



**CancunMUN**  
START THE WAVE  
by International American School of Cancun

# Voting Procedure

## Introduction

The main objective of every committee is to create a resolution. A resolution is an agreement between the countries establishing the official position of the committee on the topic at hand, and the suggestions or instructions it gives to member states, UN bodies, or other relevant actors to resolve the issue.

A detailed procedure is followed to create and pass resolutions to ensure that they are the truest embodiment of the dialogue between committee members,. It is very important that this procedure is followed, as it guarantees that UN values of fairness and democracy are upheld.

Please read this document carefully to avoid doubts during the conference.

## Summary

For the entire explanation, go to the final page of this document.

The process generally follows three stages:

- First, the creation of the resolution. This will be done during the unmoderated caucuses. Delegations will discuss and negotiate their ideas, turning in a working paper, draft resolution, and written resolution. Chairs will give feedback in a back-and-forth process to resolve the resolution's format and clarity.
- Second, resolutions are presented and then voted on. There are three voting stages, and only the final one is officially binding.
- Third, the passed resolution is sent for final approval. If the committee is under the jurisdiction of either GA or ECOSOC, the passed resolution will have to be presented in and voted on by one of these committees.

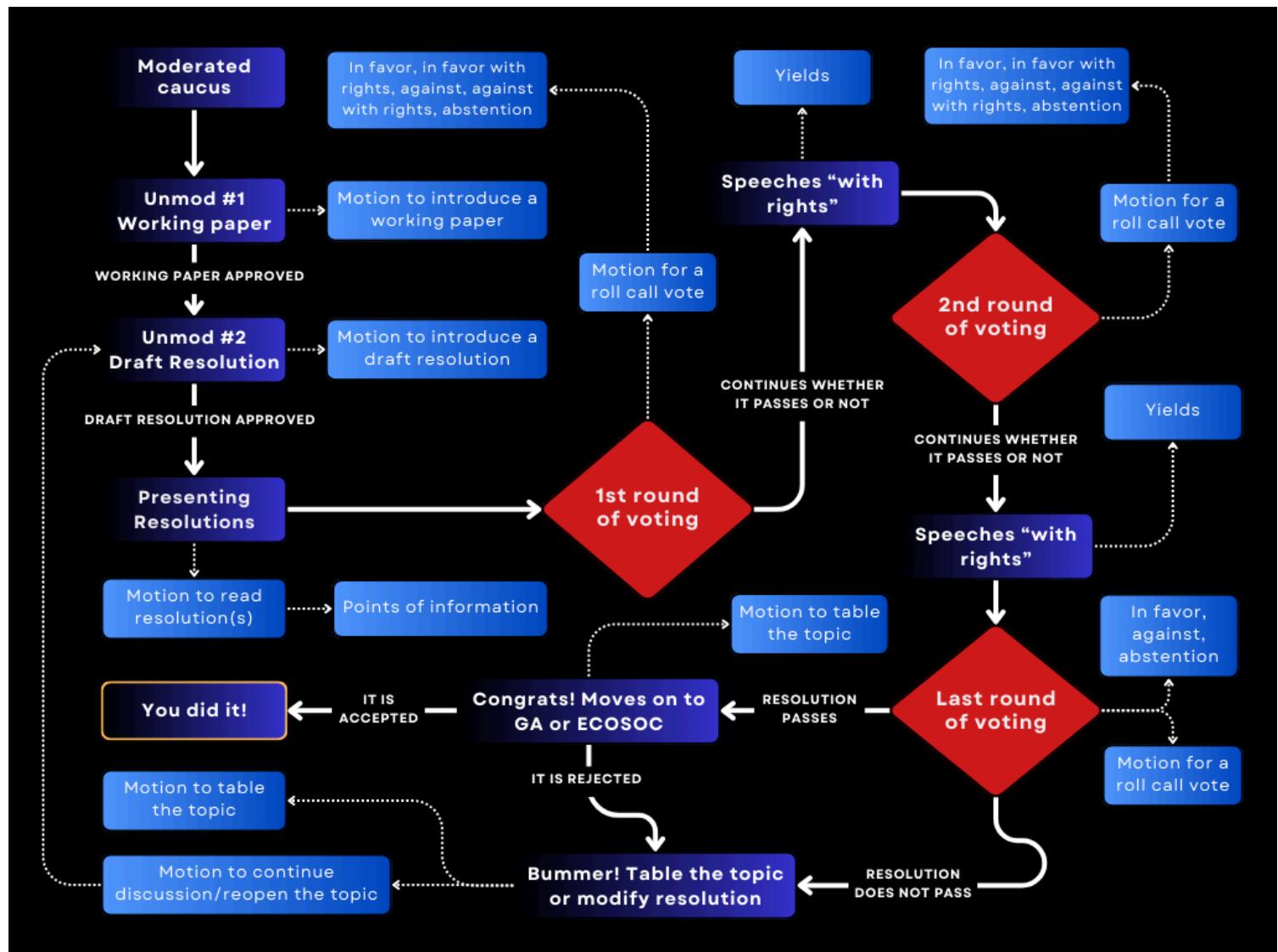
For details on resolution format, please refer to the "Resolution Writing Guidelines."

## Flow Chart

The following chart is a representation of the whole process, which is a lot to take in at once.

Reminders to facilitate reading:

- Focus on following the thicker white lines for the main flow the committee will take.
- Dark blue boxes represent the important stages of the process.
- Light blue boxes with dotted lines represent parliamentary procedure.



## Official Voting Procedure

1. Once delegations decide enough debate has taken place through a moderated caucus, they may decide to open an unmoderated caucus. When opening an **unmoderated caucus**, a delegation must state what will be worked on during the caucus.
2. First, delegations must write a **working paper**, which will need to be approved by the chairs. A **motion to introduce a working paper** must be used to turn in the document to the chairs.
  - a. In a working paper, delegates brainstorm ideas and outline proposed solutions. This informal document serves as a preliminary draft, allowing for feedback and refinement through discussions and negotiations. Chairs may ask delegates to revise the working paper.
3. After approval by the chairs, the delegates will begin to work on a **draft resolution**. A **motion to introduce a draft resolution** must be used to turn in the document to the chairs.
  - a. A draft resolution is written by hand, on paper, in the official resolution format. It builds on ideas mentioned in the working paper. Delegates will carefully craft the specific operative and preambulatory clauses the resolution will include, as well as declaring sponsors (max. 5) and signatories. Chairs may ask delegates to revise the draft resolution.
4. Only after the draft resolution, written on paper, is approved will the delegates **type it on an electronic device**. This is the only time during the conference that delegates are authorized to use devices. A maximum of two devices will be allowed per resolution.
  - a. This resolution will be typed in a Google Docs document, which will need to be shared with the chairs once it is created.
5. When the typed resolution process is completed, a maximum of two sponsors will **present the resolution**. This consists of projecting and reading the document in front of the committee, and is done through a **motion to present resolution(s)**.
  - a. After sponsors present the resolution, delegates may use **points of information** to ask **questions** about the resolution.
6. If there are two or more resolutions, the one finished first will be the first to present, immediately followed by the other resolutions in order of completion.
7. Rounds of voting may be introduced through a **motion for a roll call vote**.
  - a. In the **first round of voting**, delegates may vote in favor, in favor with rights, against, against with rights, or abstain from voting. After voting has finished, delegates who voted “with rights” (of explanation) will make 30-second

speeches. In these speeches, they will explain why they voted the way they did, as a way of convincing other delegates. This will be done with the speeches in favor first, and in roll call order.

- b. Resolutions pass to the **second round of voting** whether they passed the first round or not. The same process applies to the second round.
- c. Resolutions pass to the **third round of voting**, whether they pass the second round or not. This round will be presided over by a Secretary General. Delegates can only vote in favor, against, or abstain, meaning there will be no with rights speeches. There exists no veto power for this stage outside the Security Council. The EU requires  $\frac{2}{3}$  in favor votes to pass a resolution.

8. The third round of voting is the only binding round. After a resolution passes this round, it becomes official. A **motion to table the topic** would be in order. If no resolutions pass, delegates may make a **motion to continue discussion** to keep working on resolutions.
9. **If there are two or more resolutions**, rounds of voting will happen simultaneously for each resolution, in the order they were presented. For example, if resolution A finishes its first round, the first round of resolution B will follow. And if resolution A passes the final round, resolution B will still need to be voted on.
10. If the committee falls under the GA or ECOSOC “umbrella”, the resolution that passes will be sent to one of these bodies. Two sponsors of the resolution, accompanied by one of the chairs, will present it to these committees. This will follow the same presentation procedure and will only have one round of voting.
  - a. GA committees: UNHRC, PNUMA
  - b. ECOSOC committees: WHO, UNESCO,
  - c. Committees that do not send resolutions to any other body: GA, ECOSOC, SC, EU, SENADO MX, US SENATE, AD-HOC

## **Traducciones al español:**

Moderated caucus: Caucus moderado | Debate moderado

Unmoderated caucus: Caucus no moderado | Debate no moderado

Working Paper: Hoja de trabajo

Draft Resolution: Borrador de la resolución

Preambulatory clause: Cláusula preambulatoria

Operative clause: Cláusula operativa

Presenting resolutions: Presentar resoluciones | Introducir resoluciones

Roll Call Vote: Votación respecto a las resoluciones

Round of voting: Ronda de votación (1<sup>a</sup>, 2<sup>a</sup>, 3<sup>a</sup> ronda de votación)

In favor: A favor

Against: En contra

Abstention: Abstención

With rights: Con derecho de explicación (ej. “A favor con derecho de explicación”)

Table the topic: Dejar pendiente el tema

Reopen the topic: Reabrir el tópico

Sponsor: Patrocinador

Signatory: Signatario