

# GENERAL RULES OF PROCEDURE





CENTRO DE PESQUISA E SIMULAÇÃO

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OLGA BENÁRIO

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## **1. FORMAL ATTIRE**

Throughout diplomatic simulations, the use of formal attire is a requirement, for it is a standard procedure in diplomatic and governmental environments. However, due to the online format, the participants will be allowed to make use of comfortable and ordinary clothing, considering, still, the decorum and respect necessary to the event.

## **2. OFFICIAL LANGUAGE AND DIPLOMATIC SPEECH**

The official language of the simulation is Portuguese. However, the United Nations Security Council (UNSC) will adopt English as its working language. The organization will not tolerate linguistic prejudices, particularly those at the expense of accent, pronunciation, and grammar. Any expression or term in a language that is not specific to the committee must accompany its correspondent translation.

## **3. CONCEPTS AND DEFINITIONS**

### **3.1. BUREAU**

The Bureau is composed of three members: the President, the Secretary, and the Editor. The President will moderate the debates and voting, besides judging the Motions raised by the Delegations. The Secretary will intermediate the contact between the Delegates and the Bureau. The Editor is responsible for managing the time of the speeches, organizing and editing the working papers, Draft Resolutions, and the final document of the Resolution.

### **3.2. DELEGATE**

A Delegate is the official representative of a State or international organization.

### 3.3. AGENDA

The Agenda consists of a list of topics and subtopics that must be addressed and discussed during the sessions. At the beginning of the meeting, the Bureau will present the **Formal Agenda**. After this procedure, the Delegations might propose new issues for the debate, which will constitute the **Informal Agenda**. At this moment, the discussion will proceed in an Informal Debate flow. Delegates shall reach a consensus about the document.

### 3.4. QUORUM

At the beginning of each session, the Bureau will verify the quorum, which is the minimum required quota of Delegations in the committee ( $\frac{1}{3}$ ) to initiate the deliberations.

### 3.5. GENERAL SPEAKERS LIST

The General Speakers List establishes the sequence of speech of the Delegations. It defines the order through which the representations will speak during the Formal-Informal Debate.

### 3.6. OPENING SPEECH

At the First Session of the committee, the Delegates may issue a formal statement on the topics of the meeting. This pronouncement is commonly known as the Opening Speech, through which the Delegations demonstrate the official position of their respective States. **The speech must take a maximum of two (2) minutes**. Although it is not mandatory, the organization highly recommends it.

### 3.7. WORKING PAPERS

Throughout the simulation, Delegations draft Working Papers. The documents may address new considerations to the discussion, propose paragraphs, and submit amendments to the Draft Resolution. In this sense, the Delegations must send Working Papers to the email

contact [simulacaoufg@gmail.com](mailto:simulacaoufg@gmail.com). Then, the Bureau will edit the files and present the documents.

### 3.8. DRAFT RESOLUTION

The Draft Resolution is a Working Paper that includes proposals to the Resolution. This document may provide operational deliberations addressing the topics under discussion. Thus, Delegations that wish to present clauses or amendments to paragraphs must submit their proposals through a **Working Paper**.

## 4. POINT OF ORDER

It is a technical mechanism that ensures the committee observes the General Rules of Procedure. The following situation exemplifies the use of this rule: if a Delegate interrupts the speech of another Delegate, the Bureau or the Delegation may raise a Point of Order.

To introduce a Point of Order, the Delegate must use the “raise hand” tool on the platform. The Bureau has the autonomy to present and judge the Point of Order.

## 5. PROCEDURAL QUESTIONS

In case of doubts regarding the procedural rules, delegates may use the “private” function of the chat to contact the Secretary-General (identified with “SG” between brackets).

## 6. MOTIONS

Motions are mechanisms used for procedural changes to the committee. The Delegations may raise motions according to numerous purposes. Nevertheless, during the sessions, Delegates may introduce the following: **Motion to Change the Flow of Debate**, **Motion to Open/Close the Session**, **Motion for Adjournment or Closing the Session**, **Motion for Voting by Paragraphs**, **Motion to Extend the Debate**, and **Motion to Change the Speech Time**. Delegates aiming to raise a Motion must submit it to the Bureau through a

message in the general chat, for example: "Mexico - Motion to Close the Session". Moreover, the Bureau has the autonomy to suggest motions to the Delegations.

### **6.1. MOTION TO CHANGE THE FLOW OF DEBATE**

The Motion to Change the Flow of Debate enables the Delegates to modify the flow of the discussion to Formal-Informal Debate.

### **6.2. MOTION TO OPEN OR CLOSED THE SESSION**

The Motion Close the Session may be requested at any time and has the effect to withdraw members of the Press. That said, to allow Journalists to return to the Session, any delegation may solicit the Motion to Open the Session.

### **6.3. MOTION FOR ADJOURNMENT OR CLOSING THE SESSION**

The Motion for Adjournment of the Session will always occur, following the established schedule, when the discussion reaches the interval time. The Motion for Closing of the Session aims to mark the end of the conference itself.

### **6.4. MOTION FOR VOTING BY PARAGRAPHS**

If the committee fails to reach a consensus, Delegates may raise this motion to vote the Draft Resolution paragraph by paragraph. If this Motion is approved, the Bureau will hear two statements from Delegates favorable and contrary to the propositions presented. The adoption of a new paragraph requires a simple majority of votes.

### **6.5. MOTION TO EXTEND THE DEBATE**

This Motion enables the extension of the flow of Debate that has just come to an end. The extension has the same purpose and duration and, in the case of the Formal Debate, also the same time of speech. A simple majority is needed for it to pass.



## 6.6. MOTION TO CHANGE SPEECH TIME

This Motion enables the alteration of the speech time in the General Speakers List. It requires a statement of reasons and will be in order at the discretion of the Bureau. To pass, the Motion to Change Speech Time demands the approval of a simple majority.

## 7. TYPES OF FLOW OF THE DEBATE / TYPES OF DEBATE FLOWS / DEBATE MODALITIES

### 7.1. FORMAL DEBATE

This type of debate characterizes the First Session of the committee, reserved for the Opening Speeches. During the Formal Debate, the Bureau will announce the opening of the General Speakers List. The Delegates who wish to deliver their statement must indicate their intention by using the “raise hand” tool on the platform.

### 7.2. FORMAL-INFORMAL DEBATE

In this case, Delegations must decide the speech time along with the proposal for the Formal-Informal Debate. The Bureau should question the Delegates' reasons for changing the flow of the debate.

Example:

**Delegate X:** "Motion to Change the Flow of Debate to Formal-Informal Debate for indefinite duration and three (3) minutes speech time."

**Bureau:** "The Bureau recognizes the Motion presented by the Delegate X and proposes voting. The Delegates against the Motion to Change the Flow of Debate to Formal-Informal Debate for an indefinite duration and three (3) minutes speech time, please, express your objection in the chat".

In case of objections, the Motion will not pass, for it requires a simple majority of votes. If there is no disagreement, the Bureau will conduct the debate: "Delegates willing to speak, please use the 'raise hand' tool on the platform". After the pronouncement, the Bureau will return to follow the General Speakers List. The presentation of Working Papers, suggestions from the Bureau, the introduction of Motions or crises can interrupt this dynamic.

### **7.3. INFORMAL DEBATE**

During the Informal Debate, the moderation of the President will temporarily cease. Then, Delegations will be free to speak as they wish. To change the debate, Delegates must indicate "Motion to Change the Flow of Debate to Informal Debate for 10 minutes" through the chat.

## **8. PROCEDURAL AND SUBSTANTIVE MATTERS**

### **8.1. PROCEDURAL MATTERS**

Procedural matters refer to the proceedings used for the moderation of the debate. They include motions and procedures for decision-making. All Delegations have the right to vote for the adoption of procedural matters. No abstention is permitted.

### **8.2. SUBSTANTIVE MATTERS**

The decisions agreed by the committee are considered substantive matters, which include the adoption or the rejection of the Resolution and amendments. In this case, observatory members are not allowed to vote. Furthermore, abstentions are possible.

## **9. RESOLUTION**

## 9.1. RESOLUTION

The Resolution is the final and official document produced by the committee. Upon its adoption, the Resolution establishes the decisions agreed by the Delegates. The recommendation is that the document features operative clauses proposed to tackle the issues discussed. The procedure for the adoption of the Resolution includes sending the Draft Resolution to the Bureau, followed by the recognition of the document, the process of amendment, and the voting for the final Resolution. The suspension of the Draft Resolution is only possible if all signatory Delegations withdraw their support.

## 9.2. DRAFT RESOLUTION

This document must be drafted by the Delegates collectively, bearing in mind the importance of consensus. The Draft Resolution will be presented and read by one of the signatory Delegations. At this moment, the delegates will be able to propose grammar alterations. Subsequently, members will be allowed to submit amendments to the Draft Resolution.

## 9.3. PREAMBULAR PARAGRAPHS

Preambular paragraphs demonstrate the intentions of the Resolution and evoke previous decisions or historical events. Besides, this part clarifies the motives of the document and establishes the principles behind the deliberations. Those paragraphs begin with a verb in its gerund form, with a capital letter, and end with a comma (,).

## 9.4. OPERATIVE PARAGRAPHS

Operative paragraphs consist of the decisions agreed by the committee. They must begin with a verb in its imperative form, in italic, and with a capital letter. The sentences must end with a comma (,), except for the last, which should end with a period (.)

## **9.5. AMENDMENTS**

Amendments are all the alterations (addition, replacement, and removal) to the Draft Resolution suggested by Delegations. Following the grammar modifications, the Bureau will read the document paragraph by paragraph, inquiring if there are propositions of amendments. Then, the Bureau will write the propositions in the document between brackets ([ ]). The Delegates will have the opportunity to defend their amendments soon after submitting them.

After this process, the amendments will be discussed and added to the text if there is consensus. If the committee does not agree with the amendment, it will remain between brackets in the document. The signatory delegations may refer to them again. If there is more than one decision on the same topic, the Bureau will display the paragraphs in the order of their introduction.

## **9.6. ADOPTION OF THE FINAL RESOLUTION**

After the alterations, the Bureau will read the definitive version of the Resolution in its entirety. Proponent Delegations will be able to make specific changes in the final text to correct grammar mistakes. Delegates must suggest such alterations orally. Annex C contains information on the Special Procedural Rules of the United Nations Security Council.

## **9.7. VOTING PROCEDURES**

If the committee does not reach a consensus, delegations may raise the Motion for Voting by Paragraphs. The approval of the Motion occurs only upon the simple majority of votes. In this case, the Bureau will initiate an informal debate for five (5) minutes for the discussion. Any Delegation may draft and send an alternative paragraph.

If there is more than one proposal for the same paragraph, Delegates in favor and against the alternative version may justify their positions during a speech time of two (2) minutes. The adoption of the new paragraph is only possible through the simple majority of votes.

The Bureau will initiate the voting of the entirety of the document if all of the alternative paragraphs fail in the simple majority voting process.

In conclusion, there are three possible scenarios for the adoption of the Final Resolution: (1) adoption preferably through consensus; (2) adoption through voting by paragraphs, which may suffer alterations; and lastly, (3) adoption of the full text in case the alternative proposals do not pass through voting by paragraphs. In the third voting process, the approval of the Resolution requires a qualified majority ( $\frac{2}{3}$  of the votes).

## **ANNEX A - UNSC RESOLUTION EXAMPLE**

A United Nations Security Council (UNSC) Resolution template will be available through [this link](#).

## **ANNEX B - COMMONLY USED WORDS IN RESOLUTIONS**

### **Commonly used words or expressions to begin preambular paragraphs**

*Acknowledging*

*Affirming*

*Appreciating*

*Approving*

*Bearing in mind*

*Being aware*

*Believing*

*Commending*

*Considering*

*Desiring*

*Emphasizing*

*Expecting*

*Expressing*

*Fully aware*

*Having adopted*

*Having considered*

*Having noted*

*Having reviewed*

*Noting*

*Noting with approval*

*Noting with concern*

*Observing*

*Releasing*

*Recalling*

*Recognizing*

*Taking into consideration*

*Seeking*

*Underlining*

*Welcoming*

**Commonly used words or expressions to begin preambular paragraphs**

*Accepts*

*Adopts*

*Agrees*

*Appeals*

*Approves*

*Authorizes*

*Calls upon*

*Commends*

*Considers*

*Decides*

*Declares*

*Determines*

*Emphasizes*

*Expresses appreciation*

*Encourages*

*Expresses hope*

*Invites*

*Notes*

*Notes with concern*

*Notes with satisfaction*

*Reaffirms*

*Recommends*

*Reminds*

*Repeals*

*Requests*

*Resolves*

*Suggests*

*Supports*

*Takes note*

*Urges*

## **ANNEX C - SPECIAL PROCEDURAL RULES OF THE UNITED NATIONS SECURITY COUNCIL**

### **1. SCOPE**

The rules presented in this section are complementary to the General Rules of Procedure. In the case of conflict in the interpretation of the following Rules, the **Bureau is sovereign** to judge the matter as it sees fit.

### **2. VOTING PROCEDURES**

**2.1** Delegations with **observer status** have the right to vote on procedural matters and are not allowed to vote on substantive matters.

**2.2 Procedural matters:** The approval of procedural matters in the Security Council requires a simple majority ( $\frac{1}{2} + 1$ ) of nine members. Delegations with observer status are entitled to vote on such matters.

**2.3 Substantive matters:** Affirmative votes from nine members, along with no negative votes on the part of the five permanent members (P5) is necessary for the approval of decisions on all other matters. This includes the adoption of the Agenda, the introduction of amendments, and Voting by Paragraphs.

**2.4** In case any of the permanent members do not agree to specific points of the Draft Resolution but do not wish to cast a veto, they may **abstain from voting**. Consequently, the acceptance of the proposition will occur upon the required minimum of nine votes in favor.

### **3. RESOLUTION PROCEDURES**

All procedures related to the Resolution and its adoption are considered substantive matters, including the amendments and Draft Resolution processes. Therefore, to be approved, it is required a qualified majority, which means the accordancy of nine members. Furthermore, there must not be negative votes of permanent members, which are considered a veto.



CENTRO DE PESQUISA E SIMULAÇÃO OLGA BENARIO  
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