

RULES OF PROCEDURE

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Introduction

Dear miss and mister delegates,

Welcome to the thirteenth edition of PoliONU. The organization of PoliONU 2018 welcomes all of you with great joy and enthusiasm. The debate within the Security Council will approach a complex situation. You must follow the rules presented in this guide to do a good job representing your country during the event, as the challenge to debate in a foreign language is big. But we know that you have the skills to do it if you put enough effort.

Our objective with this committee is to open your eyes to one of the most complicated geopolitical issue of our time, the geopolitical earthquake in Qatar. In this committee, your decisions will impact the life of millions of people involved in the various economic activities of the country and the security of its population. You need to be informed, creative and diplomatic to solve this question that is affecting one of the largest gas fields in the world, which will host the 2022 FIFA World Cup. Along with reading and understanding the Rules of Procedure, you must read the Study Guide.

This simulation will provide you with an environment conducive to the development of opinions, questions and especially capable of motivating engaged citizens, with early knowledge, to think about ways to change our reality.

We wish you all a great simulation!

Sincerely,

Antonietta Torres Romano
Academic General-Secretary

Luiz Felipe Monteiro Nogueira
Executive General-Secretary

Raira Castilho Oliveira
Administrative General-Secretary

I. Institutional

1. Background

The first edition of PoliONU took place in 2006, and from that year on, the event has been regarded as one of Brazil's largest United Nations simulation model. It has evolved from approximately one hundred delegates and five committees to six hundred participants and twelve committees, in 2016. During the event, we discuss and seek solutions to current issues like social inequality, environment and economic challenges, among others.

The event aims, through debates and research, to complement the student education and improve his vision and critical sense in face of global issues. The PoliONU aids the construction of a conscious youth who knows its importance to make the changes the society urges for.

2. Committees and Organization

The event team is annually chosen by the previous organization. The organization is composed by the Committee Directors and the Secretariat.

The Secretariat: is composed by the Academic Secretary-General, the Administrative Secretary-General and the Executive Secretary-General. The Executive and the Academic Secretary-Generals are responsible for commanding the work, such as setting up committee guides and overseeing the event as a whole, acting as key players in integrating the entire organization.

The Administrative Secretary-General is in charge of all the administrative duties, for example, the organization of the party and all the planning necessary for a successful event. He is also responsible for the logistic and financial administration of the simulation, along with Poliedro College Administration.

These three Secretaries, regardless of their roles, will be available to answer any questions and assist the participants before and during the event. They are responsible for preparing the Rules of Procedure and help you from the organization of activities to the preparation of Directors and delegates. During the simulation, they supervise the entire event and also monitor the students' evaluations at the end of

each conference.

Committee Directors: are the students who coordinate a specific committee, they are responsible for the creation of the topic and the production of the study guides. At the event they compose the Chair, moderating the debate.

Additionally, they are responsible for keeping close contact with delegates, guaranteeing the students' performance as well as supporting their work during the debate.

Observation: During the sessions, the Directors must adopt an impartial position, initiate and end each session; check the quorum; open the caucus to discussion points and motions; keep the decorum; grant the right to speak; decide if they shall attend a point or motion, or not; moderate impartially (the choice of the delegate that is about to speak is a director's decision, according to the relevance of the caucus at the moment, but all delegates will have the right to speak) and present points to a voting.

3. Organization Duties:

- Treat everyone cordially, keeping a diplomatic behavior and the maximum dedication in all activities, being responsible for all the consequences of your actions and decisions;
- Observe the activities' schedule punctually;
- Ensure the conservation of the local event;
- Be kind to the delegates, as well as efficient and impartial;
- Do not overact your sovereignty position;
- Be transparent concerning your duties and commitments;
- Be aware of all the event rules;
- Be available to respond to the participants whenever they have doubts, keeping your impartiality.

II. Getting Prepared to Simulate

To make this UN Model experience even more special, it is important to be prepared. Therefore, here are some helpful advices:

- Read the Study Guide;
- Make a detailed search beyond the Study Guide through reports, movies, websites and books that can provide information about the topic – the more information you have, the better your participation in the committee will be;
- Do not hesitate to contact your Committee Directors; they have written your Study Guide, so they know everything about the topic;

Following those suggestions will assure more interesting debates, avoiding tedious and cyclical discussions.

1. Research

The research is essential to guarantee a meaningful participation in the committee – well prepared delegates make the debate richer and more dynamic.

To ensure a good participation, you must be aware of the procedures, the attributions, the duties of your committee, as well as the history of your representation in it.

Evaluate your country's political, economic and social situation; try to relate your country's current position to your committee's topic and discussions. This includes knowing your traditional allies and antagonists, besides all the related subjects and the current official foreign policy concerning the matter.

Be aware of your committee's attributions and areas of concern, hence, drafting resolutions that are inconsistent with the committee will be avoided.

In case of historical committees, a more in-depth research about the period you will be reliving is necessary. Eventually, days or months can be crucial to determine the country's position. Knowing what can be discussed is also important to avoid anachronisms.

If, after reading the Study Guide, some doubts persist, they can be forwarded to the Directors (their e-mail addresses are on the website). Reading it on its completeness is key to a conscious discussion of the topic. The Guide is an introduction to the topic, to both the current and historical visions on it, and the committee's fundamental concepts. Briefly, it is a guideline to your study.

Once you have read the Guide, the research must start. First, it is important to mention that a little knowledge of English and Spanish will be helpful when searching

international websites. Using online translators might be worthwhile for those who are not that familiar with foreign languages. In addition to the bibliography indicated in the Study Guide, you should explore the topic on the internet by yourselves – some interesting sites may have escaped the Directors' attention. However, surfing the internet aimlessly or getting information from unsafe sources may compromise the committee discussions. For that reason, we have elaborated a list that might help you with your online research:

Organization Websites: It helps on the task of understanding the functions and attributions of the agency that will be simulated and the role of delegates as country or NGO representatives. Some organizations have news channels, speeches, pronouncements and press releases that may help you to get information on the subject. Knowing your job and your rights, as representatives, means being aware of all commitments you are able to take on at your diplomatic level (Ambassador, Diplomat, Minister, President, etc.) in relation to the discussions, threats or peace agreements toward to the International Community. Normally, the organization websites are sufficient to solve the questions on the committee. It is essential to locate the relevant agreements and resolutions ratified before, to better understand your country's position.

Countries Official Websites: Representations, governments, consulates and embassies official websites should be consulted. They can help you to get a deeper understanding of your country – know if it is a republic, monarchy, democracy or dictatorship, as well as the economic situation in general, which makes a lot of difference in the debate, and the commitments your representation is able to accept in the committee. The government's official site normally provides links to its foreign relations policies, where you can understand the official positions on relevant issues. You must also search the Ministry of Foreign Affairs website.

Official Missions Websites: It is the primary source for speeches and pronouncements and the primary source for representatives in diplomatic missions. However, not all countries have official websites or, if they do, it may be outdated.

Dag Hammarskjöld Library and un.org: The UN virtual library, despite the fact that it does not attend to all committees, is simply the biggest online source of documents, speeches, pronouncements, official reports and resolutions. To the

committees outside the UN, this source is still useful. Its documents establish thematic links which can lead to your country's position in relation to other topics that might interfere in the committee. The UN official website provides information, resolutions and official pronouncements in reference to its committees – however, nothing that cannot be found in the library. Furthermore, the PoliONU website contains more links to useful UN organs in the subtopic “Pesquisa”.

- www.un.org/depts/dhl (Dag Hammarskjöld Library).
- www.un.org (United Nations).

International Communities Websites: Websites like Mercosur, African Union, European Union and others can help understand the regional policy adopted by country blocs.

- <http://www.mercosur.int/>
- https://europa.eu/european-union/index_en
- <https://www.au.int/>

NGOs (Non-Governmental Organizations): Some NGOs, active in the international and refugee crisis, make detailed reports, sometimes even better than the local governments; they are the basis for several discussions and even for some of the resolutions of important UN organs such as the UN Security Council. As the main example we have Amnesty International (human rights organization), the DWB (Doctors without Borders), working on health issues, Oxfam, HRW (Human Rights Watch) and the Red Cross.

News Agencies: As unofficial sources, they might be less reliable, however, differently from the official sources, they are not subject to “political filters”, and therefore they often publish controversial news and deep analyses on politics and foreign affairs. The information may be available only in other languages, thus, we recommended delegates to research the international media from different parts of the world. In order to go beyond the traditional media (such as BBC and CNN), try to look at the Eastern agencies, they often publish news that are ignored by the Western media. Furthermore, it is highly recommended to research the media from the country

you represent, and from region that the committee will approach. It is important to emphasize that different news agencies diverge in their analyses. This happens because news agencies adopt a specific political view. The ideology adopted by the agency you will be researching is something that all the participants, especially the journalists, must notice. To enrich this research, is indispensable to use sources with different political opinions.

Specialized Magazines: There are magazines that specialize in international politics and international relations. They can be useful in your political and economic analyses of the committee's topic.

Academic Articles: Despite the difficult and often expensive access, academic articles are extensive and full of reliable information signed by experts. However, in relation to the present, it is hard to find current and updated publications due to the time necessary to produce them. An access base to several articles is the website JSTOR (www.jstor.org), which includes, besides academic productions, specialized journals. An interesting tool is the page Google Scholar (<https://scholar.google.com>), where you can easily find academic articles.

Wikipedia: You must be very careful when researching at Wikipedia, especially about other countries' foreign policies, because this online encyclopedia is a free collaboration website, which means that anyone can alter its content. On the other hand, it is tempting to use this website because of the abundance and variety of information it offers. A useful advice is to research in the bibliography (in the bottom of the page) of the page you are in, it is a guarantee that the information it reliable, and it might show some good links for research. Furthermore, it is interesting to use this website as a starting point for your research, reading the definitions of historical events, for example.

2. Oratory

The oratory is as important as the other points presented in this session. The quality of your speech will be the key to a good participation in the event – the ability to persuade and the clarity of your point of view in the caucus will guarantee a better negotiation. It is important to avoid overacting more than the essential and using informal language. Expose your thoughts clearly, loudly, avoiding repetitions, being

cohesive and consistent. Practice the speech before the event in order to guarantee a good oratory during the model.

3. Diplomatic Negotiation

During the event, negotiations will be constant and essential; it is important to be well prepared for it. A good negotiator must be receptive to all cultures, capable of dealing with several psychological temperaments and be firm when talking about your ideological position and your negotiation limits, which means how much can you give away and what you can agree with. It is important that at the end of the negotiations the majority of those involved have accomplished their goals, without disrespecting the limits of the minority. For the negotiator, it is important to be friendly and creative, once the negotiation's outcomes are also linked to subjective elements – such as courtesy.

At times, the debate can reach an impasse – normally due to diverging points or difficulty in finding an agreement. When things like these happen, the delegates should look for the cause of the conflict. It is recommended that the parts responsible for the impasse propose other solutions, less harmful to their foreign policy, trying to reach a consensus.

Asking other delegates what bothers them and what is interesting for them may help you determine everyone's limits and interests. Those limits are non-negotiable points – those topics are, in general, protected due to their direct link to susceptible sectors (economy, politics or social welfare) of the representative's country.

The gap, coffee break or unmoderated caucus are ideal environments and valuable moments in the negotiation process, because the delegates are not surrounded by bureaucracy and can feel closer to the other representatives. At this moment, the delegates can review the topics discussed, create an agenda and the basis of new agreements and alliances.

4. Codes

It is necessary to emphasize that, as representatives, you must represent the real atmosphere of a UN caucus and negotiation, with as much authenticity as possible. Besides the use of formal language, the dress code and the behavioral code must be

strictly observed.

4.1. Code of Conduct

Participant's duties:

- Be respectful, maintaining a diplomatic conduct.
- Be well informed about your committee's topic and your representative's position.
- Be punctual.
- Keep the place organized.
- Respect the decisions of PoliONU's Organization.
- Be faithful to your nation's position and keep the appropriate decorum at each interaction with other delegates.
- Be conscious that the Chair is sovereign inside the committee.
- Avoid getting out of the room during the sessions.

4.2. Dress Code

During the whole event, except the Thematic Party and the Scheduled Activity, all participants must wear formal clothes.

Examples of formal clothes:

- Shirt and Social Pants; Blazer; Tuxedo; Coat; Suit; Tailleur; Dress; Skirt; Social Shoe; High Heels; Flats; Loafers and Side Gusset Shoes.
- Skirts and Dresses should be at least 3 fingers above the knee.

5. Position Paper

Every delegation must mandatorily deliver a Position Paper according to its representation. Delegations composed by two delegates shall give only one Position Paper. This document must be delivered at accreditation and must contain the following information:

At the header:

- The national emblem;
- The official name of the committee;

- The subject/topic to be discussed in the committee;
- The official name of the delegation (People's Republic of China instead of China);
- The name of the representative(s) in the committee.

At the body of the text:

- The nation's foreign policy, in general lines;
- The positioning of the country or NGO in regards to the topics to be discussed in the committee;
- The main deals, including the participation on economic and geopolitical blocks, the delegation may have with others members-states and NGOs;

At the bottom of the text:

- The delegate's signature, according to its official representation, if existing;
- The name(s) of the representative(s) in the committee;
- Official representation and the committee.

The purpose of a Position Paper is to show the other delegations at your committee what is your position and what you defend on the topic suggested. Thus, it is necessary to determine the delegation's foreign policy (as its priorities and principles) and correlate it to the subject proposed, how does it influence your nation, what has been done to solve this problem and how it is perceived by you as a delegate (this is the most important part of the document). Be sure that your Position Paper offers a clear and objective vision of your delegation positioning on the subject discussed by the committee, avoiding information that is not related to the discussion

Example:



International Labor Organization

“The impacts of the globalization on the welfare of the world’s population”

Romania

(Delegate’s name)

In the past two decades, the most fast-growing world trend has been globalization. With the outcome of the internet as a means of communication and the increasing accessibility of international trade, physical barriers are not the only barriers withering away. Protective tariffs are plummeting and free trade agreements are becoming more prevalent. Romania understands that globalization creates favorable situations for commercial expansion as well. In the past year, the foreign direct investment (FDI) has increased 199%. Inward FDI increased from 234 million euros in 2005 to 699 million in 2006. On the other hand, the increasing globalization does not necessarily produce more equality.

Globalization and development can contribute to the advancement of the overall human condition; however, the delegation recognizes that without proper regulation, the potential for advancement will remain limited to few individuals, businesses and governments. Unless checked and aimed toward the common welfare, globalization cannot effectively serve the global community. Crucial in dealing with the complexities of globalization, good governance must reflect both solidarity and responsibility.

Romania believes that in involving people in globalization we must promote moral values, democratic principles, inclusive global political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common welfare. In addition, the influx of information from globalized governments must be approached with solidarity and insight. Access to digital education will undoubtedly result in the

confidence of citizens in their respective administrations and result in more transparency, and therefore, a lower degree of corruption.

The multinational business community has the capability and the obligation to support pertinent values in human rights, labor standards and environmental preservation. As stated by the president, Mr. Traion Basescu, “heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization”.

The country has always looked forward to develop mutually beneficial relations with all countries, and an example of this policy is its participation at NATO. Romania has always supported innovative and effective ways of establishing cooperation within and between regional organizations. As one of the newest members of the European Union, and an active member of the World Trade Organization, the country will offer its support to the redirection of globalization to the best benefit of the global community.

Respectfully,

(Delegate’s signature)

(Delegate’s name)

Representative of Romania in the International Labor Organization

III. Model General Rules

These rules are valid to all committees and must be respected during the event.

- Portuguese will be the model official language; the exception is the United Nations Security Council (UNSC);
- Consumption of alcohol or any illegal substances is not allowed whatsoever;
- Every nation will be represented by one delegate only, except the United Nations Security Council (UNSC), the *Conferência de Bandung*, the *Conselho de Segurança das Nações Unidas* (CSNU) and the *Organização dos Estados Americanos* (OEA), where each country and NGO will be represented by 2 delegates. The presence of both representatives is mandatory;
- The delegates are not allowed to use official documents and speeches as head of states or use it as an authorial document. These procedures will not be

accepted as they might infringe copyrights;

- The Chair will be sovereign during the committee, interfering in the order of speeches and giving the delegates the right to speak. The Chair has the power to bid the duration of the speech, the end of a topic discussion, as well as the end of each session;
- The Secretariat or its representatives may speak at any time, whenever needed, in writing or orally, as well as permit the pronunciation of other representatives, whatever the topic;
- In face of emergencies or crisis, the committee must remain together until all the issues are solved. Getting in touch with the external environment is prohibited. After the resolution, the debate continues from where it was interrupted;
- The delegates must be recognized by the Chair before they can give their speech;
- All the delegates will have the right to speak and to vote in procedural issues, while all member States of the organ simulated will have the right to vote on substantive matters.

1. Quorum and Majorities

Having the whole equal or above one third of the accredited delegations, at the beginning of every session the directors will check the quorum; the delegates will answer the list as “present” or “present and voting” – “present and voting” means that the delegate cannot abstain in substantive matters. In procedural matters, abstention is prohibited, therefore, all delegations, including non-member States and NGOs, must vote.

Two types of points will appear frequently during the debates: the procedural points and the substantive points, which requires the delegates’ approval; some are approved by simple majority, and others by the qualified majority.

Simple Majority: Half of the delegates + 1. **Qualified Majority:** 2/3 of the delegates +1.

The exceptions in these committees are: the UNSC and the HSC, in which the qualified majority is always the quorum’s three fifths (3/5).

2. Speeches

Delegates will have two manners in which to deliver their speeches, depending on its intentions and the moment it will happen.

2.1 The Opening Speech

The opening speech will be accomplished at the beginning of the first session, with a maximum duration of three minutes. Its purpose is to introduce your country's position to the committee, in order to complement the position paper you delivered. The opening speech might be the reading of the position paper or of a previously written text, or even a memorized speech. A good option is also pronouncing the speech based on topics wrote previously, which may ensure a more fluid speech. It is important to remember that the opening speech must be pronounced using formal English.

2.2 The Moderate Caucus

At the moderated caucus, delegations that wish to speak must raise or place their placards upright and wait until being recognized by the Chair, who is free to choose who speaks next, according to the relevance at that particular moment, yet keeping his/her impartiality.

The speech duration will be determined by the Chair, but the delegates can bid an alteration, requiring a motion. The directors will indicate the end of the speech using a gavel – one beat means that there are 10 seconds to go, and two beats means that the delegate's time is over.

The chair shall grant the delegates the chance to pronounce but not before attending and voting the points and motions, giving the delegates general suggestions or recognizing new delegates or the Secretariat. In the moderate caucus, anyone who wishes to speak must be recognized by the Chair before making any pronunciation.

If more than 10 seconds remain after a nation ended its speech, the delegate can yield his time:

- **To the Chair:** The delegate ends his speech, yielding to the Chair the time left. It is a polite way to end the speech.

- **To other Delegates:** In case of acceptance, the other nation shall have the remaining seconds of the last delegate to speak.
- **To questions:** If the delegate who is speaking wishes to answer the questions that other delegations might have about his speech, he may yield his time to these questions. In this case, delegations who have questions should raise their placards and wait until for the Chair's recognition. Subsequently, the delegation will have 30 seconds to formulate the question and the delegate who was originally speaking will have the remaining time to answer the question.

3. Procedural Questions

Procedural questions are matters and motions related to any alteration or modification on the debate that do not change the decisions of the committee.

For the procedural questions which require voting, all delegations must vote, in spite of being "present" or "present and voting". The Chair, aiming at a productive use of time, may approve a procedural question by visual contrast, when the visible majority of the delegations agree.

3.1. Points

The points are questions proposed by the delegates that do not require voting to be approved, only the judgement of the Chair. The different points are the following:

Point of Personal Privilege: Shall be used whenever a delegate feels uncomfortable or personally offended.

Ethics and common sense are extremely important when asking for this point, due to the fact that it is the only circumstance in which another delegate's speech can be interrupted. Before pronouncing a point, the delegation must be recognized by the Chair. In case of physical discomfort, the Chair will make the necessary changes, for example: turning-on/ turning-off the air conditioning. In case of an offense, the Chair will decide how to act, recognizing the offense, reprimanding the offender according to his/her own judgment, or not recognizing the offense, reprimanding the delegate who required the point based on his/her own judgement.

Point of Order: This point has the purpose of maintaining the rules and procedures in the committee. It can be required only when the Chair asks if there are

any points to be discussed, or in a situation where any delegate notices a misunderstanding or mistake made by the Chair or a difference in the procedural rules included in this guide and the ones established by the committee. The delegate must be recognized by the Chair beforehand. It must be used with caution. If the point required proceeds, the Chair must correct the misunderstanding in that exact moment.

Point of Parliamentary Inquiry: This point can be raised if any delegate wants any information from the Chair related to the committee or the rules of procedure for the debate. This point does not apply when the delegate wishes more information regarding the theme discussed by the committee. Any doubts related to the discussion should be presented during a speech.

3.2. Motions

Motions are to be made by the delegates in relation to any modification in the current debating process. Motions can be accepted or not by the Chair, and might be submitted to voting. The existing motions are the following:

Motion for Unmoderated Caucus: It proposes the temporary suspension of the moderated caucus, and turns the debate into negotiations with no intervention of the chair. A suggestion of time as well as a justification is needed to propose this motion. For it to be conceded, the simple majority of the committee must vote in favor, and the Chair's approval is needed. Despite being unmoderated, this debate model requires responsibility and formal behavior, once the excessive noise may disturb another committee's negotiations. Motions and points, except the point of personal privilege, will not be attended during the unmoderated caucus.

Motion to set the Speaking Time: This motion is used to change the speaking time, it can be proposed by any delegate; when recognized by the Chair, the delegate will first offer a justification for the alteration and, if accepted by the Chair, the motion is voted. A simple majority must vote in favor in order to approve the motion. The Chair can propose an alteration if the speaking time suggested is not ideal.

Motion to Read a Working Paper: Any delegate can ask for a motion to read a document that is in the possession of all delegations, except resolution proposals and amendments (in which the reading time is automatically observed). This motion applies only to working documents, official letters and press releases. The Chair may

accept the motion or not after the delegate's justification has been presented, and if approved, a reading time is given. The directors can alter the reading time.

Motion for General Consultation: This motion consists of a tool for delegates to know the other nations' positions regarding the discussion in the committee, free from the bureaucracy of a moderated caucus. The nation must present the question to the representatives, and such motion can be accepted or not by the Chair. If approved by simple majority, the delegate must say the question loudly, subsequently the delegates should answer the question by raising their placards; for this reason, it should be a "yes or no" question. In the processes of answering the question, delegates who do not have a formed opinion on the subject may abstain.

Motion to Introduce the Draft Resolution: It is suggested by the signatories of the document and requires that all delegations have the document in hand. This motion is automatically approved, and directly followed by the document reading. After the reading, the substantive points related to the resolutions and motions will be discussed for the introduction of Amendment Proposals.

Motion to Introduce an Amendment Proposal: It can be suggested by any delegate from the moment in which all delegates know its content, and it is automatically accepted by the Chair. The proposal will be read and the Chair will be opened to substantive points.

Observation: After a Draft Resolution or Amendment Proposal, only grammatical and orthographic alterations are allowed in the document, and substantive modifications may be approved by means of an Amendment. The new and modified text must be read again to the committee, or only the modifications.

Motion to Postpone the Debate: This motion, when approved, entails in the temporary suspension of the caucus, which will be resumed at the time scheduled for the next session. This motion can only be raised 15 minutes before the end of the session and must have the approval of the qualified majority to occur.

Motion to Adjourn the Meeting: In the last session, this motion can be raised to finish definitively and immediately the debate, therefore no official pronouncement will be allowed after the approval of this motion. In order to be accepted, this motion requires that the draft resolution is approved with the vote of the qualified majority in the committee.

4. Substantive Matters

Motions that deal with the committee's decisions, especially in regards to the voting process of a substantive paper. It require the minimum quorum corresponding to the first whole number right after the half of the body proceeding on these motions (50% + 1).

Each delegation will have the right to vote solely in the voting processes. He or she may vote "support" (favorable), "do not support" (unfavorable) or "abstain" (neutral vote, but uniquely for those who have initially pronounced themselves as a "present" nation, and only those). Observer delegates cannot vote in substantive matters. Delegations that declared themselves as "present and voting" do not have the right to abstain.

As substantive matters, the following motions are in order:

Motion to Vote on the Draft Resolution: The draft resolution, if this motion is seconded, must be put into a definite voting. A simple majority of delegates is needed in favor of the document's voting process – and not necessarily of the paper itself -, so the voting process begins.

Motion to Vote on an Amendment Proposal: Motion solicited in order to start the voting process for an amend proposal; it requires the simple majority of the delegates to be approved.

Motion to Roll Call: Draft resolutions and amendments will be voted (unless there is a contrary motion) by the standard procedure of raising placards. The delegate shall only "support", "not support" and "abstain" (for delegations that are not "present and voting"), obeying the Chair behest. However, it is possible that the documents are voted by consulting the delegations - one by one, in alphabetical order – through the roll call voting procedure, by the aid of the simple majority.

Division of the Question: This motion, approved by a simple majority, is the method in which the delegations would vote on operative clauses of an amendment or a draft of resolution separately. In case of more than one division of the question, the one with the biggest number of division shall proceed with the voting on the agreement or disagreement with the motion – and not the paper itself. If the division of the question passes, the paper clauses are voted group by group (or one by one), requiring a qualified majority for each group approved. Right after the clauses have

been voted separately, according to the division, the modified document will be read again and it will have a final voting with everything that had been discussed and approved by the committee, passed by a qualified majority. It will not be permitted a reconsideration of proposals that have already been voted. If the final document contains clauses that refer to or depend on any deleted clause, it can be reviewed (with the consent of all the signatories and countries in-favor of the proposal) before voting for the entire document.

Observation: See the voting process of several documents on the section “Papers”.

4.1. Precedence Table of Points and Motions

In case of more than one motion and/or point on the floor (in the same gap between speeches), it shall be established a precedence among the requests according to the table below.

Once seconded a precedent point or motion, the following must be attended to the same criteria.

Precedence	Question/Motion	Majority needed	Conditions
1	Point of Personal Privilege	N/A	—
2	Point of Order	N/A	—
3	Point of Parliamentary Inquiry	N/A	—
4	Motion to Introduce a Draft Resolution	N/A	6 signatories; All delegations knowing the content of the paper
5	Motion to Read a Working Paper	N/A	—
6	Motion to Postpone Debate	Qualified	Not later than 15 minutes from the scheduled end of the session

7	Motion to Unmoderated Caucus	Simple	—
8	Motion to General Consultation	Simple	—
9	Motion to Set the Speaking Time	Simple	—
10	Motion to Introduce an Amendment Proposal	N/A	3 signatories; all delegations knowing the content of the paper
11	Motion to Vote on an Amendment Proposal	Simple	—
12	Motion to Vote on a Draft Resolution	Simple	Two speeches against the motion
13	Division of the Question	Simple	—
14	Motion to Roll Call	Simple	—
15	Motion to Adjourn the Meeting	Qualified	—

IV. Documents

Every paper given to the delegates must be previously approved by the Chair. A paper signatory, except for a Position Paper or official letter, does not necessarily agree with the content, just support that it should be discussed.

1. Position Paper

Every delegation must mandatorily deliver a Position Paper according to the representation. Delegations composed of two delegates shall deliver only one Position Paper. This document must be delivered at the accreditation and must include the following points:

At the header:

- The national emblem;
- The official name of the committee;
- The subject/topic to be discussed in the committee;
- The official name of the delegation (People's Republic of China instead of China);
- The name of the representative(s) in the committee.

At the body of the text:

- The nation's foreign policy, in general lines;
- The positioning of the country or NGO in face of the topics to be discussed in the committee;
- The main deals, including the participation on economic and geopolitical blocs, the delegation may have with others members-states and NGOs.

At the bottom of the text:

- The delegate's signature, according to its official representation, if existing;
- The name(s) of the representative(s) in the committee;
- Official representation and the committee.

The purpose of a Position Paper is to show other delegations of your committee what is your positioning and what you defend on the topic suggested. Thus, it is necessary to determine the delegation's foreign policy (as its priorities and principles) and correlate it to the subject under discussion – how it influences your nation, what has been done to solve this problem and how the issue is seen by you as a delegate (this is the most important part of the document). Be sure that your Position Paper offers a clear and objective vision of your delegation positioning on the subject discussed by the committee, avoiding information that is not related to the discussion ***All Position Papers will be available for consultation by any delegate or delegation along the sessions. See an example of a Position Paper that can be taken as a parameter in "Preparing to Simulate".***

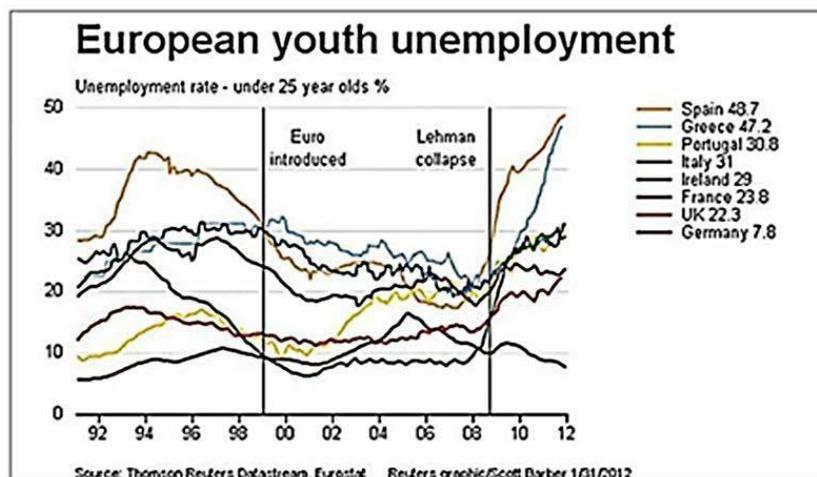
2. Working Paper

A working paper is the official way to introduce any extra material in the committee, considering that any information a delegate would like to share or any resolution resulting from the debates must be written, approved by the Chair and distributed to all delegates. Working papers, hence, might be Communiques, Declarations, Official Letters, leaders' speeches, articles [...] may be helpful to subsidize discussions and emphasize some signatory countries' positions. At the debate, only papers which have already been handed to the delegates can be mentioned.

The Chair will judge the content of these Working Papers before sending it to distribution. The assignment of this paper is not mandatory and there is no minimum number of signatories.

Example 1:

The European Union finds it necessary and helpful to illustrate the topic "Europe in the context of the crisis of 2008". This graphic shows the younger generation's percentage of unemployment over the past years. The remaining subjects shall be discussed in this same debate, based on this overview of the economy.



Example 2:

The signatory nation makes use of this paper to inform the existence of a Children's Cooperative Bloc, comprised by the countries of India, China and Thailand, against child labor. Better explanations will be given during the remaining time of this debate.

Signatory: China.

3. Official Letter

Official Letters are the communication channel between the delegate and any absent institution in the committee – for example: between a delegate and their government, or vice-versa, to define a positioning in a controversial situation that may appear. This example below might elucidate:

Moscow, 6/15/2009.

Dear mister representative of the Russian Federation in the United Nations Security Council,

We would like to inform that the Glavnoye Razvedyvatel noye Upravleniye [GRU] or Main Intelligence Directorate of our great nation did an excellent job when they informed us about the discovery of the continuing bellicose financing from part of NATO to South Ossetia. The information compels us to consider as non-negotiable countries the nations which are members of NATO and to recommend a veto against any draft resolution presented by these countries or their supporters which could incite these acts of funding or direct participation from NATO in the conflict, or our own participation.

Yours faithfully, Ministry of External Affairs of
Russian Federation

New York, 5/7/1995.

To the Ministry of Defense of the German Republic.

The German representatives in the United Nations Security council about the Bosnian War would like to know the availability of our competent organs to participate in the inspection program of the Yugoslavian actions within the Bosnian territory. In our view, any help to reestablish the stability at the region would be extremely valuable to our nation, in political terms, and would guarantee that the actions of the Security Council become effective.

Appreciating the collaboration,
German representatives at the Security Council

4. Diplomatic Mail

To avoid noises inside the room and to keep an organized environment while the Chair is moderating, the delegates should communicate using notes with free and inviolable content, which are the “diplomatic mails”. Due to its informal nature, signatories are not required, as well as the Chair, to approve these papers. The diplomatic mail might be delivered to another delegate with the help of the staff or passing through the room until it reaches the addressee.

5. Press Releases

Press release is a form of communication among the delegation and the press. Nations that would like to send press releases, shall deliver them to the Chair with the respective signatories (it must contain, at least, one signatory). The committee may agree about sending off the press releases. These papers will inform the public about what has happened in the debate. They can be released to present the positioning of a Chief of State outside the committee or just to inform the press and the world about any decision taken. The Chair must check if there is a simple majority in favor of sending it off. The paper will also be published at least in one of the Journals of the committee. The Journals, distributed by the press at a pre-determined time at the event, will be automatically recognized by the Chair, who will stipulate a time for the reading of the journal. The journals will be also available online, at the address that will be divulged by the Chair.

6. Draft Resolutions

Draft resolutions are a highly formal and normative paper which contains the decisions that have been taken and what has been agreed on in the meetings. It is divided into perambulatory clauses – comprehending considerations and former principles of the debate, which should initiate with gerund verbs or adjectives in italic – and operative clauses – contending all the decisions the committee was able to make on the discussed issue, which should initiate with verbs in the present indicative, underlined.

Being the draft resolution the final document of the committee, that will synthesize all the discussions that took place inside the committee, it should always look forward

the **consensus** among delegations, or, at least, a common agreement among most countries. In some cases, the delegations might have to back off in some of their demands, in order to guarantee the support and the respect of the draft resolution among the UN member states, as well as its ratification by majority of the countries of the committee. Especially at the UN Security Council, the consensus is essential, because there are 5 countries with the power of veto (Russia, France, UK, China and USA). Thus, all these countries, necessarily, must agree with the draft resolution.

Usually, in every committee's meeting, a draft resolution is approved. However, it is possible to approve more than one draft resolution during the event in face of a big topic or in case of an emergency or crisis that demands a quick resolution.

Example:

Consolidation of Post-conflict Peace. -United Nations Security Council (UNSC)

The United Nations Security Council

Recalling the 1645 resolution [2005] particularly the paragraph 27,

Reaffirming the importance of the work in the consolidation of the peace exerted by the United Nations Peace Forces, and the necessity of a consistent help and appropriate resources to this job,

Highlighting the importance of the Peace building commission (PBC) as an intergovernmental advisory council,

Looking for the need of the countries emerging from conflicts for help to establish peace.

1. Welcomes the report presented by the co-facilitator, designated "The Peace Building Architecture in the United Nation", established in the document S/2010/393, which is based in queries in member and non-member countries.

2. Calls all the United Nations actors to keep, through their mandate, the recommendation of the report aiming the better effectiveness of the Peace building Commission.

3. Recognizes that the work of United Nation in the peace consolidation requires a sustainable help and appropriate resources to fulfill their challenge.

4. Demands that the Peace building Commission portrays in their annual reports the progress reached.

5. Claims for a resolution still more comprehensive five years after the adoption of this resolution, following the procedure established in the paragraph 27 of the resolution 1645 (2005);

Signatories: United States of America, Turkish Republic, Japan, Republic of Austria, French Republic, United Kingdom of Great Britain and Northern Ireland.

In order help you to write the draft resolution, here are some useful verbs to the **perambulatory** clauses:

Aware	Emphasizing	Noting with appreciation
Believing	Expecting	Noting with approval
Bearing in mind	Expressing its appreciation	Noting with deep concern
Contemplating	Expressing its satisfaction	Noting with regret
Taking into consideration	Fulfilling	Noting with satisfaction
Declaring	Viewing with appreciation	Observing
Deeply concerned	Having adopted	Pointing out
Deeply conscious	Having considered	Reaffirming
Referring	Having considered further	Realizing
Reminding	Having devoted attention	Recalling
Seeking	Having examined	Recognizing
Taking into account	Taking note	Welcoming

6.1 Introduction of a Draft Resolution

It is important to remember that this process can begin only if all the delegates have the draft resolution in their possession.

First Step: Ask for the Motion to Introduce a Draft Resolution, which is automatically accepted by the Chair.

Second Step: One of the signatories will read the draft loudly to the committee.

Third Step: The committee enters in a **parallel debate**, to debate only the draft resolution.

- At the parallel debate, a Motion to Introduce an Amendment Proposal can be asked, the Amendment Proposal might be additive, substitutive or excluding. Once the motion was asked, the delegate should send the proposal to the chair that will recognize it and project it. Then, a delegate should ask for a Motion to Vote the Amendment Proposal, the voting process will happen through the placard raising

Fourth Step: To end the parallel debate, a **Motion to Vote the Draft Resolution** should be asked – it is approved by simple majority, and it is related to the will to vote the draft, and not to the content of the document. For the motion to be approved, **two**

speeches against the end of the parallel debate must be pronounced.

Fifth Step: after the motion has passed, and the parallel debate has ended, the Chair will ask “Are there any points or motions on the floor?” waiting for two probable answers:

1. **Division of the Question:** Voting by simple majority to decide if the committee wants to divide the draft resolution, to vote the different parts one by one. If there are more than one request for division of the question, the one that has more divisions will be voted first. Voting by groups/clauses lacks a qualified majority. **Two speeches in favor and two against the division of the question** are needed for this motion to be approved
2. **Motion to Roll Call:** If approved, the draft resolution will be voted under the following terms: the delegation can choose between Yes, No, Yes with rights, No with rights or Abstain, if the delegation has not declared itself “present and voting”.

Sixth Step: If the draft resolution has already been approved, the delegations ask for the Adjourn of the Meeting.

In case something needs to be changed in the Draft Resolution during discussion at the time, any delegation must raise an amendment proposal to the Chair. Amendments to amendments are out of order. The amendment will only be accepted if there are 3 signatories to it. There are three kinds of amendment:

- **Additive Amendment:** Add one or more clauses to the Draft Resolution.
- **Substitutive Amendment:** Change one or more clauses.
- **Excluding Amendment:** Exclude one or more clauses or topics of the draft resolution.

The amendment proposal, after distributed, raised and read, may be voted after approbation of a motion to vote for amendment proposal. This motion needs the simple majority to pass. The amendment is approved by the qualified majority and, then, becomes part of the Draft Resolution. An Amendment Proposal that is refused cannot be reintroduced. A motion to introduce an Amendment Proposal may only be raised before the approbation of a motion to vote for a Draft Resolution which the amendment modifies.

7. Draft Resolution and Amendment Proposal: Voting Process

In the process of voting, the whole Draft Resolution or amendment, or clauses (if a motion to division of the question is raised), may be voted by placards, which is the normal procedure, if there are no motions against it. Therefore, each vote may be just “yes”, “no”, “abstain”. However, when a motion to roll call voting is approved, the delegates may vote “Yes”, “No”, “Yes with Rights”, “No with Rights”, “Abstain” or “Pass”. The definition of the votes are the following:

- **Yes:** Indicates that the delegation agrees with the Draft Resolution.
- **No:** Indicates that the delegation disagrees with the Draft Resolution.
- **Yes, with rights:** Vote in favor of the document, but the delegation has the right to explain the vote in thirty seconds; it is used, for example, when the position is not adopted previously.
- **No with rights:** A vote against the document, but the delegation has the right to explain the vote in thirty seconds.
- **Pass:** Allows the delegation to vote after the other delegates. In case more than one delegate use this appeal, the first delegate to declare “pass” will be the first to vote. If one delegate passes, he cannot vote “Yes with rights”, “No with rights” or “Pass” again.
- **Abstain:** Indicates that the delegation is not in favor or against the Draft Resolution, representing the neutrality vote. When a delegation “abstains”, the vote of the delegation is not counted and the quorum which defines the simple and qualified majority is reduce in one. The delegations that declared “present and voting” cannot abstain in the voting process.

Observation I: In the Security Council (UNSC, HSC), the P5 (United States of America, United Kingdom of Great Britain and Northern Ireland, Russian Federation, People’s Republic of China and the French Republic) have the veto power, which means that when any of these countries vote “No” or “No with rights”, the Draft Resolution or the Amendment Proposal does not pass, even when the quorum is in favor of the decision.

Observation II: For the judicial committee, it is necessary to check the rules of the committee in the Study Guide.

