to the discretion of the Chair.

→ Declaration of Results

After all authorized explanations have been delivered, the Moderator will announce the final voting results and whether the proposal has passed or failed.

- **Adopted**, if it receives a majority of votes in favor; or
- **Rejected**, if it fails to achieve the required majority.

11. Points and Motions

During debate, delegates may raise Points or Motions to maintain order, clarify procedure, or move the discussion forward. All points and motions must be stated clearly, formally, and through the Chair.

The Chair holds the authority to accept, deny, or rule out of order any motion or point at any time. Decisions of the Chair are final and not subject to appeal.

- Delegates must **raise their placards** to be recognized when proposing a point or motion.
- The Chair may rule any point or motion **out of order** if it is redundant, premature, or inappropriate.
- The **decision of the Chair is final** in all procedural matters.
- Delegates are encouraged to use **correct diplomatic language** when introducing motions, e.g.: "The delegation of Italy moves to open a moderated caucus..."

→ Points

Points are procedural tools that allow delegates to address matters related to the conduct of debate, personal comfort, or clarification of rules.

Point	Purpose	Interrupts Speaker?	Notes / Use
Point of Information	To ask a question to the delegate who has the floor.	✗ No	May only be used after a speech if time is yielded to questions.
Permission to Establish a Brief Preamble	To provide short context before posing a question to a delegate.	✗ No	Must be requested after raising a Point of Information.
Point of Personal Privilege	To address a personal need related to audibility, comfort, or visibility.	⚠ Yes (only if related to audibility or visibility of the speaker)	May not be used for general discomfort or to interrupt for non-essential reasons.
Permission to Establish a Comment	To make a short remark following a delegate's speech if time is yielded to comments.	✗ No	Comment must be brief (no more than 30 seconds) and relevant to the speech.
Point of Parliamentary Inquiry	To request clarification on rules or procedure.	✗ No	Directed to the Chair; may not refer to the content of debate.
Point of Order	To call attention to a violation of the rules of procedure.	⚠ Yes	Must be used immediately after the alleged infraction occurs.
Right of Reply	To defend a delegation's national honor if it has been directly insulted or misrepresented.	⚠ Yes	Must be requested immediately after the offense and will be granted only at the Chair's discretion.

→ Motions

Motions are used to direct the flow of debate or to initiate procedural actions within the committee. All motions must be seconded by another delegation to be considered by the Chair. If multiple motions are raised simultaneously, the Chair will prioritize them according to precedence, from most to least disruptive to debate.

Motion	Purpose	Example of Use
Motion to Set the Agenda	To establish the speaking time, number of questions, and follow-ups for the debate.	"The delegation of France moves to set the agenda to 2 minutes per speaker, 2 questions, and 1 follow-up."
Motion to Open the Speakers' List	To begin formal debate.	"The delegation of Brazil moves to open the speakers' list."
Motion to Close the Speakers' List	To stop adding new speakers to the list.	"The delegation of Egypt moves to close the speakers' list."
Motion to Reopen the Speakers' List	To allow new delegates to be added after it has been closed.	"The delegation of Japan moves to reopen the speakers' list."
Motion to Open an Extraordinary Session of Questions	To allow additional questions after those in the agenda are exhausted.	"The delegation of Kenya moves to open an extraordinary session of three questions."
Motion to Open a Moderated Caucus	To allow short, focused speeches on a specific aspect of the topic.	"The delegation of India moves to open a 10-minute moderated caucus with 30-second speaking time to discuss education funding."
Motion to Extend the Moderated Caucus	To add more time to an ongoing moderated caucus.	"The delegation of Mexico moves to extend the moderated caucus by five minutes."
Motion to Open an Unmoderated Caucus	To suspend formal debate and allow informal negotiations.	"The delegation of Canada moves to open a 15-minute unmoderated caucus to draft working papers."
Motion to Introduce a Working Paper	To present a Working Paper to the committee.	"The delegation of Argentina moves to introduce Working Paper A1."
Motion to Recognize Working Papers	To vote on which Working Papers will be officially discussed and amended.	"The delegation of Germany moves to recognize Working Paper A2."
Motion to Introduce a Resolution Paper	To present a final draft of the committee's proposed resolution.	"The delegation of South Africa moves to introduce the Resolution Paper."
Motion to Start the Voting Process	To begin voting on a resolution or amendment.	"The delegation of Spain moves to start the voting process."
Motion to Postpone or Close the Session	To adjourn the current session or end debate for the day.	"The delegation of the United Kingdom moves to close the session."

Co-delegations Committees Special Rules

1. What is a Co-delegations Committee?

In MUNARJÍ, some committees may operate under a co-delegation format. In these committees, two **delegates jointly represent the same country or entity** and function as a single delegation throughout the conference.

The purpose of this format is to strengthen teamwork, coordination, communication, and shared diplomatic strategy. Both delegates are expected to participate actively in debate and committee work; however, they **must coordinate their interventions** and consistently present a single, **unified position** representing the policies and interests of their assigned country or entity.

Key principle:

Two delegates. One delegation. One voice.

A Co-delegation has the same rights and responsibilities as any Single delegation — one vote, one entry on the speakers' list, one set of documents, and one set of warnings. Being two people does not double your privileges.

2. Registration and Delegation Composition

- Paired registration is mandatory. Both delegates must be registered together under the same assigned country or entity from the beginning of the registration process. **Each delegate** is required to **pay the applicable individual registration fee**.
- If **one member is absent** on the day of the conference, the remaining delegate may participate only with prior authorization from the Secretary General, but the delegation will **not be eligible for awards**.
- Splitting the delegation is not allowed. Both members represent the same country and **must maintain a unified position at all times**.

3. Position Paper

The Position Paper must be **submitted as a single document per delegation**, authored under the country's name. Both delegates are jointly responsible for its content, research, and timely submission.

4. Speakers' List

- **One entry per delegation** on the speakers' list per round.
- **Either member may take** the floor when the delegation is called.
- Speaking **time is not doubled** – it is the standard time set in the agenda for all delegations.
- To be re-added to the list, the delegation raises their placard once, as any other delegation would.

→ Reading the Position Paper

When the delegation is called to the speakers' list, **both members may come to the front** together. They may divide the content between them as they choose, but must do so within the single time slot assigned to their delegation. The time is not doubled.

→ Answering Questions

After the position paper is read, other delegations may raise **Points of Information**. Either member of the delegation may answer, but only one at a time. If both attempt to speak simultaneously, the chair will ask the delegation to designate one speaker before proceeding.

- Either member may answer questions.
- Only one member speaks at a time. The clock continues running during questions.
- The **number of questions is the same** as for any other delegation – it is not doubled.

5. Debate and Floor Participation

→ Moderated Caucus & Formal Debate

- Only **one member speaks at a time**. The floor is granted to the Co-delegation, and the pair decides internally who speaks.

- The **member who is not speaking remains seated** and does not address the committee.
- Members **may alternate** between interventions, but not during a single intervention.

→ Unmoderated Caucus

The unmoderated caucus **is the only moment** where both members **may move and negotiate freely and independently throughout the room**. They may speak with other delegations separately or together.

6. Diplomatic Notes

Diplomatic notes are an important means of written communication between delegations during formal debate, especially when direct verbal communication is not permitted.

- **Either member of a co-delegation may write and send diplomatic notes.** However, all notes must be written and signed on behalf of the delegation, using the country or entity name rather than the individual delegate's name.
- **Either member may receive and review notes** addressed to the delegation.
- During active participation in debate, **only one member should be responsible for managing diplomatic notes at a time**, allowing the other delegate to remain focused on speeches, motions, voting, and the proceedings of the committee.
- Both delegates are responsible for ensuring that any communication sent through diplomatic notes is **consistent with the delegation's agreed position and strategy**.

7. Motions

- Either member of a co-delegation may propose or second a motion **on behalf of the delegation**.
- When presenting a motion, **only one member may speak or signal at a time**; the other member should remain seated and refrain from making a simultaneous intervention.
- A co-delegation is recognized as **one delegation** for procedural purposes. Therefore, its two members may not be counted separately as two proposers or two seconders for the same motion.

8. Voting

- **Each co-delegation has one vote.** Only one member should raise the placard, hand, or otherwise signal the delegation's vote.
- Both members must agree on the delegation's voting position before signaling. If the two members indicate conflicting votes, the Chair will ask the delegation to immediately clarify and present **one unified vote**.
- If the delegation is unable to agree on a single position after being asked to clarify, the vote will be recorded as an **abstention**, where abstention is permitted.
- To abstain, neither member should raise the placard or give another voting signal, unless the Chair has established a different procedure for indicating abstentions.

9. Official Documents

- All working papers, draft resolutions, resolutions, and amendments must be submitted **under the name of the delegation**, not under the names of individual delegates.
- A co-delegation counts as **one delegation for sponsorship, signatory, and quorum purposes**. Its two members may not be counted separately as two signatures on the same document.
- Both members are **jointly responsible** for the content, accuracy, consistency, and diplomatic position reflected in any document submitted by their delegation.
- Either member may submit, introduce, or present a document **on behalf of the delegation**, unless the Chair establishes a different procedure.

10. Warnings and Disciplinary Measures

Warnings and disciplinary measures apply to the **co-delegation as a whole**, rather than to individual members. Both delegates share equal responsibility for the conduct, professionalism, and compliance of their delegation with the rules and procedures of the conference.

Any warning issued as a result of the actions of either member will therefore be recorded against the delegation and may affect both delegates equally.

11. Awards and Recognition

- Awards in co-delegation committees are granted **jointly to both members of the recognized delegation.**
- To be eligible for an award, **both delegates are expected to demonstrate active and substantive participation throughout the committee**, including involvement in debate, negotiation, document preparation, and other relevant proceedings.
- A co-delegation in which participation is carried primarily or exclusively by one member **may be deemed ineligible for recognition**, subject to the evaluation of the Chair and the Academic Coordinator.

Crisis Committee Special Rules

The Crisis Committee is a **fast-paced and interactive form** of Model United Nations in which participants respond to an **evolving situation and make decisions** that may directly influence the development of the simulation. While traditional committees generally debate an established issue and work toward negotiated resolutions, Crisis **emphasizes decision-making, action, adaptation, and consequences**.

1. Crisis Committee vs. Traditional Committee

Traditional Committee	Crisis Committee
Delegates generally represent countries or entities.	Participants, referred to as diplomats , represent specific political leaders or actors.
Debate focuses on an established agenda or international issue.	Debate responds to an evolving crisis in which new developments may be introduced throughout the committee.
Delegates work primarily toward working papers, draft resolutions, resolutions, and amendments.	Diplomats primarily use directives to propose collective actions in response to the crisis.
The general circumstances surrounding the topic remain relatively stable during debate.	Crisis Updates may introduce new information, consequences, or subcrises that change the situation and require diplomats to adapt.
Committee documents propose policies or solutions to the issue under discussion.	Approved directives are sent to the Crisis Staff , which evaluates their feasibility and determines their consequences within the simulation.
Diplomatic notes are mainly used for communication between delegations.	In addition to committee communication, Crisis Notes may be used to privately request information from the Crisis Staff or attempt actions within a diplomat's authority.

The Crisis Committee operates through a continuous process of **information, debate, negotiation, action, and consequences**. Diplomats must therefore be prepared to reassess priorities, modify strategies, and respond to new developments as the simulation progresses.

Important: *Crisis remains part of MUNARJÍ and maintains the same expectations of diplomatic conduct, professionalism, preparation, and respect for committee authority. Its distinctive mechanisms—such as Crisis Updates, directives, Crisis Notes, and the Frontroom-Backroom structure—are explained in greater detail in the **Crisis Committee Study Guide**.*

2. Structure of the Committee

The Crisis Committee operates through two connected spaces: the **Frontroom** and the **Backroom**. Together, they create an evolving simulation in which diplomats make decisions and the Crisis Staff determines their consequences.

→ Frontroom

The **Frontroom** is the committee room where diplomats participate directly. In the Frontroom, diplomats:

- Receive and analyze **crisis updates**.
- Debate possible responses.
- Negotiate and build coalitions.
- Draft and discuss **directives**.
- Introduce, debate, and vote on directives.
- Respond to the consequences of previous committee decisions.

Once the committee approves an action, it is sent to the Backroom for evaluation and implementation within the simulation.

→ Backroom

The **Backroom**, also known as the **Crisis Room**, is managed by the Crisis Staff and operates behind the scenes. Diplomats do not participate directly in the Backroom.

The Crisis Staff:

- Receives actions approved by the committee.
- Evaluates their feasibility.

- Considers the authority and resources of the actors involved.
- Determines the consequences of committee decisions and private actions.
- Develops new Crisis Updates and subcrises based on the evolution of the simulation.

Diplomats may also communicate privately with the Backroom through **Crisis Notes** to request information or attempt actions that fall within their character's realistic authority.

Important: Diplomats determine **what they want to attempt**; the Backroom determines **what actually happens**. An approved action does not automatically succeed.

3. Rules of Procedure

Crisis debate is designed to be **fast, flexible, and action-oriented**. Although the committee maintains formal rules of procedure and diplomatic conduct, the flow of debate may be adapted by the Chair and Moderator as the crisis develops.

→ Debate

Unlike traditional committees, the Crisis Committee does **not maintain a permanent Speakers List**. Most debate takes place through three formats:

- **Moderated Caucus**
The principal form of formal debate. Diplomats raise their placards and, when recognized, deliver short speeches on a specific aspect of the crisis.
- **Round Robin**
Each diplomat is given an opportunity to speak briefly on the same question. Round robins are particularly useful after an important Crisis Update because they allow the committee to quickly identify priorities and positions.
- **Unmoderated Caucus**
Formal debate is temporarily suspended so diplomats may move around the room, negotiate, build coalitions, and draft or merge directives.

The focus of debate should remain on **analyzing developments and determining appropriate responses**, rather than merely restating previously prepared positions.

→ Roll Call and Quorum

At the beginning of each session, diplomats respond **“Present”** when their character is called.

At least **60% of the committee must be present** for the session to begin.

→ Points

Diplomats may use the following points:

Point	Purpose
Point of Personal Privilege	Addresses a practical difficulty that prevents participation, such as being unable to hear.
Point of Order	Identifies a possible error in the application of committee procedure.
Point of Parliamentary Inquiry	Requests clarification from the Chair or Moderator concerning procedure.

Points should address **procedural or practical matters**, not disagreement with another diplomat's argument.

→ The Crisis Cycle

The Crisis Committee develops through a continuous cycle of **information, decision-making, action, and consequences**.

A typical Crisis Cycle follows this sequence:

- 1. Crisis Update** – The Crisis Staff introduces new information or developments.
- 2. Analyze** – Diplomats determine what has changed and identify immediate priorities.
- 3. Debate** – The committee discusses possible responses.
- 4. Negotiate** – Diplomats build support, negotiate compromises, and coordinate strategies.
- 5. Write** – Diplomats draft directives proposing specific actions.
- 6. Vote** – The committee considers and votes on eligible directives.
- 7. Act** – Approved directives are sent to the Backroom.

8. Consequences — The Crisis Staff determines the results of those actions.

9. Repeat — New information is introduced and the next cycle begins.

The cycle is **not divided into predetermined “crisis breaks.”** Directive writing and negotiation normally take place during unmoderated caucuses or at other moments authorized by the Chair as the committee develops.

→ Crisis Updates

A **Crisis Update** informs the committee of developments taking place within the simulation. Updates may:

- Introduce a new event or problem.
- Reveal the consequences of previous decisions.
- Provide new intelligence or information.
- Change the urgency or direction of the crisis.
- Introduce a **subcrisis** requiring immediate attention.

Updates may be presented through briefings, documents, news reports, messages, or other simulations prepared by the Crisis Staff.

Information may be **public, confidential, or classified**, and not every diplomat will necessarily receive the same information.

After an update, diplomats may ask factual clarification questions about what has occurred, who is involved, what information is confirmed, and what resources are available. The Crisis Staff may clarify the situation but **will not advise diplomats on what action they should take.**

4. Directives

→ What is a Directive?

A **directive** is the principal document used by the Crisis Committee to take **collective action.**

Unlike a traditional MUN resolution, a directive is a concise written proposal explaining **what the committee wants to do and how it intends to do it**. Directives do not require preambulatory clauses or complex resolution language.

They should instead be:

- Clear
- Specific
- Realistic
- Practical
- Actionable

A directive may propose diplomatic, humanitarian, economic, security, intelligence, legal, public-communication, or other measures appropriate to the crisis.

→ Writing an Effective Directive

An effective directive should answer four fundamental questions:

Question	What the Directive Should Explain
What?	What action will be taken?
Who?	Who will carry it out?
How?	What resources, mechanisms, or authority will be used?
When/Where?	When relevant, where and how quickly will the action occur?

Diplomats should avoid vague instructions such as **“increase humanitarian assistance.”** Instead, a directive should identify who will provide assistance, what will be provided, where it will go, and how the action will be coordinated.

The Backroom must receive enough information to determine whether the proposed action could realistically be implemented.

→ Sponsors and Signatories

Sponsors are diplomats who participate in writing the directive and formally support its content.

Signatories support bringing the directive before the committee for consideration, but they do **not necessarily agree with every action contained in it**.

The Chair will establish the minimum number of sponsors and/or signatories required for a directive to be introduced.

When two or more directives contain substantially similar proposals, the Chair may ask their sponsors to **merge the documents** before they are introduced.

→ From Draft to Action

The general process for a directive is:

1. **Draft** a clear and realistic proposal.
2. **Gather the required sponsors and/or signatories.**
3. **Submit** the directive to the Chair for review.
4. Once approved, a diplomat may **motion to introduce the directives on the table**.
5. The committee may hear brief speeches **in favor and against** the proposed directive.
6. Diplomats vote **Yes, No, or Abstain**.
7. A directive passes with a **simple majority**.
8. The approved directive is sent to the **Backroom** for implementation and evaluation.

Depending on the needs of the committee, the Chair may also move the committee directly to voting when appropriate.

→ Implementation and Consequences

Passing a directive means that the committee has authorized an **attempted action**. It does not guarantee that the intended result will occur.

The Crisis Staff evaluates each action according to factors including:

- The authority of the actors involved.
- Available resources.
- Practical feasibility.
- Previous committee decisions.
- Legal or institutional limitations.
- The circumstances already established within the simulation.

The result may be:

- Complete success.
- Partial success.
- Failure.
- Resistance from another actor.
- An unintended or unexpected consequence.

These consequences may become part of a subsequent Crisis Update and influence the direction of the committee.

5. Crisis Notes and Private Actions

Not every action in Crisis requires the approval of the entire committee. **Crisis Notes** allow diplomats to communicate privately with the Backroom for purposes connected to their individual character.

Crisis Notes are generally confidential unless their consequences later become public within the simulation.

→ Requesting Information

A diplomat may use a Crisis Note to request information that their character could **realistically obtain** through their position, government, institution, or available resources.

The Backroom may respond with:

- Complete information.
- Partial information.
- Uncertain information.
- A statement that the information is unavailable.

Access to information depends on what the character could reasonably know.

→ Attempting a Private Action

A diplomat may also use a Crisis Note to attempt an action using authority or resources reasonably available to their character.

The Crisis Staff determines whether the action is possible and what consequences it produces.

A private action **does not automatically succeed**, and diplomats cannot use a Crisis Note to assume control over another government, institution, military force, intelligence service, or international organization.

→ Writing Effective Crisis Notes

A useful Crisis Note should be:

- **Specific** — Clearly explain what information or action is requested.
- **Realistic** — Use only authority, resources, or access the character could reasonably possess.
- **Relevant** — Connect the request directly to the developing crisis.
- **Concise** — Include enough information for the Backroom to understand the request without unnecessary explanation.

Diplomats should always ask:

Could my character realistically know this or attempt this action?

6. Motions in Crisis

The Crisis Committee uses a streamlined set of motions appropriate to its fast-moving format. According to the Crisis Study Guide, diplomats may motion to:

Motion	Purpose
Motion for a Moderated Caucus	Opens structured debate on a specific aspect of the crisis for a defined total time and speaking time.
Motion for a Round Robin	Gives every diplomat an opportunity to briefly address the same question or Crisis Update.
Motion for an Unmoderated Caucus	Suspends formal debate temporarily to allow negotiation, coalition-building, and directive drafting or merging.
Motion to Extend the Current Caucus	Extends a moderated or unmoderated caucus when additional discussion or negotiation is needed.
Motion to Introduce the Directives on the Table	Formally brings eligible directives approved by the Chair before the committee.
Motion to Enter Voting Procedure	Moves the committee from debate to voting on the directive or directives under consideration.

The **Chair or Moderator determines whether a motion is in order** and manages competing motions according to the needs of the committee and the development of the crisis.

Disciplinary Rules

1. General Provisions

Parliamentary procedure must be observed at all times during committee sessions. Delegates are expected to uphold the highest standards of respect, diplomacy, responsibility, and professionalism.

Any conduct that violates the established rules, disrupts committee proceedings, or contradicts the spirit and principles of Model United Nations may result in disciplinary action. Disciplinary measures will normally begin with a warning and may escalate depending on the seriousness or repetition of the conduct.

2. Diplomatic Conduct

Delegates are expected to behave as respectful and responsible representatives of their assigned countries or entities. Their conduct must reflect the principles of diplomacy, cooperation, civility, and professionalism that define MUNARJÍ.

Diplomatic conduct includes the following:

- Respect the authority and decisions of the Chair at all times.
- Request and obtain recognition before taking the floor.
- Address fellow delegates, the Chair, and staff members in a respectful and professional manner.
- Maintain appropriate posture, attitude, and decorum throughout committee sessions.
- Refrain from using offensive, insulting, aggressive, discriminatory, or otherwise undiplomatic language.
- Comply with the established dress code.
- Refrain from eating during committee sessions.
- Only water may be consumed during sessions, from a bottle or glass.

3. Punctuality

- Delegates must arrive punctually to all committee sessions.
- **Arrival more than five minutes after** the scheduled starting time may result in a **written warning**.
- Arrival **ten minutes late or more** may result in **exclusion from that session**, at the discretion of the Chair and Academic Coordination.
- Repeated lateness may result in additional disciplinary measures.

4. Communication and Technology

- Direct verbal communication between delegates is not permitted during formal debate unless authorized by the Chair.
- Mobile phones, smartwatches, headphones, and other unauthorized electronic devices must not be used during committee sessions.
- Laptops and tablets may be used only for authorized purposes, such as research or document drafting, and only when permitted by the Chair.
- Pages and staff members may report any inappropriate or unauthorized use of electronic devices to the Chair.
- Unauthorized use of electronic devices may result in a warning or other disciplinary measure.
- The use of artificial intelligence tools to draft speeches, working papers, resolutions, amendments, directives, crisis notes, or other committee documents is strictly prohibited during committee sessions.

5. Dress Code

The official dress code for MUNARJÍ is **Business Formal**. Professional appearance is an important part of diplomatic conduct and reflects respect for the conference, fellow participants, and the values represented by Model United Nations.

The **use of red garments is strictly prohibited**, as red is reserved as a symbolic color associated with violence, war, and conflict, which are contrary to the spirit and values promoted by MUNARJÍ.

Failure to comply with the established dress code may result in a verbal or written warning. A delegate may also be asked to leave the committee room until the dress code requirements are met.

→ Women

- Formal dresses are permitted, provided they are not strapless and do not expose the shoulders or excessive neckline.
- Formal blouses or tops with short or long sleeves are acceptable.
- Formal pants, tailored trousers, or skirts are appropriate.
- Skirts must not rise more than five fingers above the knee when seated.
- Clothing, accessories, and makeup should remain understated, professional, and appropriate for a formal diplomatic setting.
- Neutral or subdued colors are recommended.

→ Men

- A formal jacket and tie are required.
- Ties should be plain or discreetly patterned and must not display inappropriate logos, symbols, or insignia.
- Formal pants and dress shoes are mandatory.
- Jeans, cargo pants, and work-style khaki pants are not permitted.
- Socks should coordinate with the color of the trousers and maintain a formal appearance.

6. Warning Policy

All participants are expected to maintain the level of decorum, discipline, and professionalism required in a formal Model United Nations conference. Warnings are intended as corrective measures to preserve an orderly, respectful, and productive environment.

A delegate who receives **one or more written warnings for disciplinary reasons will no longer be eligible for individual or delegation awards.**

→ Warning System

Accumulated Warnings	Consequence
3 Verbal Warnings	Equivalent to 1 Written Warning
2 Written Warnings	Removal from the current committee session
3 Written Warnings	Expulsion from the conference

The Chair and Secretariat may apply a more serious disciplinary measure immediately when the nature or severity of the conduct requires it.

→ Common Disciplinary Situations

Situation	Procedure / Consequence
Use of personal pronouns when diplomatic language is required	1st occurrence: reminder; 2nd occurrence: verbal warning
Arrival more than 5 minutes late	Written warning
Sleeping during a committee session	Written warning
Mobile phone rings, is visible, or is used during a session	Written warning
Disrespectful conduct toward the Chair, another delegate, or a staff member	Written warning
Inappropriate or unauthorized use of a laptop or tablet	Written warning
Sending inappropriate diplomatic notes	1st occurrence: reminder; 2nd occurrence: written warning
Inappropriate or non-diplomatic posture or behavior	1st occurrence: reminder; 2nd occurrence: verbal warning
Use of undiplomatic or inappropriate language	1st occurrence: reminder; 2nd occurrence: verbal warning

Unauthorized direct verbal communication between delegates during formal debate	1st occurrence: reminder; 2nd occurrence: written warning
Unintentional use of Spanish in an English-language committee	1st occurrence: reminder; 2nd occurrence: verbal warning
Intentional or repeated use of Spanish in an English-language committee	Written warning
Playing, deliberately disrupting proceedings, mocking another participant, or failing to treat the committee seriously	Written warning
Dress code violation	Written warning and corrective action when applicable
Use of prohibited words or expressions established by the committee	1st occurrence: reminder; 2nd occurrence: verbal warning
Conduct that exceeds the scope or severity of the situations listed above	The case will be referred to the Secretariat and Disciplinary Council, which will determine the appropriate sanction, including possible removal from the session or expulsion from the conference.

Important: The situations listed above are illustrative and do not constitute an exhaustive list. The Chair, Secretariat, and Disciplinary Council may evaluate other conduct that disrupts committee proceedings, compromises the integrity of the conference, or violates MUNARJÍ rules and standards.

7. Diplomatic and Appropriate Language

Delegates are expected to use language that is **formal, respectful, precise, and appropriate to diplomatic debate**. Informal, offensive, unnecessarily confrontational, discriminatory, or imprecise expressions should be avoided.

When a delegate uses inappropriate or non-diplomatic terminology, the Chair may provide a reminder and suggest a more appropriate expression. Repeated use after a reminder may result in a verbal warning.

The following examples illustrate terminology that should generally be replaced with more precise diplomatic language:

Avoid	Preferred Diplomatic Language
Rich country / Poor country	High-income / Low-income country; Developed / Developing country, when appropriate
Poor people	People living in poverty / Economically vulnerable populations / Populations with limited resources
Illegal immigrants	Irregular migrants / Undocumented migrants, depending on the context
Third World	Developing countries / Global South, when appropriate
All countries / All nations	The international community / Member States, when appropriate
Countries were fighting	The states were engaged in conflict / The parties were involved in hostilities
Kill / Deaths	Kill / deaths may be used when factually necessary; otherwise, loss of life / fatalities / casualties may be more appropriate
Bad	Harmful / Negative / Unfavorable / Concerning
Good	Beneficial / Positive / Appropriate / Favorable
Lie / Liar	False or inaccurate statement / Misrepresentation / Unsubstantiated claim
Mistake	Error / Inaccuracy / Incorrect assessment
Money	Funding / Financial resources / Economic resources

Army	Armed forces / Military forces, when referring to the broader military establishment
Bomb	Explosive device / Airstrike / Bombing, according to the specific context
Attack	Armed attack / Military operation / Strike / Offensive, according to the context
Spy	Intelligence officer / Intelligence operative
Black person / White person	Use the terminology relevant to the context and preferred by the people or communities being discussed; avoid unnecessary racial identification

→ Terms That Are Not Automatically Prohibited

Some expressions may sound strong but have **specific legal, historical, or political meanings**. They should therefore not be replaced automatically when they are the correct term.

Term	Guideline
War	May be used when accurately describing an armed conflict or formally recognized war.
Weapon	Appropriate when referring to weapons, weapons systems, arms control, or disarmament.
Terrorism / Terrorist	Use carefully and, whenever possible, according to established legal terminology or the designation used by the relevant international organization.
Sanctions	A standard term in international relations. <i>Restrictive measures</i> may also be appropriate depending on the institution or context.
Espionage	Appropriate when specifically referring to espionage activities; <i>intelligence operations</i> is broader and is not always equivalent.
Regime	May be appropriate in academic or political contexts, but government or administration should be preferred when no specific distinction is intended.
Civil war	Appropriate when historically or legally used to describe a conflict; <i>internal armed conflict</i> may be more precise in international humanitarian law.

Award System

1. Purpose of Awards

Awards at MUNARJÍ recognize delegates who demonstrate outstanding preparation, diplomacy, collaboration, and leadership throughout the conference.

Awards are not based solely on public-speaking ability. They reflect a delegate's overall performance, including research, substantive participation, negotiation, document drafting, respect for procedure, teamwork, and the ability to contribute constructively to consensus-building.

Recognition is therefore granted to delegates who best reflect the academic and diplomatic values promoted by MUNARJÍ.

2. Award Categories

→ Best Delegate

Awarded to the delegate who demonstrates the **strongest overall performance** in the committee, combining excellent preparation, substantive participation, leadership, negotiation, diplomatic conduct, and effective use of parliamentary procedure.

→ First Outstanding Delegate

Awarded to a delegate who demonstrates **consistently high-quality participation**, strong preparation, effective negotiation, and a significant contribution to debate and committee documents.

→ Second Outstanding Delegate

Awarded to a delegate who demonstrates **strong and consistent participation**, solid preparation, constructive diplomacy, and meaningful contributions to the work of the committee.

→ Honorable Mention

Awarded to a delegate who demonstrates **commitment, professionalism, respectful participation, and a constructive contribution** to debate, negotiation, and committee work.

3. Eligibility Requirements

To be eligible for an award, delegates must:

- Submit their Position Paper by the established deadline and comply with the required format and content.
- Participate in all official committee sessions, except in cases of justified absence authorized by the Secretariat.
- Maintain appropriate diplomatic conduct throughout the conference.
- Comply with the Rules of Procedure and disciplinary regulations.
- Have **no written warnings** on record.

Meeting these requirements establishes eligibility but does not guarantee an award.

4. Participation Scoring System

To support fair and consistent evaluation, substantive interventions are assessed according to their **quality, relevance, and contribution to the development of debate**.

Score	Description
1 mark Basic Participation	The delegate provides relevant information and demonstrates understanding of the topic, but the intervention has limited analysis, argumentation, or impact on the debate.
2 marks Strong Participation	The delegate presents a relevant and well-supported argument, responds effectively to the discussion, and contributes meaningfully to the development of debate.
3 marks Excellent Participation	The delegate presents a well-supported and insightful intervention that advances the discussion, introduces a significant perspective, responds strategically to previous arguments, or meaningfully redirects the debate.

Additional evaluation criteria include:

- Submission of the Position Paper by the deadline and fulfillment of all requirements: **2 marks**.
- Raising or seconding procedural motions: **no participation marks**.
- Reading or formally presenting the Position Paper: **1 mark**.
- Active and substantive contribution to the drafting, negotiation, and presentation of Working Papers, Draft Resolutions, Resolution Papers, Directives, or other official committee documents, as applicable: **up to 2 marks**.
- Repeated interventions that merely restate previous information without adding substantive value should not receive additional marks solely because of frequency.

*Participation scores are considered together with qualitative observations regarding **diplomacy, negotiation, collaboration, leadership, consistency, and overall contribution to the committee**.*

5. Award Deliberation Process

Delegate performance is evaluated throughout the conference through a multi-level process intended to promote consistency, transparency, and academic fairness.

During committee sessions, the **Chairs** record and assess delegate participation. They are supervised and advised by the **Committee Coordinator**, who serves as the representative of the Secretary of Academic Affairs for that committee.

At the conclusion of the conference, the Chairs submit a detailed **Delegate Evaluation Report** covering the performance of all participants in their committee. The Committee Coordinator reviews and validates the evaluation before it is submitted for final consideration.

Final award deliberations are conducted by the Secretariat, taking into account:

- Participation scores recorded throughout the conference.
- The qualitative evaluations of the Chair.
- Observations and oversight provided by the Committee Coordinator.

- Compliance with eligibility and disciplinary requirements.
- The general evaluation criteria established by the Secretary of Academic Affairs and the Secretary General.

Awards are determined based on the delegate's **overall performance throughout the conference**, rather than on a single speech, intervention, document, or session.

All award decisions are **final and non-appealable**, as they represent the collective academic determination of the MUNARJÍ Secretariat and its designated committee authorities.