



POLIONU

Várias ideias, um só mundo

Rules of Procedures



Poliedro
Colégio

Rules of Procedures



POLIONU

Várias ideias, um só mundo

Vítor Miranda Zumpano
Fernanda Godinho de Carvalho Lauro
Letícia dos Anjos Ferreira

Summary

LETTER TO THE DELEGATES.....	5
1. INSTITUCIONAL	6
1.1. Past editions.....	6
1.2. Committees and organization	6
1.3. Organization duties.....	7
2. GETTING READY TO SIMULATE	7
2.1. Reserach	7
2.2. Oratory.....	10
2.3. Diplomatic negotiation	10
2.4. Codes	10
2.4.1. Conduct Code	10
2.4.2. Dress Code	11
2.5. Position paper.....	11
2.5.1. Example	12
3. MODEL GENERAL RULES	13
3.1. Quorum and Majorities	14
3.2. Speechies.....	14
3.2.1. The opening speech.....	14
3.2.2. The moderated caucus	15
3.3. Procedural questions	15
3.3.1. Points	15
3.3.2. Motions.....	16
3.3.3. Substantive Matters	17
3.3.4. Precedence Table of Points and Motions.....	18
4. DOCUMENTS	19
4.1. Position paper.....	19
4.2. Working paper	20
4.2.1. Example 1	21
4.2.2. Example 2	21
4.2.3. Official Letter.....	21
4.2.4. Example 3	22
4.2.5. Example 4.....	22
4.3. Diplomatic mail.....	22

4.4. Press releases	23
4.5. Draft resolutions.....	23
4.5.2. Introduction of a Draft Resolution	25
4.6. Amendment proposal.....	25
4.7. Draft resolution and amendment proposal: Voting process	26

LETTER TO THE DELEGATES

Dear miss and mister delegates,

It is with great pleasure that we welcome you to the 18th edition of PoliONU!

During a four-day event, you will act as representatives of important international organizations such as states, companies, and NGOs. During the debates, the delegations must follow their foreign policies, always seeking the most egalitarian solution to each problem faced. At the end of the last session, the committee is expected to have jointly produced a Resolution Proposal, a document that contemplates the measures taken during the debates. Furthermore, all delegates are expected to behave in a manner consistent with their designated position: respect for all other participants, members of the organization, and employees of Poliedro are of utmost importance. During the simulation, acts of disrespect will not be tolerated.

This year, the United Nations Conference on Trade and Development (UNCTAD) committee will address the theme Geopolitical and economic impacts of the New Silk Road, through debate dynamics exclusive to this organ of the United Nations. We point out that the central axis of the discussion will be of economic, geopolitical, and social nature, but it is worthy noticing that environmental issues associated with the theme shall not be neglected.

To fully understand the event and its course, it is essential to read this document, since it contains all the procedural information about the sessions, as well as guidelines regarding the rules of all documents needed during the simulation. If you have any questions, please, do not hesitate to contact the PoliONU 2023 organization board.

We wish you all an excellent event!

Sincerely,

Vítor Miranda Zumpano

Executive Secretary-general

Fernanda Godinho de Carvalho Lauro

Administrative Secretary-general

Letícia dos Anjos Ferreira

Academic Secretary-general

contact: polionusecretariado@gmail.com

1. INSTITUCIONAL

1.1. Past editions

The first PoliONU edition happened in 2006, and, from then on, the event has been regarded as one of Brazil's largest United Nations Model. It has enlarged from approximately one hundred delegates and five committees to six hundred delegates and fifteen committees in 2021. During the event, participants discuss and search for solutions to current issues as social inequality, and environmental and economic problems.

The event aims, while demanding debate and research, to complement students' education and to improve their perception and critical thinking on global issues. PoliONU supports the construction of a conscious youth who knows its importance to make changes for which society urges.

1.2. Committees and organization

The event's board of directors is annually chosen by the previous organization; committee directors and the Secretariat are its members.

The Secretariat is composed by the academic, the administrative and the executive secretary-generals. The executive and the academic secretary-generals are responsible for commanding the preparations, such as elaborating committee guides, and overseeing the event. Both are key players in integrating the entire organization. The administrative secretary-general is in charge of all the administrative execution and planning necessary for a good event. She is also responsible for the logistics and financial tasks of the simulation, along with the Board of Poliedro Colégio.

The three secretaries, regardless of function, are ready and willing to answer any questions, and to assist the participants before and during the event. They are responsible for elaborating the Rules of Procedures and for the preparation of the directors and delegates. During the event, they supervise the entire simulation and monitor the students' perception on the conferences.

The Committee Directors are the students who coordinate a specific committee. They are responsible for the elaboration of the topic of the Study Guides. During the event, Committee Directors compose the Chair and moderate the discussions. Additionally, they are responsible for the closest contact with delegates, guaranteeing the students' development as well as supporting them with their difficulties during the debate.

Observation: during the sessions, directors must adopt an impartial position; initiate and close each session; check the quorum; open the caucus to points and motions; maintain the decorum; grant the right to speak; decide if they shall accept or not a point or motion; and present points to voting. It is also their attribution to moderate impartially: the choice of the delegate that is about to speak is a director's decision, according to the relevance of the speech for the caucus, but all delegates shall have the right to speak.

1.3. Organization duties

- Treating everyone cordially, maintaining diplomatic behavior and maximum dedication in all activities, being responsible for the consequences of one's decisions;
- Observing the activities' schedule punctually;
- Ensuring the conservation of the event's location;
- Being kind to delegates, efficient and impartial in their duties;
- Not overacting one's sovereign position;
- Being transparent regarding one's duties and commitments;
- Being aware of all the event rules;
- Being available to attend participants whenever they have doubts.

2. GETTING READY TO SIMULATE

To make the experience of simulating in a UN Model even more special, it is necessary to be prepared. Therefore, these are some helpful advices:

- Read the Study Guide;
- Make a detailed search beyond the Study Guide, through reports, movies, websites and books that hold information about the topic. The more information you have, the better your participation in the committee shall be;
- Do not hesitate to contact your committee directors, they have elaborated your Study Guide and have knowledge about its topic;
- Following those suggestions will assure interesting debates, avoiding tedious and tautological discussions.

2.1. Reserach

Research is essential to guarantee a great participation in the committee; well-prepared delegates enrich the debate and make it more dynamic. Looking forward to a good participation, you must understand the procedures, the attributions, the duties of your committee, as well as the record of your representation on it.

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

Be aware of your committee's attributions and acting area; hence you may avoid draft resolutions inconsistent with it. In historical committees, it is necessary to research the period you will simulate. Days or months may be crucial to determinate a country's position. Knowing what can be discussed is also important to avoid anachronisms.

Reading the Guide is fundamental to a conscious discussion. Each Guide is an introduction to the topic, to current and historical perspectives and to the committee's fundamental concepts. Briefly, it is a compass to your study. If, after reading the Study Guide, any doubt persists, you may present it to the directors; their e-mail addresses are available on PoliONU's website.

Once you have read the Guide, research must start. It is important to mention that knowledge in foreign languages — as English and Spanish — may be helpful to search for international websites. Online translators may be worthy for those not so familiar with other languages. In addition to the bibliography indicated in the Study Guide, you should explore the topic on the internet by yourself — committee directors may have overlooked some interesting sources. However, surfing the internet aimlessly or getting information from unsafe sources may compromise discussions.

For that reason, we have elaborated a list that might help you on your online research:

Organizations' websites: these resources help one understand the functions and attributions of an international organization and the delegates' tasks as a country, or NGO representative. Some organizations maintain news, speeches, pronouncements, and press releases on the subject. Knowing your functions and rights as representatives means understanding all the commitments you can sign in certain diplomatic level (ambassador, diplomat, minister, president etc.) regarding discussions, threats or peace agreements celebrated by the international community. Organizations' sites are helpful to solve questions about the committee. It is fundamental to locate relevant agreements and resolutions ratified beforehand to better understand your country's position.

Countries' official sites: representatives should search for representations, governments, consulates, and embassies official websites. These sites might help you have a conscious vision on the country you will simulate — know if it is a republic, a monarchy, a democracy or a dictatorship, as well as its general economic situation. Such knowledge stands out in the debate and the commitments your representation is able to take in the committee. The government's official site often has links to its foreign relations politics, where you can understand official positions on relevant questions. You should also search for the Ministry of Foreign Affairs' website.

Official missions' websites: it is the first-hand source for speeches and pronouncements of representatives in diplomatic missions. However, not all countries have websites like those or, if they do, they may not frequently update them.

Dag Hammarskjöld Library and un.org: the UN virtual library, despite not attending to all committees, is the biggest internet source for documents, speeches, pronouncements, official reports, and resolutions on international politics. For committees not under UN's jurisdiction, this source is still useful. Its documents establish thematic links that express a country's position in relation to other topics that may interfere in the discussions. UN's website offers information, resolutions, and official pronouncements regarding its committees. Furthermore, PoliONU's website has the menu "Pesquisa", which contains more links to useful UN organs websites.

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

Nations communities' websites: websites from international institutions as Mercosur, African Union, and European Union may help a delegate understand the regional policy adopted by groups of countries.

- www.mercosur.int;
- https://european-union.europa.eu/index_pt;
- www.au.int.

Non-Governmental Organizations (NGOs): some NGOs active in international and refugee crisis elaborate detailed reports, sometimes even more relevant than the ones governments write. These documents are considered in several discussions and even in important UN organs' resolutions as the UN Security Council. As examples of NGOs, we may cite Amnesty International, the Human Rights Watch (HRW), Doctors without Borders and the Red Cross. All of them act in severe international crisis in which human rights and humanitarian law are violated.

News agencies: as non-governmental sources, they might be less reliable; however, differing from official sources, these agencies are not held under "political filters". Therefore, they often publish articles about polemical topics and deep analyses on politics and foreign affairs. Such information may be available in foreign languages, thus, we recommend delegates to search for international media outlets from different regions of the world. In order to go beyond traditional media (such as BBC and CNN) look for eastern news agencies. They often publish information ignored by western media. Furthermore, it is highly recommended to search for media outlets from the country you will represent and from the region the committee will debate. Different news agencies diverge in their analyses, because they adopt a political opinion: their ideology is something all participants, especially journalists, must notice. To enrich the research, it is indispensable to use sources with different political opinions.

Specialized magazines: there are magazines specialized in international politics and international relations. They may be useful for your political and economic analyses of the committee's topic.

Academic articles: despite difficult and often costly access, academic articles are extensive and present reliable information, ratified by experts. However, when searching for contemporaneous facts, it is hard to find publications, due to the time needed for scientific investigation. A database with several articles is JSTOR (www.jstor.org), which includes, besides academic production, specialized journals. Another interesting tool is Google Scholar (<https://scholar.google.com>), where you can also find academic articles.

Wikipedia: you must be very careful while reading articles in Wikipedia, especially those regarding the foreign policy of countries, because this encyclopedia is a free, collaborative website. Thus, anyone may propose changes in its content. On the other hand, it is home to an ocean of information. A useful advice is to look for the bibliography of an article, in the bottom of its page. It suggests some reliable information, and it might contain links for further research. Furthermore, it is interesting to use this website as a starting point for the research, reading the entries of historical moments for example.

2.2. Oratory

Oratory is as important as other topics presented in this session. The fluency of your speech will be a key factor for a good participation in the event; persuasion and the clarity of your point of view in the caucus will guarantee a more dynamic negotiation. It is important to avoid overacting and to not use informal language. Expose your thoughts clearly, loudly, avoid repetitions, be cohesive and consistent; practice your speech before the event, and you shall present well in the model.

2.3. Diplomatic negotiation

During the event, negotiation will be constant and fundamental; it is important to be well prepared for it. A good negotiator must be receptive to all cultures, capable of dealing with several temperaments, and firm when discussing her ideological position and negotiation limits. It is important that at the end of the negotiations the majority of the parts involved have accomplished its goals, without disrespecting the limits of the minority. For the negotiator, it is important to be friendly and creative, once the negotiation's future is tied to subjective elements — as courtesy.

The debate might go through an impasse, due to divergent points or difficulty in finding an agreement. When stalemates happen, delegates should look for their reason. The parts responsible for the impasse should propose other solutions, less harmful for their foreign policy, trying to reach consensus.

Asking other delegates what bothers them and what is interesting for them may help you determine everyone's limits and interests. Limits are non-negotiable points — in general, protected due to direct ties to susceptible sectors (economical, political or social) for the representative's country.

Breaks between sessions, coffee breaks or unmoderated caucus are valuable moments in the negotiation process, because delegates are not overwhelmed by bureaucracy and can get closer to other representatives. At this moment, delegates may review the discussed topics, create an agenda and prepare themselves to make way for new agreements and alliances.

2.4. Codes

You must represent the atmosphere of an UN caucus and negotiation as authentically as possible, which includes language, a dress code and a behavior code.

2.4.1. Conduct Code

Participants' duties:

- Be respectful, keeping a diplomatic conduct.
- Be well informed about your committee's topic and your representative's position.
- Be punctual.
- Keep the rooms and shared spaces of the event tidy.

- Respect PoliONU Organization's decisions.
- Be faithful to your nation's position and keep the decorum appropriate for each interaction with other delegates.
- Be conscious that the Chair is sovereign inside the committee.
- Avoid getting out of the room during the sessions.

2.4.2. Dress Code

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

- Shirt and pants; blazer; tuxedo; coat; suit; tailleur; dress; skirt; social shoes; high heels; flats; loafers and side gusset shoes.
- Skirts and dresses should be at least three fingers above the knee.

2.5. Position paper

Every delegation must deliver a Position Paper. Delegations composed by two delegates shall elaborate only one Position Paper. This document must be delivered at the accreditation and must contain the following items:

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, exempli gratia: People's Republic of China, instead of China;
- The name of the representative(s) in the committee.

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 in economic and geopolitical blocs it may have with other members-states and NGOs.

Bottom of the text:

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

The purpose of a Position Paper is to show to other delegations of your committee what is your positioning on the topic. Thus, it is necessary to determine the delegation's foreign policy (its priorities and principles) and correlate it to the discussion subject: how it influences your nation, what has been done to solve such a problem and how it is seen by you. This is the most important part of the document. Assure that your Position Paper offers a clear and objective view of your delegation's positioning on the subject discussed by the committee, avoiding information that has no relation with the discussion.

2.5.1. Example



INTERNATIONAL LABOR ORGANIZATION
THE IMPACTS OF THE GLOBALIZATION ON THE WELFARE OF THE WORLD
POPULATION
ROMANIA
(Delegate's name)

In the past two decades, the rapidly growing world trend has been toward globalization. With the outcome of 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 more prevalent. Romania understands that globalization creates favourable situations for commercial expansion as well. In the past year, 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, increasing globalization does not necessarily produce more equality.

Globalization and Development can contribute to the advancement of the overall international human condition; however, our 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 relies on solidarity and responsibility.

Romania believes that, while involving people in globalization, we must promote moral values, democratic principles, inclusive political culture, institutions that safeguard both individual civil rights and inherent freedoms, and the common welfare. In addition, coping with the influx of information from globalization, governments must act with solidarity and insight. Access to digital education will undoubtedly result in the confidence of citizens in their respective administrations and 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 former Romanian president, Mr. Traian Basescu, there must be “heartfelt attachment to multilateralism, as an effective instrument designed to identify the adequate answers to the challenges brought by globalization”.

Our country has always looked forward to developing mutually beneficial relations with all countries. An example of this policy is the participation in 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 redirect globalization to best benefit the global community.

Respectfully,

(signature of the delegate)

(name of the delegate)

Representative of Romania in the International Labor Organization

3. MODEL GENERAL RULES

The following rules have effect in all committees and representatives must respect them during the event.

- Portuguese will be the model's official language; its exception is the simulation of the United Nations Conference on Trade and Development (UNCTAD);
- Consumption of alcohol or any illegal substances is not allowed;
- Only one delegate will represent each nation, except in Conselho Econômico e Social das Nações Unidas (ECOSOC) e Conselho dos Direitos Humanos (CDH), in which two delegates will take part in each nation. In both committees, the presence of both representatives is obligatory;
- Delegates are not allowed to use official documents and speeches of heads of states — speeches already pronounced in UN or as official positions — as an authorial document. Those procedures will not be accepted for being considered plagiarism;

- The Chair is sovereign during the simulation, interfering in the speeches' order and conceding the right to speak to delegates. The Chair has the power to disclaim and change the duration of the speech, the end of a topic's discussion, as well as the end of each session;
- The Secretariat or their representatives may intervene at any time needed, in writing or orally, as well as allow the speech of other representatives;
- In face of emergencies or crisis, the committee must remain active until representatives solve all issues. Its members are prohibited to contact external elements while in a crisis. After the resolution, the debate continues from where it was interrupted;
- Delegates must be recognized by the Chair before their speech;
- All delegates will have the right to speech and to vote in procedural questions, while all member states of a committee will have the right to vote on substantive matters;
- It is worthy pointing out that delegates must comply with all the rules of the simulation mentioned here; and if representatives disrespect them, they will be consistently reprimanded.

3.1. Quorum and Majorities

At the beginning of every session, having a number equal or above one third of the accredited delegations, directors will check the quorum. Delegates will answer the call as present or present and voting — which means that the delegate cannot abstain in substantive matters. In procedural points, abstaining is forbidden; therefore, all delegations, including nonmember states and NGOs, must vote.

There are two frequent points while debating: the procedural points and the substantive points. Both require delegates' approval; some of them are approved by simple majority and others by qualified majority.

- **Simple majority:** Half of the delegates + 1;
- **Qualified majority:** 2/3 of the delegates +1.

Exceptions are the United Nations Security Council and the Historical Security Council, in which the qualified majority is always the quorum's three-fifths (3/5).

3.2. Speechies

Delegates will have two options to pronounce their speeches, with different intentions and at different moments.

3.2.1. The opening speech

Delegates shall pronounce an opening speech at the beginning of the first session, with the maximum length of three minutes. Its objective is introducing a country's position to the committee,

with the intention of complementing the Position Paper. The opening speech might be the reading of the Position Paper. A good option is also pronouncing it based on topics written previously; this may assure a more fluid speech. It is important to remember that the opening speech must be pronounced using formal language.

3.2.2. The moderated caucus

At the moderated caucus, delegations must raise or place their placards upright and wait until the Chair recognizes their right to speak. The Chair is free to choose who is the next delegation to speak, according to relevance, yet always remaining impartial.

The Chair determinates speech duration, but delegates can bid for 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 left, and two beats mean the delegate's time is over.

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

If more than 10 seconds remain after a representative ends her speech, the delegate can concede her time:

- **To the Chair:** the delegate ends her speech, conceding the time left to the Chair. It is a polite way of ending a speech;
- **To other delegates:** after accepting, other representative has the remaining seconds of the previous delegate to speak;
- **To questions:** if the delegate who is speaking wishes to answer questions other delegations might have about her speech, she may concede her time to questions. In this case, delegations who have a question should raise their placards and wait for 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 it.

3.3. Procedural questions

Procedural questions are points and motions regarding any alteration or modification of the debate; nonetheless, they do not change the decisions of the committee. For procedural questions that require voting, all delegations must vote, despite being present or present and voting. The Chair, aiming for a better use of the time, might approve a procedural question by visual contrast, when most of the delegations visibly agree.

3.3.1. Points

Points are questions proposed by 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. Ethical reflection is extremely necessary before asking for this point, since it is the only circumstance in which another delegate's speech can be interrupted. Before asking for a point, the delegation must be recognized by the Chair. In case of physical discomfort, the Chair will provide the necessary changes, for example, switching on/off the air conditioning system. In case of an offense, the Chair will decide how to proceed, recognizing it and reprimanding the offender as it judges necessary; or not recognizing the offense, and reprimanding the delegate who required the point if the Chair judges it necessary;

- **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, in a situation where any delegate notices a misunderstanding or mistake made by the Chair, or a divergence from the rules in this Guide and the ones followed in the committee. The Chair must recognize the delegate beforehand. Delegates must call for it with caution. If the point required proceeds, the Chair must correct the misunderstanding in the precise moment;

- **Point of Parliamentary Inquiry:** may be raised if a delegate wants any information from the Chair related to the committee or the rules of procedures. This point does not qualify when the delegate waits for information regarding the theme on debate; any doubt related to the discussion should be expressed during a speech.

3.3.2. Motions

Delegates should ask for motions whenever they wish for any modification in the current procedures of debate. Motions can be accepted by the Chair or not, and might be submitted to voting. The existing motions are the following:

- **Motion for unmoderated caucus:** proposes a temporary suspension of the moderated caucus and turns the debate into negotiations with no intervention from the Chair. A suggestion of length as well as a justification are needed before proposing this motion. For its concession, the simple majority of the committee must vote favorably, and it must have the Chair's approval. Despite being unmoderated, this debate model requires responsible behavior once excessive noise interferes in other committees' negotiations. Motions and points, except the point of personal privilege, will not be accepted during unmoderated caucus.

- **Motion to set the speaking time:** this motion changes the speaking time and may be proposed by any delegate. When recognized by the Chair, the delegate must offer a justification for the alteration. If accepted by the Chair, representations vote the motion. A simple majority must vote favorably to approve it. The Chair can propose an alteration if the suggested speaking time is not appropriate.

- **Motion to read a working paper:** any delegate can ask for a motion to read a document that is in possession of all delegations, except resolution proposals and amendments, for 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 delegates present justification; if approved, reading time is conceded. Directors can alter the reading time if necessary.

- **Motion for general consultation:** consists in a manner delegates can know other nations' positions regarding the discussion in the committee, exempt from the bureaucracy of a moderated caucus. The delegation must present the question to other representatives, after the Chair decides on accepting or not the requisition. If approved by simple majority, the delegate must say the question loudly; subsequently other representatives shall answer the question by raising their placards. Therefore, such question must allow a simple "yes or no" answer. In the process of answering the question, delegates who do not have an opinion on the subject may abstain.

- **Motion to introduce the Draft Resolution:** signatories of the document must suggest this motion. All delegations must have the draft in hand priorly. This motion is automatically approved, and directly followed by the document's reading. Subsequently, a representative may present substantive points regarding resolutions and motions to the introduction of amendment proposals.

- **Motion to introduce an Amendment Proposal:** any delegate may suggest it from the moment all delegates know its content. The Chair automatically accepts it. Delegates shall read the proposal, and the Chair remains open to substantive points.

Observation: after presenting a Draft Resolution or Amendment Proposal, grammar and orthography alterations, or substantial modifications are accepted only by means of an amendment. The new and modified text must be read again to the committee, or just the modifications.

- **Motion to postpone the debate:** this motion, when approved, entails the temporary suspension of the caucus, which will restart at the time scheduled for the next session. This motion can only be raised 15 minutes before the end of the session and it demands approval by qualified majority.

- **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 its approval. The Chair may only accept this motion if the draft resolution has been approved and the approval of the motion requires the vote of the qualified majority in the committee.

3.3.3. Substantive Matters

These are motions that deal with committee's decisions, especially with the voting process of a substantive paper. To approve such motions, it is necessary a quorum corresponding to the first whole number after half of the representatives.

Each delegation will have the right to vote individually. The representative may vote "support" (favorable), "do not support" (unfavorable) or "abstain" (neutral vote, available only for those who have initially pronounced themselves as "present"). 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:** if this motion is seconded, the draft resolution must be put into definitive voting. The motion needs a simple majority of delegates favorable to the beginning of the document’s voting process — and not necessarily in favor of the paper itself —, so the voting process gets started.

- **Motion to vote on an Amendment Proposal:** motion asked in order to start the voting process for an Amendment Proposal. The motion’s approval requires the simple majority of the delegates.

- **Motion to Roll Call:** draft resolutions and amendments will be voted by the standard process of raising placards unless there is a contrary motion. A delegate shall only “support”, “do not support” and “abstain” (for delegations that are not “present and voting”), obeying the Chair behest. However, it is possible to vote documents by consulting the delegations — one by one, in alphabetic order — through the roll call voting, by the aid of simple majority.

- **Division of the question:** this motion, approved by a simple majority, is the method with which delegations may vote on operative clauses of an amendment or a draft resolution separately. In case of more than one call for dividing a question, the one with the highest number of divisions shall proceed to voting. 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’s approval. After the clauses have been voted separately, the modified document will be read again and it will be submitted to a final voting, with all topics discussed and approved by the committee, requiring a qualified majority. Reconsidering previously voted proposals is not allowed. If the final document contains clauses that refer to or depend on any suppressed clause, delegates may review it (with the consent of all the signatories and countries favorable to the proposal) before voting the entire document.

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

3.3.4. Precedence Table of Points and Motions

In case of more than one motion and/or point on the floor simultaneously, the precedence among the requests shall be established according to the table below. Once seconded a precedent point or motion, the next must follow the same criteria.

Precedence	Question/Motion	Required majority	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	Six signatories; all delegations knowing the content of the paper
5	Motion to read a Working Paper	N/A	-
6	Motion to postpone the 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	Three signatories; all delegations aware of 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	-

4. DOCUMENTS

The Chair must previously approve every paper given to the delegates. A paper signatory, except for a Position Paper or an official letter, does not necessarily agree with its content, just supports its discussion.

4.1. Position paper

Every delegation must deliver a Position Paper. Delegations composed by two delegates shall elaborate only one Position Paper. This document must be delivered at the accreditation and contain the following points.

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 (for example, People's Republic of China instead of China);
- The name of the representative(s) in the committee.

Text:

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

Signature:

- The delegate's signature, according to its official representation, if it exists;
- 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 what is your positioning on a topic. Thus, it is necessary to determine the delegation's foreign policy — its priorities and principles on how that influences your nation —, what has been done to solve this problem and how it is seen by you as a delegate (this is the most important part of the document). Assure that your Position Paper offers a clear and objective view of your positioning on the subject discussed by the committee, avoiding information that has no relation with the debate.

Attention: all Position Papers will be available for consultation during the sessions. See an example of Position Paper in "Preparing to simulate"

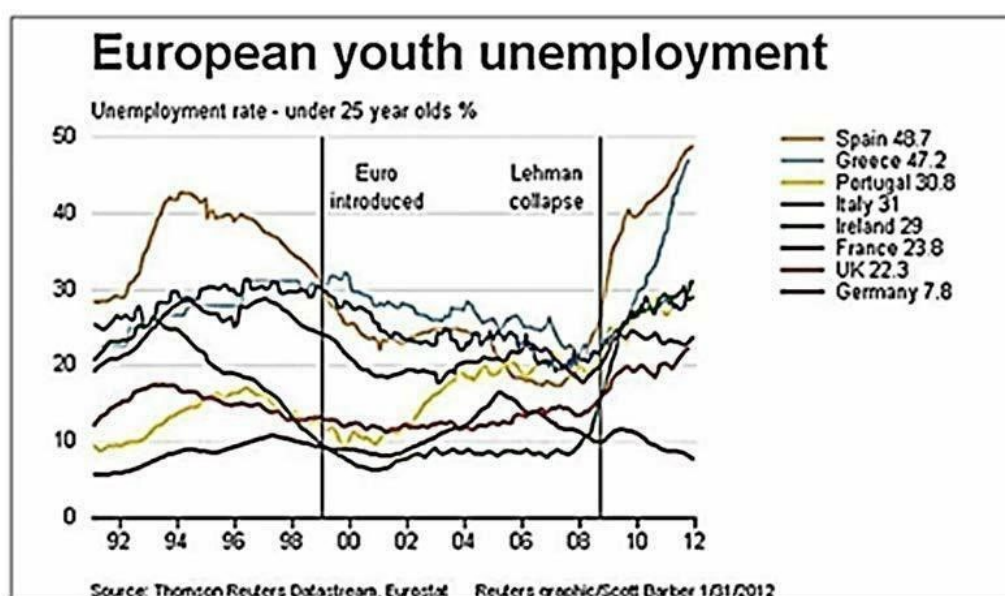
4.2. Working paper

A working paper is the official way to introduce any extra material in the committee. Any information a delegate would like to share or any resolution proceeding from the debates must be printed, approved by the Chair and distributed to all delegates. Working papers might be communiqués, declarations, official letters, leaders' speeches, articles. These documents may be helpful to subsidize discussions and emphasize some signatories' countries' position. In a debate, only papers already handed to delegates can be mentioned.

The Chair will judge the content of these working papers before distributing them. The assignment of these documents is not mandatory and there is no minimum number of signatories.

4.2.1. Example 1

The European Union finds necessary and helpful to illustrate the topic of Europe in the context of the economic crisis of 2008. The chart below 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.



4.2.2. 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 the exploitation of child labor. Further explanations will be given during the remaining time of this debate.

Signatory: People's Republic of China

4.2.3. 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. The example below might elucidate its usage.

4.2.4. Example 3

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], the Main Intelligence Directorate of our Great Nation showed an excellent work informing us about the discovery of the continuity of bellicose financing from NATO to South Ossetia. The information compels us to consider as non-negotiable countries those who are members of NATO and to recommend vetoing any draft resolution, presented by them or by their supporters, which could incite acts of funding or of direct participation from NATO in the conflict, or our own participation.

Yours faithfully,

Ministry of External Affairs of Russian Federation

4.2.5. Example 4

New York, 5/7/1995

To the Ministry of Defense of the German Republic,

The German representatives in the United Nations Security Council reunion regarding the Bosnian War would like to know the availability of our competent organs to participate in the inspection program of the Yugoslavian actions in Bosnian territory.

In our opinion, any help to reestablish the stability in the region would be valuable to our nation in political terms, and to guarantee the actions of the Security Council are effective.

Appreciating the collaboration,

German representatives at the Security Council

4.3. Diplomatic mail

To avoid noises inside the room and to keep an organized environment while the Chair moderates the

discussion, delegates should communicate using notes with free and inviolable content, the diplomatic mails. Due to its informal nature, signatories are not required, nor the Chair's approval. The diplomatic mail may be delivered to other delegates with the help of a staff member or passing through the room until it reaches the addressee.

4.4. Press releases

A press release is a form of communication between the delegation and the press. Nations that would like to send press releases shall deliver them to the Chair with the respective signatures — it must have, at least, one signatory.

The committee may agree on emitting joint press releases; these papers will inform the public about what has happened in the debate. They can be released to identify the positioning of a Chief of State outside the committee or 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. At least one of the news outlets of the committee will publish the content of the press release.

The Chair automatically recognizes the newspapers, distributed by the press at certain moments during the event. The Chair will also stipulate a moment for reading them. The journals will also be available online, in an address informed by the Chair.

4.5. Draft resolutions

Draft resolutions are highly formal, normative documents that contain the agreements and achievements reached by the delegations in a committee. It is divided into preliminary clauses — comprehending considerations and former principles of the debate, often initiated with gerund verbs or adjectives, in italic — and operative clauses — containing the decisions the committee took on the discussed issue, initiated by verbs in present tense, also in italic.

Being the draft resolution the final document of the committee, the one which will synthesize its discussions, it should always look forward to express consensus among the delegations, or, at least, an agreement among most countries. In some cases, delegations might have to back off in some of their demands, in order to guarantee the support and the respect for the draft resolution from other UN member-states, as well as its ratification by the majority of the countries in a committee.

Especially at the UN Security Council, consensus is essential, since there are five countries with veto power — Russian Federation, French Republic, United Kingdom of Great Britain and Northern Island, People's Republic of China and United States of America. Thus, all these countries 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 complex topic or in case of a crisis that demands a quick resolution.

4.5.1. Example

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

The United Nations Security Council,

RECALLING the 1645 resolution [2005], particularly its paragraph 27th,

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

HIGHLIGHTING the importance of the Peacebuilding 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 Nations", established in the document S/2010/393, which is based on 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 for the better effectiveness of the Peacebuilding Commission.

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

4 *Demands* that the Peacebuilding 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 27th 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 to help you write a draft resolution, here are some useful expressions to use in preliminary 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

4.5.2. Introduction of a Draft Resolution

This process shall begin only if all delegates have the Draft Resolution in hands. The procedures to introduce a Draft Resolution are:

- **First Step:** ask for a 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 a parallel debate, discussing only the Draft Resolution. At the parallel debate, delegates may ask for a Motion to introduce an Amendment Proposal. The Amendment Proposal might be additive, substitutive or excluding. Once the motion is asked, the delegate should send the proposal to the Chair, who will then recognize and display it. Subsequently, a delegate should ask for a Motion to vote the Amendment Proposal — its voting process will happen by placards' raising.
- **Fourth Step:** to end the parallel debate, delegates should ask for a Motion to vote the Draft Resolution — 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 itself. Before the motion's approval, there must be two speeches against the end of the parallel debate.
- **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 possible answers:
 - **Division of the question:** approved by simple majority to decide if the committee wants to divide the Draft Resolution, voting different parts one by one. If there is more than one request for dividing the question, the one with more divisions will proceed to voting first. Voting by groups/ clauses demands a qualified majority. Two speeches in favor and two against the division of the question are necessary before the motion's approval.
 - **Motion to Roll Call:** if approved, the Draft Resolution will be voted under the following terms: the delegation can choose "Yes", "No", "Yes, with rights", "No, with rights", or "Abstain" (if the delegation has not declared itself as "present and voting").
- **Sixth Step:** when the Draft Resolution has been approved, the delegations may ask the Chair to adjourn the meeting.

4.6. Amendment proposal

In case delegates note the need for adjusts in the Draft Resolution during its discussion, any delegation may send an Amendment Proposal to the Chair. Amendments to amendments are not allowed. The committee shall accept one amendment only if it presents three signatories. There are three kinds of amendments:

- **Additive amendment:** adds one or more clauses to the Draft Resolution.
- **Substitutive amendment:** changes one or more clauses of the original text.
- **Excluding amendment:** excludes one or more clauses or topics of the Draft Resolution.

The amendment, after distributed, raised and read, may be voted after approbation of a Motion to vote for the Amendment Proposal. This motion needs the simple majority of the representatives' to pass. Next, the amendment shall be approved by the qualified majority of the present delegates and then is incorporated as part of the Draft Resolution. Delegates should not reintroduce an Amendment Proposal previously refused. 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.

4.7. Draft resolution and amendment proposal: Voting process

The voting of a Draft Resolution, an Amendment, or its clauses — if a delegate calls for a Motion to divide the question — may be done by placards, if there is no motion against it. Therefore, each vote may be “Yes”, “No”, or “Abstain”. However, when a Motion to Roll Call is approved, delegates may vote “Yes”, “No”, “Yes, with rights”, or “No, with rights”. Representatives may also abstain or pass:

- **Yes:** indicates the delegation agrees with the Draft Resolution;
- **No:** indicates the delegation disagrees with the Draft Resolution;
- **Yes, with rights:** vote in favor of the document, but the delegation has the right to explain its position in thirty seconds. It is useful, for example, when the position was not adopted previously;
- **No, with rights:** a vote against the document, but the delegation has the right to explain its position in thirty seconds.
- **Pass:** allows the delegation to vote after the remaining delegates. If more than one delegate appeals to pass, the first delegate who declared “pass” will be the first to vote. If one delegates passes, he cannot vote “Yes, with rights”, “No, with rights”, nor pass again.
- **Abstain:** indicates that the delegation is not in favor, nor against the Draft Resolution, representing a neutral vote. When a delegation abstains, the vote is not counted and the quorum is reduced in one. The delegations that declared themselves as “present and voting” cannot abstain in the voting process.

Observation I: in the United Nations Security Council, its five permanent members — United States of America, United Kingdom of Great Britain and Northern Ireland, Russian Federation, People's Republic of China and French Republic — hold veto power. When any of these countries vote “No” or “No, with rights” the Draft Resolution or the Amendment Proposal will not be approved, even when the quorum is in favor of the decision.

Observation II: for the judicial committee, it is necessary to check its specific rules listed in the appropriate Study Guide.



POLIONU

Várias ideias, um só mundo

**AHIEA
CDH
COP
CSNU
ECOSOC
OPAQ**

**TPI
UNCTAD
UNESCO
UNICEF
UNODC
Central de
Imprensa**

Patrocínio:



Realização:

