

**PROTOCOL MANUAL  
OF THE  
PANAMERICAN MODEL UNITED  
NATIONS**



**AGUASCALIENTES • 2025**

## **CHAPTER I GENERAL PROVISIONS**

### ***Article 1.***

The provisions contained in the present Protocol Manual shall apply to all Delegations participating in the Council of PANAMMUN wherein English is designated as the official working language.

In the event of any aspect not expressly provided for in the present Protocol Manual, reference shall be made to the provisions contained in *Reglamento General* and the totality of principles and provisions of PANAMMUN.

## **CHAPTER II MEETING PROCEDURE**

### ***Article 2***

For the purposes of the present Protocol Manual, a *meeting* shall constitute a designated session for deliberation on the agenda (topics) established for each Council of the Model. The number of meetings per Council shall be determined by the General Secretariat.

The Chair and Delegations, shall strictly adhere to the scheduled duration of meetings as prescribed by the General Secretariat.

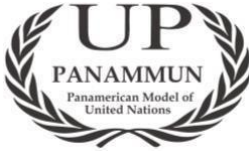
### ***Article 3***

The Council's meetings shall be held in public. Those interested in attending shall present the official identification given by the General Coordination. The Chair may, if indicated by the General Secretariat or when considered convenient to address extraordinary situations, declare that a meeting should be held in private. The Delegations also may, if necessary, request a "Motion for a Private Meeting" according to Article 22 of the Protocol Manual.

## **CHAPTER III DIPLOMATIC PROTOCOL**

### ***Article 4***

No Delegation may intervene in the meetings without the express permission from the Chair. When intervening in the debate, the Delegations must talk using in third person, always expressing the official position of the nation they represent and never their own opinion about the topic or issue under discussion.



### *Article 5*

Once the first meeting has been opened, the only consideration of the Council shall be the adoption of the agenda. In order to do this, a Delegation shall introduce a “Motion for the Adoption of the Agenda” proposing the topic to be discussed. Such Motion must be “seconded”, this means that, the Motion shall be supported by a second Delegation.

The Security Council will then vote the proposed topic by procedure; if the topic is not supported by unanimity, the Chair will invite two Delegations to speak in favor of the proposed topic, and other two to speak against it.

The Delegations to speak in favor will be the one who introduced the Motion, and the one who seconded it. The Delegations to speak against it will be chosen by the Chair, amongst those who voted against. The Chair, if it considers it necessary, can only ask one Delegation to speak in favor and one Delegation to speak against.

These interventions will proceed in favor and against, alternating turns of no more than 45 seconds each. The Chair, if it considers it necessary, can only ask one Delegation to speak in favor and one Delegation to speak against.

Immediately after the interventions, the Delegations should proceed to vote again for the opening of the proposed topic. If the simple or absolute majority is not reached, the Chair will automatically proceed to open the other topic.

### *Article 6*

After selecting the topic, the Chair will request each Delegation, in alphabetical order, to proceed to read the official position of the State or Delegation concerning the topic selected. Every Delegation is obliged to deliver a copy of such official position to the Vice-President of the Council. If a Delegation does not deliver its official position to the Chair, it will attain the corresponding sanction established in *Reglamento General*.

The time set for the official position’s reading is undefined, but the Chair may request a Delegation to summarize its position to grant a concise participation.



### *Article 7*

Official positions shall be previously sent by mail or by any other means selected by the General Secretariat, on the date selected by the same organ.

The official positions will be submitted to an evaluation before the Model begins, in order to qualify them for the “Best official position” award.

A Delegation’s omission in sending its official position on the time disposed by the General Secretariat, does not involve the loss of the benefit of being recognized with any distinction, such as “Best Delegation”.

### *Article 8*

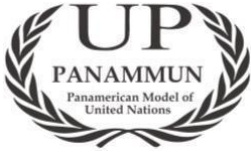
During the debate, the Speakers are those Delegations who are included in the Speakers List.

Once the official positions have been read, the Delegations may introduce a “Motion to Validate the Speakers List”, which should be seconded and approved by the vote of the simple or absolute majority of Delegations. The Speakers List should be strictly followed throughout the debate and will continue until the closure of the topic that is being discussed. The Speakers List should reflect the ideological and regional diversity of the Delegations to ensure equal representation.

Once the Speakers List has been established, any Delegation can add or remove its name from it upon written request to the Chair through “los pajes”.

Given the case that no Delegation has been registered in the Speakers List, the Chair could proceed to register all nations in alphabetical order. The Chair will warn the Delegations that the List is getting empty and may proceed to impose a general sanction if the Delegations refuse to be included in the list thereafter. This will apply for the time and manners that the Chair considers convenient in order to continue with the discussion.

Given the case that the Delegations did not introduce the Motion, automatically all Delegations will be included, in alphabetical order, in the Speakers List, until the Motion is introduced.



### *Article 9*

Each Speaker will be allocated 45 seconds in the Speakers List to explain its Point of view on the issues under consideration.

During the debate, when the floor is open, the Delegations may introduce a “Motion to Change the Time of the Speech”. This Motion does not require to be seconded, it requires, however qualified majority for its approval. The speaking time cannot be set in less than thirty-five seconds, nor more than three minutes.

### *Article 10*

When a speaker ends its intervention and still has time left, the Chair will ask if he wishes to yield it in one of the following options:

1. Yield it to another Delegation: The Speaker needs to indicate to which Delegation the time should be assigned. If that Delegation declines the time, it cannot be assigned to a third Delegation; and it will be automatically assigned to the Chair; or
2. Yield it to the Chair: The Speaker may yield the remainder of time to the Chair in order to continue the debate.

### *Article 11*

When a Delegation feels that an intervention made by another Delegation is offensive to its person, integrity, nation, culture, beliefs, or principles it may request in writing and in a respectful manner, his “Right of Reply” to the Chair.

Once the Right of Reply has been granted, the course of action will take place when the Chair considers it appropriate. It will proceed according to the following principle.

1. The offended Delegation and the person who expressed the offensive intervention will be asked to stand up;
2. The Chair will ask the offended Delegation to explain the reasons for the Reply;
3. The Chair will ask the Delegation who made the offensive intervention if it wishes to apologize or not. The decision of this Delegation will be final;



4. A Right of Reply issued in relation to a previous Right of Reply will be automatically considered invalid; and
5. The Right of Reply shall by no means, be used to make another offensive comment in response to the one received. The Delegation who acts against this provision will be seated and lose the Right to Reply; furthermore, it may be sanctioned according to the regulations stated in Article 60 of *Reglamento General*.

## **CHAPTER IV THE POINTS**

### *Article 12*

The Points are special instruments which allow the Delegations to communicate with the Chair in specific situations, which are explained in the principles stated on Articles 13, 14, 15 and 16 of this Protocol Manual. The Points shall be expressed as established by this Protocol Manual, and with the Chair's approval. The Delegation exercising a Point, must remain standing until the Chair.

### *Article 13*

The "Points of Personal Privilege" can be invoked by a Delegation to express a technical or physical discomfort that prevents it from fully participating in a meeting.

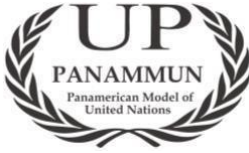
Since Points of Personal Privilege can interrupt a speaker, they shall be used discreetly and in writing. The Chair shall never refuse to receive them.

If a Delegation is late for a meeting or temporarily leaves the meeting, it must invoke a Point of Personal Privilege in order to be recognized by the Chair; otherwise, it will not be allowed to intervene in the debate. This paragraph must also be exercised always in writing.

### *Article 14*

The "Point of Order" allows a Delegation, at any time and by raising its placard, to Point out violations to the rules contained in this Protocol Manual and in *Reglamento General*. The validity of this Point will be immediately determined by the Chair, and its decision cannot be appealed.

Since Points of Order may interrupt the speaker, they must be used discreetly. If the Delegations fail to do this, the Chair may prohibit them during the rest of the session.



### ***Article 15***

The “Point of Parliamentary Inquiry”, allows the Delegation to ask questions to the Chair about the parliamentary procedure. It can only be requested when the floor is open and can never interrupt a speaker.

### ***Article 16***

Whenever the Delegations have doubts about the result of a voting either by procedure or by roll call, they can request a recount of votes by using a “Point of Recount”. The Point of Recount will only be in order immediately after the controverter voting, so it is not necessary for the floor to be opened.

If the Chair considers that the results of the voting process are notoriously clear, it can dismiss this Point.

If it is approved by the Chair, the previous voting process will be repeated.

## **CHAPTER V THE MOTIONS**

### ***Article 17***

The Motions are the principal and generic instruments of the Delegations; they contribute to the proper development of the debate, and to achieve a successful resolution. These principles are explained in Articles 3, 5, 8,9, 18, 19,20, 22, 23, 24, 25, 26, 27, 28, 35, and 36 of the present Protocol Manual.

The Motions shall be made raising the placard, when the floor is open by principle, and cannot be expressed until the Chair has given its permission. While the Motions are attended by the Chair, the Delegation who introduced them, must remain standing.

### ***Article 18***

The Caucus is an informal meeting in which the Delegations are allowed to converse freely with the purpose of exchanging opinions to reach agreements, establish resolutions and make progress in the debate. The Caucus should be ruled by the following:



1. The “Motion for a Caucus” will only be in order when the floor is open. The Chair could dismiss it if the Motion is considered out of order;
2. The Chair will question the Delegation who introduced the Motion about the purpose for caucusing and the time desired for the Caucus, which never be more than 15 minutes or less than 3 minutes;
3. The Motion must be seconded and requires a simple or absolute majority of votes in favor in order to be approved;
4. If the Caucus is approved, the Chair will ask the observers and Faculty Advisors to leave the room. The Delegations shall not stand up until the Chair indicates;
5. The Delegations may not leave the room during a Caucus, under any circumstances;
6. The protocol and diplomacy must remain during the entire Caucus; and
7. If the time assigned for the Caucus ends and the Delegations have not reached any substantial agreement, they could introduce, for a single occasion, a “Motion for an Extension of the Caucus” when the floor is open; the extension cannot exceed the time the previous caucus was given. The procedure of this Motion should be followed by Fractions II, III, IV, V and VI of this Article.

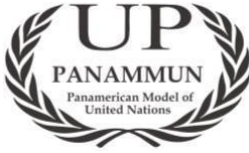
### ***Article 19***

The Moderated Caucus is a semi-formal meeting which can be used by the Delegations to make progress in the debate in critical moments to reach agreements.

The Moderated Caucus should be bound by the following:

1. The “Motion for a Moderated Caucus” will only be in order when the floor is open. The Chair could dismiss it if the Motion is considered out of order;





2. The Chair will question the Delegation who introduced the Motion about the purpose for caucusing and the time desired for the Caucus, which may never be more than 15 minutes or less than 3 minutes;
3. The Motion must be seconded and requires a simple or absolute majority of votes in favor in order to be approved;
4. The first interventions will be granted to the Delegations proposing and seconding the Motion;
5. In the moderated Caucus, the Speakers List will be set aside and Speakers will participate by raising their placards. The Chair should always provide for a balance between the different positions which are under debate, taking in consideration the ideological and regional diversity of the Delegations, to enrich the debate;
6. If the Delegations are not participating in the Moderated Caucus, The Chair can ask any Delegation to participate, and may warn all Delegations that if non participation remains, the Delegations may receive a general sanction; and
7. If the time assigned for the Caucus ends and the Delegations have not reached any substantial agreement, they could introduce, for a single occasion, a “Motion to Extend the Moderated Caucus” when the floor is open. The extension cannot exceed the time the previous Moderated Caucus was given. The procedure of this Motion will be followed by Fractions II, III, IV, V and VI of this Article.

### *Article 20*

The “Motion for an Extraordinary Session of Questions” will be in order when a Delegation wishes to clarify the content of the previous speech. This Motion will be bound by the following:

1. The Motion will only be in order immediately after the end of the Delegation’s speech, once the floor is open;
2. The Motion must be seconded. If not seconded, or if the Chair does not accept it, the Motion will not be in order;



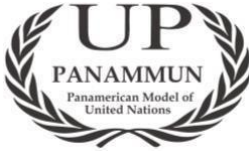
3. Once the Motion is seconded, the Chair must ask the Speaker if the Delegation accepts the questions. If the Delegation does, it may not decline any particular question;
4. If the Speaker accepts the questions, the Chair shall ask the Delegation who introduced the Motion how many questions does the Delegation wants to ask, being two questions the maximum number of questions to be made by this Delegation;
5. The Chair shall ask next the Delegation who seconded the Motion if the Delegation wants to ask an additional question. The Delegation can refuse its right to ask a question, but if it is accepted, the Delegation may only ask one question;
6. The Chair shall ask if there is another Delegation who wants to make an additional question. The Chair will assign the questions, never exceeding five questions, considering the ones asked by the one who introduced the Motion and the one who seconded it;
7. Once the questions have been assigned, the Chair will allow the Delegations to make them. The Delegation could start its question with a preamble. The Chair may request the Delegation to rephrase the question if it is not clear or it is very long; and
8. If a given answer has been answered already, the Delegation should inform the Chair that the question has been answered when its turn comes.

### *Article 21*

The Delegation who asked it may ask permission to the Chair to make a subsequent question. The subsequent question may either rephrase the one already made or be a completely new question derived from the given answer. The subsequent question cannot include a preamble.

### *Article 22*

A “Motion for a Private Meeting” will be in order whenever the Delegations feel uncomfortable with the presence of observers, Faculty Advisors and press in the room. This Motion shall be ruled by the following:



1. The Motion cannot interrupt the Speaker. It will be in order whenever the floor is open;
2. The Motion must be seconded and approved by the votes of a simple or absolute majority of Delegations;
3. If the Motion is approved, the Chair will ask the Observers, Faculty Advisors and Press to leave the room until the meeting in which the Motion was introduced comes to an end; and
4. The Chair might establish a Private Meeting whenever it is considered convenient.
5. The approval of a Private Session would not affect the permanence in the room of the members of the General Secretariat nor the General Coordination.

#### ***Article 23***

The “Motion of Precedence” allows a Delegation to introduce a Motion after another Motion has already been introduced. If the Chair approves the Precedence, the previous Motion will be nullified, and the second Motion will be considered. The Motion for Precedence is the only Motion which will be in order when the floor is not open.

### **CHAPTER VI WORKING PAPERS, PRESS RELEASES AND DRAFT RESOLUTIONS**

#### ***Article 24***

A Working Paper is a compilation of the ideas discussed during the debate. They are intended to help the Council in the formulation of a Draft Resolution.

Working Papers do not need to follow a particular format. In order to write a working paper the Delegations should follow the next rules:

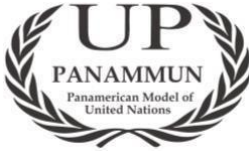


1. Working papers are the result of the work done by a group of Delegations who have similar propositions and decide to put them in writing;
2. This document shall be presented to the Chair for a previous revision, and the Chair could ask for corrections. Once the Chair approves it, a “Motion for the Introduction of a Working Paper”, will be in order;
3. This Motion needs to be seconded and approved by a simple or absolute majority of Delegations;
4. Once the Motion has been approved, the working paper needs to be numbered, and it will be projected. Two Delegations representing the bloc who introduced it will be called by the Chair to present it; and
5. Once the Delegations have finished the projection, the Chair will recommend the opening of a Caucus or a Moderated Caucus, so the Working Paper can be properly discussed.

### *Article 25*

A Press Release is a document that allows the Delegations to express their opinion about specific issues or special topics that concern other Committees. It should be bound by the following:

1. It should be written on a computer. No specific format is required;
2. The Delegations may introduce a Motion for a Caucus in order to work in a Press Release;
3. Once the time of the Caucus ends, a “Motion for the Introduction of a Press Release”, will be in order. This Motion shall be seconded and voted by simple majority;
4. Once the Motion is approved, the Press Release must be projected and read so all Delegations can know about its content;
5. Immediately after the reading of the Press Release, and only when the floor is open, a “Motion for the Voting of a Press Release” will be in order, which does not need to be seconded, but shall be voted by a simple or qualified majority in order to proceed;

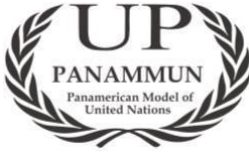


6. For a Press Release to be approved, it requires a qualified majority of the present Delegations, with a list or role call voting. In order to begin with the voting procedure, the Chair shall ask the Observers, Faculty Advisors, and the members of the General Coordination to abandon the place during the voting. As for the voting procedure, it shall be bound by the specific rules for the list or call role voting prescribed in this Protocol Manual;
7. An Observer Delegation must not vote a Press Release; and
8. The Chair can suggest the Delegations, according to their criteria, the imminent necessity of sending a Press Release to another Committee. Generally, any Press Release should be done by initiative of the Delegations.
9. In any case that a Press Release sent by another Committee requires an answer, the same procedure and Motions contained in this article shall apply.

### *Article 26*

A Draft Resolution is a formal document which, based on what has been discussed during the meetings, proposes solutions to the debated topics. The procedure to compose and introduce a Draft Resolution should be ruled by following provisions:

1. The Draft Resolution must be written in computer;
2. It shall be written using perambulatory and operative clauses, which can be found on the “Apéndice General”;
3. It shall be signed by at least 30% of the Council’ Delegations. It is important to clarify that a Delegation can only support one Draft Resolution for each discussed topic;
4. The Draft Resolution shall be presented to the Chair for a previous revision; the Chair could either ask for corrections or approve it;



5. Once the document has been approved by the Chair, a “Motion to Introduce a Draft Resolution” will be in order, Motion that needs to be seconded and voted in favor by a simple or absolute majority of Delegations;
6. If the required majority is achieved, the document will be numbered and projected. The Chair will then call one or two Delegations, namely, the Delegations who introduced the Draft Resolution and the one who seconded it to come to the front to read the document and defend it; and
7. Once the Draft Resolution has been presented, a Motion for Caucus or Moderated Caucus may be in order.

### *Article 27*

When a Delegation proposes changes to the Draft Resolution, it may introduce a “Motion to Amend the Draft Resolution”, which should be ruled by the following:

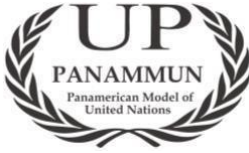
1. It will only be in order when the floor is open. Once the Chair authorizes this Motion, the Delegation will be asked to explain the amendment; and
2. Once explained, the amendment will be voted by procedure. To amend the Draft Resolution, the amendment needs to be approved by a qualified majority of Delegations. If a Draft Resolution includes more than three amendments, it will become a New Draft Resolution, which should be held by the provisions contained in Article 26.

### *Article 28*

If there are no more amendments to a Draft Resolution, the Council will proceed to vote on it. In order to do this, a Delegation should introduce a “Motion to Vote the Draft Resolution”, which will only be in order when the floor is open.

The voting of the Draft Resolution should be by List or Roll Call.

In order for a Draft Resolution to become a Resolution, it needs the vote in favor of a qualified majority of the present Delegations who have right to vote, and, being for the Security Council, it needs not to be vetoed by any of the permanent Delegations with this right.



The permanent Delegations are: The People's Republic of China, the French Republic, the Russian Federation, The United Kingdom of Great Britain and Northern Ireland, and the United States of America.

Once a Draft Resolution has been approved, it will become a Resolution, and this may be followed by the Adjournment of the Debate, in accordance with Article 35 of the Protocol Manual.

### *Article 29*

For the efficient and proper implementation of the Working Papers, Press Releases and Draft Resolutions, the Delegations are entitled to designate a common Redaction Secretary to focus on drafting the necessary documents, and take notes of possible improvements while preserving the right to intervene and vote in the current debate.

The Redaction Secretariat shall be requested by means of a “Point of Personal Privilege”, to the Chair, which will determine if the Point is in order or not.

Once the Secretariat is authorized by the Chair, if the President considers so, and depending on the conditions of the room, he/she will request the person or persons who will be part of the Redaction Secretariat to change places, in order to exercise in a better way their functions.

The provisions in this Article are of optional application for the Delegations. Several Redaction Secretaries may be appointed during the sessions. This right can be limited by the Chair when it considers it is being abused.

## **CHAPTER VII VOTING**

### *Article 30*

The Voting procedures carried out during the meetings should follow the next rules:

1. Each Delegation can only cast a vote in the Council of which it is a member.



2. The votes issued can be in favor or against the proposal. Only in the voting process by list or roll call, in accordance with Article 33 of the Protocol Manual, the voting abstentions are permitted;
3. Votes will be made raising the placard;
4. Only Points of Order can interrupt a voting procedure;
5. In the special case of the Security Council, if any of the five permanent members wishes to exercise its power of veto, they should vote against the Draft Resolution proposed;
6. Observer Delegations cannot vote in voting by list or roll call procedures; and
7. When a Press Release or Draft Resolution is being voted, the Chair will ask observers, Faculty Advisors, and members of the General Coordination to leave the room.

### *Article 31*

There are two types of voting:

1. By procedure; and
2. By list or roll call.

### *Article 32*

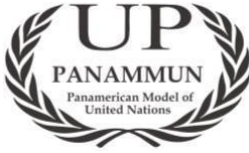
Voting by procedure is carried out to decide affairs related to the diplomatic protocol, Motions, Points, and any other analogous activity.

### *Article 33*

The list or roll call voting process, is reserved for Press Releases or Draft Resolutions. The Chair will request the Delegations for their votes in alphabetical order. This type of Voting is composed by three rounds, according to the following:

1. In the first round, the Delegations can vote in favor, against or abstain. Those Delegations who voted in favor or against can ask the Chair for a thirty-second intervention, in order to explain the reasons of their votes, by invoking a “Reasoned Vote”.





2. In the second round, the Chair will call those Delegations who abstained in the first round, in order for them to vote in favor or against.
3. In the third round, the Chair will ask if any Delegation wishes to change its vote. Once the third round ends, the Chair will announce the results of the Voting.

### *Article 34*

The types of majorities required and set in the voting procedures, by Protocol Manual, should abide by as follows:

1. Simple or Absolute Majority: the voting towards the same tendency by the 50% + 1 of the present and voting Delegations.
2. Qualified Majority: the voting towards the same tendency by a minimum of the 2/3 parts of the present and voting Delegations.

## **CHAPTER VIII**

### **THE ADJOURNMENT OF THE DEBATE AND CLOSURE OF THE MEETING**

### *Article 35*

Once a Resolution has been approved, Delegations might introduce a “Motion to Adjourn the Debate”. This Motion will only be in order when the floor is open and might be disregarded if the Chair considers that there are still affairs to address, or that there are still structure or grammatical errors to be corrected in the Resolution presented.

If the Motion is approved, the discussion of the second topic shall begin, proceeding to the Official Positions reading.

Under no circumstances the debate can be adjourned if no Resolution has been reached unless the General Secretariat approves this.



### *Article 36*

According to the calendar established for the meetings, when it is time for them to end, the Delegations or even the Chair may introduce a “Motion to Adjourn the Meeting”.

This Motion will be in order only when the floor is open and needs to be approved by a simple or absolute majority of Delegations. It could be dismissed if the Chair considers that it is out of order.

## **CHAPTER IX FINAL PROVISIONS**

### *Article 37*

This Protocol Manual will not lose its force, validity, and enforcement, when subsequent editions of the Panamerican Model of United Nations, PANAMMUN are issued, and neither will, by the transition of the subsequent Secretary Generals. As a result, the present Protocol Manual may only be added or reformed, but never lose its validity and enforcement.

To be reformed or added, it requires the firm and unanimous vote of the Secretary General in function and a formal endorsement of its members.

REVISED AND REFORMED BY JOSÉ MARÍA HERNÁNDEZ GOLDARACENA ON  
AUGUST 4TH, 2025.

APPROVED AND SIGNED BY THE MEMBERS OF THE GENERAL SECRETARIAT  
ON AUGUST 5TH, 2025.

SECRETARY GENERAL - HÉCTOR EMILIO BERANAL GONZÁLEZ

DEPUTY SECRETARY GENERAL - JOSÉ MARÍA HERNÁNDEZ GOLDARACENA.