First Part
General Information

Article 1. Participants. The following will be able to participate in TAEMUN:

a. Students from Tomás Alva Edison School, hereby referred to as School, currently enrolled in the UN program.

b. Students from schools, foundations, universities and other institutions invited by the School, also referred to as Guest Schools.

c. Faculty advisors.

d. Administrative, technical and support staff from the School and Guest Schools.

Article 2. Observers. Parents, family and friends will be able to attend as “Observers”, and being subject to the applicable rules and dispositions expressed in the present document at any given moment and according to availability and room capacity.

Article 3. Check-in. The students, Delegates, will have to check in within the established time frame. Once this frame has concluded, no participant will be able to check in to the event.

Article 4. Identification. For security purposes, Delegates, Faculty Advisors and Observers must carry the name badge they are given at check-in during their whole stay. Those who fail to comply will not be able to continue participating. If the name badge is lost or damaged, a member of the Organizing Committee will have to be notified as soon as possible.

Article 5. Punctuality. Delegates must assist to all of the sessions and gatherings in a timely manner. Failing to do so can result in not being able to enter the event or earning a warning from their Chair.

Article 6. Conduct. Students and faculty advisors have to show exemplary behavior, always keeping in mind diplomacy and negotiation principles. Therefore, they will abstain from improper behavior, using inappropriate language and being discourteous.

Article 7. Addressing the Chair. Students and faculty advisors must address members of the chair in a most respectful manner. In the event of incompliance, the Organizing Committee and Coordination of TAEMUN will analyze and solve the situation accordingly.

Article 8. Tobacco, food and beverages. It is strictly forbidden to smoke within the premises of the model, as well as to drink alcoholic beverages of any sort. Other kinds of foods and beverages must be consumed outside of the session rooms and computer center.
**Article 9. Dress code.** Male students, faculty advisors and observers must wear suit, or formal trousers and a jacket, shirt, tie and formal shoes.

Female students, faculty advisors and observers must wear business suit or dress, knee-length skirt, or formal trousers and a shirt; always wearing stockings and formal shoes. Flat shoes, sneakers, or sketchers are not allowed. It is strictly forbidden to use miniskirts, low-cut blouses, crop tops, skinny trousers, and halter tops. Their hair must be conveniently styled.

It is not allowed to use jeans, hats, or ripped clothing. Delegates may wear their delegations’ traditional garments, having consulted the Academic Coordination. Those who decide not to abide by these rules may be excluded from the event.

Apart from the staff in charge of enforcing these rules, each committee’s Chair has the authority to give warnings to the Delegates and Faculty Advisors that fail to comply with said rules. It is important to keep in mind that a model United Nations is a formal event in which every State’s image and dignity must be respected.

**Article 10. Cleanliness and care.** Delegates and their faculty advisors must work with tidiness and cleanliness, and they may be held responsible of possible damage they may cause to the premises, electronic equipment and others.

**Article 11. Computer equipment.** Throughout the event, the School will make available to delegates and faculty advisors computer and electronic equipment. For safety purposes, it is not allowed for delegates to enter the event with laptops, portable equipment or similar. Under no circumstance will the School be responsible for loss or damage made to equipment introduced to the event, as a violation to this article.

**Article 12. Cellphones.** The use of cellphones or similar is not allowed during session; these devices must be turned off or, in extreme cases, put on vibrate. Disregarding this article may result in a warning or even the expulsion from the event.

**Article 13. Language.** TAEMUN will be carried out in three languages: Spanish, English and French, according to the instructions given beforehand to delegates and faculty advisors.

**Article 14. Awards.** There will be three awards per committee: a Best Delegate award and two Honorable Mentions. The Best Delegate Award is the one with the highest hierarchy. At the end of the last session, the Chair will hand out a ballot to assign them. The awards earned by the delegates will be handed out at the closing ceremony.

**Article 15. Criteria to earn an award.** To be nominated as a candidate for these awards, the following criteria will be considered:

| a. Veracity | k. Responsibility |
| b. Diplomacy | l. Laboriousness |
| c. Negotiation | m. Development |
| d. Tolerance | n. Rhetoric |
| e. Precision | o. Respect towards foreign policies |
| f. Equanimity | |
| g. Assistance | |
| h. Punctuality | |
| i. Respect | |
| j. Good Conduct | |

Additionally, the Chairs will consider:

| a. The Position Paper handed in a timely manner |
| b. Amount of warnings a delegate has accrued |
| c. That the participation fee has been fully covered |
Article 16. Unforeseen situations. All possible situations that are not stipulated or contemplated in this document, will be taken to the General Coordinator.

PART TWO
Parliamentary Protocol

Article 17. Objectives and reach of the protocol. The following protocol has for objective to regulate participation and delegates’ interventions. In consequence, it is the only protocol admissible in TAEMUN.

Article 18. Official language. The sessions will be carried out in the official language according to the committee, which may be: Spanish, English, and French. The use of one or the other will be agreed upon beforehand. If a delegate required it, the Chair may allow the use of a different language.

Article 19. The Chair. The Chairs will be composed in the following manner: A Chairman/Chairwoman, a Moderator, and a Conference Officer. The Chairperson will be the highest authority within the committee. The Moderator is in charge of directing the debate; the Conference Officer handles the organization and logistics of each session.

Article 20. Secretariat. It will be composed by: a Secretary General and an Academic Secretary. They both will be responsible for the functions that have been assigned to them.

Article 21. Quorum. For the sessions of each committee and their resolutions to be valid, it is required a minimum of one fourth of the committees’ delegates. At the beginning of each session, the Chair will call the roll. If a delegate is late or absent without justification, they will earn a warning.

Article 22. Establishing the agenda. The first session will start with the organization of issues to be discussed. Through a motion of procedure, one delegate will propose one of the two topics in the agenda to be discussed. The Chair will establish a Speakers’ List of four delegates (two in favor and two against the opening of the proposed topic), with speaking time of 30 seconds. No sooner this concludes, the opening of the topic will be voted.

a. The motion to establish a topic must have at least one follower.
b. If there are no delegates wishing to speak against the opening of a topic, it will be opened automatically.
c. Simple majority (50%+1) is required for this voting.

Article 23. Speakers’ List. It is the common process to start the first session. It gives the Delegates the opportunity to read their policy’s statement. Delegates wishing to be in the list will raise their placards, so the Conference Officer can register them.

a. In case no delegate raises their placard, the Chair will ask them to participate in alphabetical order.
b. Should a Delegate wish to join in the List after the raising of placards, they can inform the Conference thought a written message.
c. Prior to the establishment of the List, the Chair will set a time limit for the Speakers (2-4 minutes)
d. Any Delegate can ask for the change of this time limit, through a motion of procedure when the floor is open.
e. Speakers are allowed to yield their time – either to the Chair or other Delegate.
**Article 24. Caucus.** A Caucus is a debate during the session, where Delegates can exchange points of view in a more dynamic way. There are two kinds:

a. Moderated Caucus. It is asked by any Delegate, through a motion of procedure – expressing its purpose and suggesting a time limit will be requested. It must have at least one follower.

The Delegate who asks for this caucus will retain the floor, having the right to be the first to speak. The following Speakers will be designated by the Chair among those Delegates who raise their placards. A moderated caucus can be extended by a motion of procedure, to no more than the original time limit.

During this kind of caucus, Delegates will not be allowed to rise from their seats or leave the room without the Chair’s consent.

b. Normal Caucus: its opening procedure is identical to the moderated caucus. In a normal caucus, debate can be informal – its main purpose is lobbying, the establishment of blocs, and the drafting of working papers. Delegates will be allowed to be standing and to establish direct contact with the Chair and among each other. However, they will not be allowed to leave the hall without previous authorization.

**Article 25. Motions:** The formal way to address the Chair, who has the right to accept them, declare them out of order or suspend them. All Delegates must raise their placards if they want to throw a motion to the floor.

**Article 26. Motions of procedure.** This kind of motions will be thrown to modify the conventional course of the debate (the Speakers’ List), and will only be allowed when the floor is open. This motion can be used for opening a topic, opening the Speakers’ List and re-setting its time limit, opening a caucus and setting its time limit, closing the debate, introducing a working paper, resolution or amendment.

**Article 27. Motions of personal privilege.** These motions are used by Delegates who require any special need related to the debate. Through these motions, they may interrupt other delegates during their speech, as long as the Chair considers it pertinent. Motions of personal privilege are used to ask a speaker to raise their voice; to request permission to leave the committee for personal reasons, among others. They will be answered according to the Chair’s discretion, and the Chair has the power to suspend these motions if needed. It is strongly suggested that they are submitted by writing via Usher, so as to not affect the debate’s fluency.

**Article 28. Motions of parliamentary information.** If a delegate has a question regarding the debate’s procedure, i.e. the opening of a caucus, the introduction of a working paper; they can request the Chair’s assistance whenever the floor is open.

**Article 29. Motions of order:** These motions are used by the delegates whenever they notice another delegate has made a protocol mistake. They can request the Chair’s intervention at any time during the debate.

**Article 30. Voting procedure:** There are three options open to delegates when voting: to vote for, when the delegation agrees and supports a proposal; to vote against, when the delegate disagrees; or to abstain, when the country’s foreign policy stands neutral to the matter in question. Voting is held openly by raising the placards while the Chair registers them properly.
**Article 31.** Voting a motion of procedure: it will be subject to voting, unless the Chair considers otherwise. Motions pass with a minimum of a simple majority (50%+1). The Chair can both recommend procedural motions or dismiss them.

**Article 32.** Resolutions: A resolution must be supported by at least two thirds of the committee in order to pass. The voting process is divided in three steps. First, the Chair will register the votes for, against and abstentions, following the list in alphabetical order.

Next, the voting will be repeated; this time the delegates have the right to explain their vote, once the Chair grants them the floor.

Third, the definite voted will be publicly casted by alphabetical order. If the resolution passes, the debate can be suspended; should there be no other topic to be discussed, the Chair can officially declare the committee’s activities as concluded.