

**RULES OF PROCEDURE**

# **UNITED NATIONS SECURITY COUNCIL**



**PEMUN**  
Pernambuco Model United Nations

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## RULES OF PROCEDURE

### Rule #1: The scope

The rules of procedure should be adopted and applied to the following committees: Disarmament and ISEC, Social, Cultural and HUM, United Nations Conference TAD and United Nations Security Council (UNSC)

### Rule #2: The language

The languages adopted in our first edition are Portuguese (BR) and english. The working language will be Portuguese, except for the UNSC committee that will be simulated in english. All of the information produced by the Press Committee, when talking about the UNSC, will be in the committee's language; the others are still in portuguese.

### Rule #3: The grammar

Delegates should use formal language and properly (due) use of technical terms. They should also avoid using personal expressions as they are defending a country's position..

### Rule #4: Clothing

It is understood that the formal dress code is adequate to give a verisimilitude to reality, however, one should respect the particularity of each individual as well as their cultural identification..

### Rule #5: Plagiarism

It is understood as plagiarism, under these rules, the use of the work of others without proper reference. Including the partial or full use of productions from other MUNs - Models of United Nation - or from the UN agencies themselves. Due punishment is in charge of the Secretariat of the decisions..

### Rule #6: Delegations

Each country, international organization or non-governmental organization shall be represented by only one delegate. This must be duly accredited prior to the start of the meetings. Delegates assigned to a committee will remain on it until the end of the entire conference..

### Rule #7: Delegates' duties

Delegates should:

- Respect the decisions of the bureau;
- Respect the other members of the committee and the conference as a whole;
- Wait for the recognition of the Bureau before pronouncing;
- Defend the interests of their assigned representation;
- Acting in accordance with the foreign policies of your country or international organization represented; act with diplomatic propriety.
- Deliver to the directors of the respective committees the Country Report (Annex A) before the start of the meetings. It should answer the following questions:
  - How does the topic under discussion affect the country you are representing?
  - What actions have been taken domestically or by international organizations to address this issue? Were they successful?





- Has your country signed or ratified the major conventions on the topic? What is your country's vote registration on the topic?
- Has your country already met with another country on this issue? What are the ideas that guides the position of your country in dealing with this matter?
- What do you stand for during the conference?

The delegates must have diplomatic access to discuss and vote in the name of their country during the sessions, but can not declare War, sign or denounce them, impose or perform any action that is not within the competence of the committee..

#### Rule #8: Presidency

Delegates who wishes to act as chair of the session within their committee may express their will when the Bureau asks; on the first day of the meetings, the Bureau will ask who wishes to do so and a rotational timetable will be provided. Each delegate may hold the position during a session and a maximum of two sessions during the entire simulation.

Bureau members can chair a session the first time delegates are shown how the rules work. The Bureau also has no plans to access the session and / or during the voting on Proposals for Resolutions and Amendments.

If there are more delegates who wishes to preside than available sessions, a lottery will be made to determine the order of preference of the delegates who will preside and those who are not on the list will be put on a waiting list.

Under the authority of the chair of the meeting, the delegate shall represent it in its capacity as an international forum.

When the delegate is in the presidency if he / she wants to give a speech in the Formal-Informal Debate, it must be in the name of his / her country, respecting a rotation of speakers and the speech time agreed previously.

In the Formal-Formal Debate, the presidency will have the name of your country inserted in the List of Speakers and will receive a single right of reply (if necessary) as well as all other delegates.

If the committee recognizes that the Presidency is not fulfilling its duties, it has the right to request a change in the Presidency. The delegates may do so on a motion of non-confidence by a written request to be signed by at least 1/5 of the committee members. When the Bureau officially acknowledges the request, the motion will be in order and will require a simple majority to pass. If the motion of confidence passes, the current Presidency shall leave and deliver the position to the next member on the waiting list.

#### Rule #9: The Bureau's Duties

Will be composed of members of the PEMUN Team, being divided into the Bureau, Vice-Chairman and Assistant Directors, who will treat the delegates with due respect at all times. At the beginning of each session, the Bureau will make clear who will play the role.

The Bureau will also make necessary announcements and assist the Chair to direct committee discussions, ensure follow-up of the rules, grant each delegate the right to



speak, and declare the opening and closing of each session, in addition to give suggestions where appropriate.

The Vice-Chairman should be prepared to replace a Bureau at any time. They are also responsible for the demands of the delegations and for the Final Document and Amendment Drafts.

The other Assistant Directors are responsible for the Register of Speakers, for counting votes and for other administrative tasks.

#### Rule #10: Press

News or tweets produced by the Agency should be considered as official publication and may be used during discussions.

Any delegates who provide statements to the Agency should be aware that they will be considered as official pronouncements.

Delegates may confront the statements of the other delegates during the debates.

Places for the press should be reserved within the committee to ensure their greater participation and transparency of meetings.

The use of tools such as press conferences, the making of audiovisual materials, the dissemination of spotlights, etc. are encouraged.

#### Rule #11: Procedures

Substantive issues is a Final Document or an Amendment. And substantive votes are votes on a substantive issue

Procedural questions are those that are not substantive and are not decided by voting, only through informal deliberation.

Informal deliberations do not have a standard format to follow, but they usually begin with: (1) a country puts forward a suggestion about the flow of debate; (2) the Presidency asked the other delegations whether there was any opposition to the suggestion; (3) another country might suggest an alternative to the idea of the first country; (4) the Presidency checks whether there is opposition to the second country alternative; (5) In the event of opposition, the Chair and the other delegations propose alternatives that are in the middle of the two suggestions given; (6) In the absence of any opposition, the Presidency will consider the suggestion adopted. If there are two suggestions, the delegates will vote informally seeking a simple majority for approval.

Consensus must be reached in all areas of the debate.

The Presidency must ask whether there are motions or points between the speeches of the countries. If any delegate wish to consult the Presidency or the Bureau on a matter not covered by any point or motion, he / she shall do so in particular and if the Bureau considers that the matter is in the general interest , it will inform the entire committee.



#### Rule #12: The right to vote

Each country submits a vote on substantive issues. Observers, non-governmental organizations and international organizations do not vote on substantive issues.

#### Rule #13: The majority of votes

"Simple majority" shall be understood as one half of the possible votes plus one, rounded down to the nearest whole number (example: having 25 delegates, the simple majority shall be  $12.5 + 1 = 13.5$ , ie, 13 votes).

"Qualified majority" shall be understood as two-thirds of the possible votes, rounded up to the nearest whole number (for example: having 25 delegates, a qualified majority shall be  $2/3$  of 25 = 16.66, ie, 17 wishes).

#### Rule #14: Quorum

The Presidency of the session shall declare the opening of the meetings. Its opening may be declared when at least  $1/3$  of the members are present. However, to take any action, a simple majority of the members is required.

The Presidency should proceed with the Attendance List at the beginning of each session to acknowledge the presence of the delegates.

#### Rule #15: Opening Speech and List of Speakers

Before the start of discussions, the delegates will make an opening speech, which should address the most important aspects of the country report done earlier.

A List of Speakers will be opened so that the country that wishes to make an Opening Speech puts its name on it. Countries will be included in the List following the alphabetical order of the countries represented. Speech is not compulsory, but it is strongly encouraged.

If a delegate changes his mind and does not want to deliver an opening speech, he or she should inform the Bureau so that his name can be removed from the list.

At the end of the Opening Speeches, the Bureau will begin the Formal-Informal Debate automatically, where the delegates willing to speak should raise their plaque until they are recognized by the Presidency.

The Opening Speech can serve to present the general thinking of the delegation on the topics before the conference, point out any particular national concern or notice to any other initiative or action plan that the delegation intends to follow during the conference..

#### Rule #16: Speeches

No delegate should address the committee without prior permission of the Chair for this. The Chair shall give the floor to the delegates in the order in which they indicate their wish to speak.

The initial time for speech will be determined by the Chair, unless the delegates agree on a different time of speech.



When there is ten seconds remaining of a delegate's speaking time, the Presidency shall issue a discreet signal alerting you. When the expected time runs out, the Chair will inform the delegate.

It will not be allowed in any of the three types of debate that one delegate will give up his / her remaining speech time to another..

#### Rule #17: Right of reply

The delegates are allowed a right of reply to respond to the statement of another delegate. The delegate who feels the need to do so can speak in response during the Formal-Informal Debate.

During the Opening Speech, if one delegate feels the need to respond to another's statement, he or she may informally request one of the Directors for the right of reply. In that case, the Presidency shall grant the right of reply to the member only after declaring the List of Speakers closed. Only one right of reply per delegate will be guaranteed.

#### Rule #18: Formal and informal agendas

Formal Agenda refers to the topic (s) the committee addresses in its discussion. If there is more than one topic proposed for discussion (Topic A and Topic B), consideration of the Formal Agenda should occur at the First Session; after the Opening Speeches and the additional speeches (right of reply, if any).

At this point, the delegates may raise a motion to choose which of the two topics will be discussed first.

The motion should be raised in the form of: "Motion to Introduce Topic X at the Top of the Agenda".

After a delegate adjourns the motion, the Presidency will check that there is consensus on the initial proposal. If there is no consensus, the motion shall be put to the vote, requiring a qualified two-thirds majority to pass.

Delegates may again change the discussion order for Topics A and B by raising a Motion for Postponement of the Debate (see rule # 20).

Informal agenda is not mandatory, but delegates may decide to adopt one and discuss their content as soon as the committee has decided on the first topic of the Formal Agenda (if there is more than one). It is recommended that the Informal Agenda be drafted even during the First Session, before any discussion takes place. There being no objections to the Formal Agenda, it is adopted by consensus and will guide subsequent discussions.

#### Rule #19: Types of Debates

- 1- Formal Discussion: occurs in the first session of each topic, during the Opening Speech (see rule # 15). This Speech, although not mandatory, is one of the main ways that the Communication Agency has to become aware of the position of the country and be able to write about. Formal Debate is not a "debate" as is generally understood. Here, the delegates do not respond to one another (except in cases of right of reply). Here, pronouncements are usually written in advance



Once all the Opening Speeches (Formal Debate) are concluded, the debate will automatically become a Formal-Informal Debate.

- 2- Formal-Informal debate: it is conducted by the Presidency. Delegates wishing to speak during this debate should put their plates upright until they are recognized by the Presidency. Delegates should lift their plaques only when they wish to raise a point or a motion, which will be recognized by the Presidency before further speeches are made.

Motions for Postponement of the Session or Debate may be raised by any delegate, including the Chair of the session.

- 3- Informal-Informal Debate: the moderation of the Presidency is temporarily suspended and delegates are free to speak and to meet as they see fit. This debate does not require the approval of a simple majority to pass.

Mandatory forms of debate for specific sessions will not be imposed or defined in advance.

#### Rule #20: Motions

- 1- Motion for Postponement: During the discussion of any question, a delegate may file a Motion for Postponement of the Session. If there is no consensus, it will be put to the vote requiring a simple majority to be approved. After the session is adjourned, the committee will meet at its next regularly scheduled meeting time.

The Bureau may determine whether the Motion for Postponement is out of order..

- 2- Motion for Postponement of the Debate: finalizes in part or totally the consideration on the said topic of the Formal Agenda. This may mean finalizing the debate, blocking action on a specific resolution / decision draft, or finalizing consideration of a topic as a whole (closing the topic for the remainder of the session). This motion is put immediately to the vote, which requires a qualified majority.

#### Rule #21: Working Papers

These are informal documents that assist the committee in its discussion of substantive issues. The Bureau and the delegates may propose working documents for consideration by the committee at any time during the sessions.

They do not need to be written in a specific format, but must be approved by the Bureau to be distributed to the committee and to be mentioned in their discussions. There is no need for signatory countries for working papers. Delegates representing countries or observer agencies may also submit working documents. They must be presented in the committee's official language.





## Rule #22: Draft of Final Documents

This section deals with the process leading to the adoption of a resolution. This process involves drafting a text, introducing a draft resolution and deciding on it..

Various forms of consultation and negotiation occur during the process in an attempt to reach consensus or get as close to it as possible.

### 22.1. Preparation of a resolution text<sup>1</sup>

Resolution drafts are documents written collectively by the delegates. Delegates drafting the text of a resolution are called the "signatories" to the resolution. At the request of the signatories, other delegates may formally express their support for a draft resolution by signing it also and placing the name of the country in the document.

Signing a resolution does not necessarily indicate that the delegation supports your ideas, only that it supports the discussion on the draft.

The draft resolution should have the topic of the committee under which the draft was introduced. It should be introduced under a specific topic or under both topics of the committee.

Each resolution consists of a single sentence, which follows one or several preambular paragraphs. These are not really paragraphs, but clauses in the sentence. Each one begins with an adjective or the adjectival form of a verb, which begins with the first capital letter and ends with a comma (,).

After the preambular paragraphs, one or more operative paragraphs must follow, each beginning with a verb in the Present of the Indicative, also with the first capital letter, and ending with a semicolon (;), except for the last one, that has a period (.).

### 22.2. Introduction of draft resolution

To be introduced, the draft text must be submitted in person to one of the Directors. The draft should be submitted in a signed and dated electronic version, accompanied by a list of the initial signatories.

The minimum number of signatories required for the resolution to be considered should be 1/5 of the committee equivalent. Delegates representing countries or observer agencies can sign documents to indicate their willingness to discuss the document, but their signatures do not count toward the introduction of Final Document drafts.

After being introduced, the text is formatted by the Bureau in an official document, which is circulated to all committee delegates.

### 22.3. Consideration of draft resolution

After being introduced, the draft resolution is made by the committee. This means that the decision on your decision-making should be taken away from a proposal. In the meantime, it can be changed by the committee as a whole.

Alterations by all committee delegations are called amendments.

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<sup>1</sup> Example of resolution: <[http://www.un.org/en/ga/search/view\\_doc.asp?symbol=A/RES/S-27/2](http://www.un.org/en/ga/search/view_doc.asp?symbol=A/RES/S-27/2)>



NOTE: Signatories to a draft resolution may withdraw the document at any time until it is approved as Resolution, provided that no amendment has been proposed by another delegate. To do so, all signatories must inform the Directors that the delegation wishes to have its name removed from the document. When the document is without signatories, the discussion about it should be terminated immediately and it can only be reintroduced if a delegation decides to sign it and restart the introduction process.

NOTE<sup>e2</sup>: If there is more than one resolution introduced under the same committee topic (A / B), resolutions will be scheduled for action in the order in which they are introduced.

#### Rule #23: Final Resolution Vote

After the direct reading of the resolution by one of the signatories, the amendments must be submitted in writing and with three signatories. The Bureau then opens for suggestions, which will be accepted by consensus or by qualified majority. If the amendment is consensus, it is approved. If this is not the case, the vote is taken, requiring a qualified majority (at that moment, members with veto power may exercise it). This process must be done with all amendments.

Once all amendments have been duly approved, the new resolution is read again. If there is consensus, it will pass automatically. If not, an oral vote in alphabetical order of countries will be made. The delegates should respond: "in favor", "against", "abstention" (void the vote) and "pass" (wait for the other delegations to vote and then vote).

After the vote, the delegates have the right to explain their votes or their positions.