

2026 - 2027

HANDBOOK EXTENSION



Official United Nations
GCBMUN XXV

De la Mesa Directiva:

Hacemos una recomendación encarecida a todos los participantes del GCBMUN XXV a conocer y tener a la mano esta extensión en inglés del Handbook. El propósito de esta extensión es proporcionar, en inglés, los procedimientos y mociones más puntuales para los comités que lo requieren. Sin embargo, es de vital importancia leer el Handbook oficial para tener plena comprensión y conocimiento de los parámetros, reglas y regulaciones del GCBMUN.

GCBMUN XXV – Handbook Extension

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General Working Order

I Role call

Open Sesion

- II If there are two opening speeches, each reads as the Agenda follows. If there is just one, it is read before opening the agenda.
- a) Establish Agenda
 - b) Reading of the opening speech.

Debate

- III
- a) Moderated Coqquus.
 - b) Speakers List.
 - c) Unmoderated Coqquus.
 - d) Round Robin

IV Working papers/Resolutions

V Close Agenda

Suspend session

- VI Used at all times that the committee will temporarily suspend. For example, when going to recess or at the end of the first and second dates.

Resume session

- VII Used at all times that the committee will be resumed after a suspension (fused right after the session was suspended) to continue with the regular flow.

VIII Close Session

This is a general work plan, showing the step-by-step process for progressing and completing the work sessions. However, although this is the general format, the order is not fixed, and as its name suggests, it is “general.” In some cases, this order may be changed based on the decision of each committee's board of directors or at the request and subsequent proposal of the delegates through motions to regulate said order.

Motions

Motions are the way delegates can propose specific actions in committee. These motions may be presented by delegates while the floor is open to them. Each proposed motion must be voted on by the committee and is passed by a simple majority. It is recommended that motions be presented respectfully and not imposed on the floor. Delegates should wait for an appropriate opportunity rather than interrupting each other when presenting motions.

Unlike previous models, several motions were withdrawn from GCBMUN XXV to optimize time, so reading this section is vital to understanding the adjustments made.

Types of Motion:

- **Motion to open session:** It is used to start the session in the first work section of the first day, after roll call has been taken.
- **Motion to Suspend Session:** Used when taking a break or at the end of the first and second days of work. Basically, it indicates that there will be a break until the next work session.
- **Motion to Resume Session:** Used when returning from a break or other activity that was not part of the committee's work, after having previously suspended the session.
- **Motion to Close Session:** Used when the session is to be completely closed and is used when all three days of debate have been completed.
- **Motion to Open Agenda:** This motion is presented to determine which topic will be discussed on the committee, i.e., whether topic A or topic B will be addressed.
- **Motion to Close Agenda:** This motion can only be made once the resolutions and working papers section of the topic that was originally opened has been completed, and at the end of the third day.
- **Motion to Read Opening Speeches:** This motion is presented to begin the reading of the opening speeches. It is used before opening the agenda if there is only one speech or after opening the agenda if there are two.
- **Motion to form a speakers' list (formal debate):** This motion seeks to establish a formal debate with a specific time limit per speaker. If approved, the Presiding Officers will draw up a list of delegations wishing to speak. Delegates must wait to be recognized by the Presiding Officers before addressing the committee. If they wish to be added to the list of speakers, they may do so by submitting a note or raising their hand after being recognized. The time per speaker may be proposed by the delegate making the motion or considered by the Presiding Officers as appropriate.
 - A delegation is not allowed to appear twice on the initial list of speakers, but may request to be reinstated after having spoken.

- During a formal debate or list of speakers, at the end of their speech and if time is still available, delegates may yield their time or open the floor to points of information.
- **Motion for moderated caucus (Informal Debate):** This motion seeks to expedite the discussion of critical points during the debate. The delegate presenting the motion must specify the duration of the informal debate and briefly explain its purpose. This motion is approved by a simple majority and has no time limit for interventions.
 - Delegates raise their hands to be recognized, and there is no time limit for each intervention in the informal debate. If you wish to extend the debate, you may submit a motion to do so, which also requires a simple majority to be approved.
- **Motion for unmoderated caucus (Lobby Time):** During lobby time, delegates may debate informally and should use this time primarily to draft or discuss working papers or to establish working blocks. The motion for lobby time requires a simple majority to be approved.
- **Add to the Register:** Through this motion, delegates may directly quote another delegate and add their speech to a record under the control of the chair. To do so, delegates must wait until the delegate they wish to quote has finished speaking and then present the motion. The presiding officers will verify with the delegate in question whether the quote is accurate before adding it to the record. Delegates may provide brief context for the quote and must cite the record during a speech and must cite the record during a speech by means of a personal privilege point or a permission to cite. The record is available to all delegates.
- **Proceeding to the Reading of a Working Paper:** This motion allows for proceeding directly to the reading of a working paper, draft resolution, or proposed amendment. The reading must be done by two of the bloc countries. As soon as the reading begins, editing of the document must be suspended immediately.
- **Move to a Voting Process:** Through this motion, a non-friendly amendment, working paper, or resolution is put directly to a vote using the roll call.
- **Motion to add a word to parliamentary language:** At the request of a delegate, a word may be added to the regular use of parliamentary language. To do so, the Presiding Board will ask why it considers this addition relevant and, after considering the argument admissible, will proceed to vote on the motion. These modifications do not apply to handled documents.
- **Motion for the extraordinary use of electronic devices:** Upon request from a delegate, the temporary use of electronic devices may be solicited when an extraordinary circumstance arises that requires specific consultation, research, or verification to support the academic development of the debate. The delegate must state the specific purpose of the request and propose a timeframe for its use, which may not exceed ten (10) minutes. The directive chair will determine whether the request is relevant to the committee's progress and, if deemed admissible, will

proceed to vote on the motion. **This motion may be approved by a maximum of one (1) time per committee session, in order to preserve its exceptional nature and prevent devices from replacing delegates' prior preparation.** If approved, devices may be used exclusively for the established purpose and time. Once this period has ended, devices must be put away, and general provisions regarding the use of electronic devices will resume.

Points

Delegates have the option of using points in the debate to take immediate actions that are relevant to their participation in the debate. These points do not require a vote and are divided into two categories: interruptible (which allows another delegate to be interrupted) and no interruptible. These points are considered requests by delegates and must be accepted by the chair. It is also recommended to be completely respectful and patient with such requests. They are used as follows:

- **Point of Personal Privilege:** Delegates may request a personal privilege point when they feel that circumstances prevent them from participating adequately in the debate. This may include difficulties in hearing the speaker due to technical problems, temperature issues in the room, among others. However, the speaker should only be interrupted if the cause of the discomfort is directly related to their speech or is a high-priority request that radically jeopardizes the delegate's well-being. The Presiding Officers have the authority to consider a personal point of privilege inappropriate or dilatory and declare it out of order. In addition, these points may be used to request technical assistance from the Presiding Officers, such as projecting your screen, if necessary, to improve delegate participation.
- **Point of Information to the Dais:** Delegates may use a point of information to the Dais to ask questions of the committee. These questions can be asked directly to the entire committee or in a more personal manner. This is enabled for delegates who may feel more comfortable asking questions in a more private setting with the committee chairs. The Dais are willing to answer questions and provide clarification on an individual basis without the other delegates hearing them.
- **Point of Information to the Speaker:** With this point, a delegate asks a direct question to the current speaker during their speech. It is not announced like the other points but is a way of expressing the intention to ask a question. The procedure for asking a question, regardless of the situation in which it is asked, is as follows:
 1. The delegate who made the speech is asked if they are open to points of information. If they say “yes,” the question is asked. If they say “no,” both take their seats, and any further questions regarding that speech are suspended.
 2. The Presiding Officers recognize the delegate who wishes to ask the question. If the delegate wishes to make a brief introduction before the question, they must request permission to do so from the Presiding Officers.
 3. Once the question has been asked, the Bureau will address the current speaker to ensure that they have understood the question. If the speaker has not understood the question, the delegate who asked it has the option of rephrasing it for clarity.

- Once the question has been understood and the delegate agrees to answer, he or she will proceed with the answer. If it is a point of information to the speaker during the remaining time of a formal debate, this time will be deducted from the delegate's total time. After answering the question, the Presiding Officers will ask the delegate who asked the question if his or her question has been answered.
 - 1. If the question has not been adequately answered, the delegate may rephrase it for clarity.
 - 2. If the question has been answered, the next question will be taken, unless another delegate requests permission for a subsequent question. In this case, the same steps will be followed if the responding delegate accepts the request after it is raised by the Presiding Officers.
- **Point of Relevance:** A delegate may raise a point of relevance if they believe that another delegate is straying from the main topic of discussion. This point is used when comments or discussions are made that are not related to the topic at hand. To determine the relevance of a discussion or argument, it is vitally important to listen to everything the delegate has to say (they may NOT be interrupted).
- **Point of Order:** Delegates may use this resource when an incorrect procedure is being carried out during the session, such as the omission of the roll call, or if a delegate abstains after declaring themselves “present and voting.” It is important to *use this point sparingly*, as excessive use with the intention of sabotaging another delegate's intervention may result in a *warning*. Furthermore, it is essential to understand that only the committee's Presiding Board has the authority to correct any errors on the part of the delegates. Delegates should only resort to the Point of Order when they consider it essential to enforce a specific part of the procedure that the Presiding Board has not previously corrected. It is important to note that this request can only be made once a delegate has finished their intervention and the Presiding Board has not yet corrected the situation.
- **Point of Veracity:** If a delegate believes that another delegate is providing false information or inaccurate data, they may raise a point of veracity. This point cannot be interrupted, which means that it must be made at the end of the speech of the delegate in question. To the point of truth, the delegate must provide the source of the information they are presenting to the committee. If the source of information is deemed inadmissible by the Presiding Officers, the Presiding Officers will announce that the entire speech made previously has academic flaws and therefore will not be considered a relevant speech.
- **Right to Reply:** This is not a point per se, but it is equally important. The right of reply is used when a delegate feels directly offended by another. The right of reply can be expressed by interrupting the other delegate during their speech. If the request

is deemed valid, the Presiding Officers will give the delegate time to explain why their delegation feels offended. The accused delegation will then be given time, if it so wishes, to defend itself or apologize. Rights of reply cannot be raised in response to other rights of reply.

Procedure Order of the Points.

If there are several points in the chamber, this is the order that will be followed, also indicating which ones are of higher priority. It should be clarified that it is not permitted to raise one point after another (e.g., a point of relevance during a right of reply).

1. Point of personal privilege.
2. Point of order.
3. Right of reply.
4. Point of Information to the Chair.
5. Point of Veracity and Relevance.
6. Point of Information to the Speaker.
7. Other points.

Parliamentary Language

Parliamentary language is the form of speech and language used in the model that determines the correct way to refer to any situation in order to do so diplomatically and correctly. These rules of parliamentary language apply to all GCBMUN committees, with the exception of a few committees and other minor exceptions. Parliamentary language is governed by the following:

1. The first person cannot be used. The third person must always be used.
2. The use of words or terms that denigrate or tarnish the status or image of a nation is strictly prohibited.
3. All participants (both the Presiding Officers and other delegates) must always be addressed cordially.
4. You cannot refer directly to another delegate or delegation, always using phrases such as “delegations such as...”
5. Colloquial expressions cannot be used to maintain clarity when speaking.

The moderations established by parliamentary language, although they may seem few, are very broad because the language itself is broad. Therefore, below is a table with words that cannot be used according to parliamentary language and some variations that are allowed. However, some may be determined by the Presiding Board, even if they are not in this manual.

Colloquial Form	Corrected Parliamentary Form
Money	Monetary Resources
Kill	Fatality/ caused fatalities
Dead People	Diseased / passed away
Terrorist	Armed groups at the margin of law
Illegal	At the margin of law
Drugs	Psycho active substances
I mean	The delegation refers to / That is to say
Poor	Scarce (economic) resources
Third World Countries	Developing countries
First World Countries	Developed countries

In certain cases, a *motion may be made to add a word to parliamentary language*. This must be for practical fluency purposes, accepted by the Board of Directors, and approved by a simple *majority* when voting on such a motion.

Working Papers and Resolutions

- **Working Papers:** The main objective of the debates in the committees is to reach the discussion and drafting of working papers that can later become draft resolutions or resolutions. A working paper represents an initial draft of ideas and arguments that, over time, transform into a complete resolution. In this way, a working paper is considered a kind of prelude to a resolution. Its drafting is always done after an exhaustive discussion.
- **Draft Resolution:** The term "draft resolution" is used to refer to a working paper when it is being discussed ultimately by a committee with the final power to approve it.

Structure

The document begins with a header that includes the working paper number, the name of the commission, the date issued, the block leaders, the countries responsible for drafting, and the countries that support it. Delegates are required to attach an annex containing the signatures of all delegation members, along with the name of their respective country (it must be physical and submitted to the table before the voting on the *Working Papers*).

Then, the pre-ambulatory and resolutive clauses will be presented. Delegates must use *italics* for pre-ambulatory phrases and underlining for operative phrases. A working paper must meet the following requirements when submitted for voting to avoid being objected to:

- Minimum of 7 pre-ambulatory sentences.
- Minimum of 9 resolutive sentences.
- Only 2 block heads.
- Participation of 5 participating countries

Reading of the Working Paper: Block leaders must read the document in its entirety while it is projected in front of the other delegates in the committee. The complete document is shared with all those present at the session.

- **Pre-Ambulatory Phrases:** These are used to present a problem that is directly resolved in the working paper, subsequently stated in one of the resolution phrases. Italics should be used for pre-ambulatory phrases, and they should have a comma at the end of the sentence (e.g., "Severely concerned about the problem of drug trafficking in the world,"). The last preamble sentence must end with a semicolon (;). If any pre-ambulatory phrase does not present any issues, it can be considered invalid for the work paper.

- **Resolutive Phrases:** These are the ones that announce the solutions that will be carried out based on what was discussed in the committee and what was presented in the pre-ambulatory phrases. The resolutive phrases must be underlined and must have a semicolon at the end of the sentence, except for the last phrase, which ends with a period. They must be numbered. (Ex. "1. Urges nations to comply with this agreement;"). If subtopics are made, they should be followed by a comma and the last one with a semicolon. (Ex. "2. Invites all nations to join the following treaties..."). If any resolution statement does not contain a concrete solution to the issue or clearly lacks development, it can be considered invalid for the working paper.
- **Amendments:** Amendments represent the method by which delegates can modify a working paper after its reading. These modifications can range from changing a punctuation mark to completely removing a resolution clause. The amendments must have a clear purpose and be supported by a well-founded reason.

Voting

Procedure: Once the chair announces the start of a vote, no delegate may enter or leave the meeting. All delegates must be on screen, without exception; therefore, it is recommended to turn off all devices so that the concentration of all meeting members is on the reading and subsequent voting of the resolution. During a vote, no parliamentary point can interrupt the process, except for a point of order or a personal privilege point directly related to the ongoing vote.

- Each member is entitled to one vote. Voting will be conducted by a show of hands, except for working papers, which will be voted on by list. A delegation can express its vote as "In Favor," "In Favor with Reasons," "Against," "Against with Reasons," "Abstention," or it can "Pass." The roll call vote will be conducted in alphabetical order. After the voting by list, the table will allow the delegations that have chosen to "Pass" to explain their vote before announcing the results. The time allocated for each intervention will be determined by the table.
- It is important to note that abstentions will not be considered for defining majorities. In the committees, resolutions are approved by a simple majority.

Reconsideration: A motion to reconsider the vote on the working paper, an amendment, or certain procedural motions must be proposed by a delegate and passes only with 2/3 of the total votes. It is done to review the vote because it is considered not an ideal outcome and compromises the success of the committee's work.

Pre – ambulatory Phrases

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

Resolutive Phrases

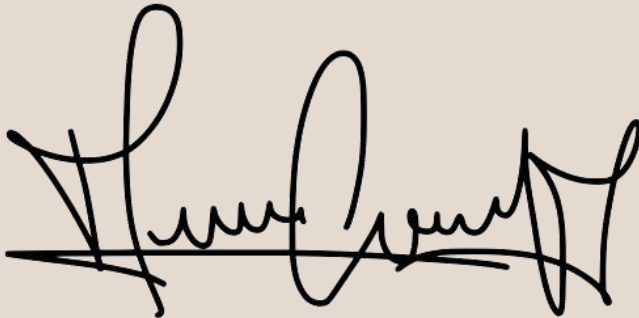
Accepts;	Emphasizes;	Reaffirms;
Affirms;	Encourages;	Recommends;
Approves;	Endorses;	Regrets;
Authorizes;	Expresses its appreciation;	Reminds;
Calls for;	Expresses its hope;	Requests;
Calls upon;	Further invites;	Resolves;
Condemns;	Further proclaims;	Solemnly affirms;
Confirms;	Further recommends;	Strongly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

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