RULES OF PROCEDURE

IBMR MUN

RULES OF PROCEDURE VII IBMR MUN

VIII IBMR Model United Nations' Secretariat for Academic Issues

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VIII IBMR MUN - November 11th to November 15th, 2022

TABLE OF CONTENTS

1. General Information

For our Model UN to take place responsibly, it is necessary for participants to act appropriately. During the Model UN days, it is the duty of all participants:

a) To respect all members of the event - Secretariat, Board of Directors and Delegates;

b) To be properly identified by means of their badges, while on the IBMR campus;

c) To respect the heritage of the event location;

d) Comply with the schedules defined by the organization.

➢ It is forbidden for anyone to consume or carry alcoholic beverages or illegal substances within the premises of the place;

➢ The IBMR MUN organization is not responsible for any belongings left inside the committee rooms. We therefore advise you to take them with you during the event breaks.

1.1. Definitions

1.1.1. Secretariat:

It refers to the component members of the IBMR MUN organization: it consists of the Secretary-General, two Secretaries for Academic Issues, two Secretaries for Administrative issues and one Secretary for Communication. The Secretariat for Academic issues is responsible for the approval of the directors, the committees and their debate agendas, the development of the Rules of Procedure and the successful outcome of the conference. In addition, the Secretariat will be available to answer any questions from directors and delegates before and during the event.

1.1.2. Directors:

The directors are those selected by means of a public notice to conduct the committees and moderate the flow of debate. To this purpose, they are responsible for controlling the committee's procedures, ensuring compliance with the rules and the transparency of the right to speech, deliberating on Points and Motions without resources and making suggestions when they believe it is beneficial to the flow of the debate. They are also responsible for

preparing the Study Guide for their respective committees and supervising the delegates, in their positions and possible questions.

Directors must avoid being absent during committee debates, informing members of the organization of any event that does not comply with the rules of the model and respond to their requests.

1.1.3 Delegates:

The delegates are those registered for the event, active participants in the debates that take place within the committees, representing governments, organizations or individuals.

Delegates should avoid conversations near committee rooms, which can be disruptive to work; they must be aware of the topics to be discussed in the committee they are participating, as well as the rules of procedure adopted by it.

1.2. Dress Code

In a Model UN, like any government, ministerial or military meeting scenario, an adaptation in conduct and dress code is required: delegates must wear formal clothes, and the use of short, transparent clothes that contrast with the formal character of the event is strictly forbidden. For the delegates, it is **recommended** to wear closed shoes, skirts up to a foot above the knee and blouses with sleeves.

Bearing in mind that the lack of access and resources of some delegates may interfere with the ability to pay for the aforementioned formalities, the Secretariat will be flexible regarding the dress code, however keeping the use of slippers, shorts, sunglasses, caps and other artifacts that break the seriousness and decorum of the event prohibited - as well as clothes that are too short.

1.3. Debate Conduct

During their speeches, delegates must use the **cultured form of the language**, avoiding the use of colloquial expressions. When necessary, they must be made using quotation marks.

The official language of the event is Portuguese and foreign words that are used in the preparation of documents or in speeches must be immediately followed by translation. The same is true for English-speaking committees: words in different languages, other than English, must be translated right away.

It is worth mentioning that plagiarism - the non-referenced use of someone else's work - including the partial or full use of documents from international or governmental organizations, documents produced in other models and the work of other participants in the event, is considered inconceivable by the organization and may result in appropriate punishment. Failures in complying with this rule may result in restrictions on the right to speak and vote, in accordance with the decisions of the Bureau and the Secretariat.

1.4. Honorable Mentions

Honorable mentions will be granted based on criterias defined by the Directors of each committee and by the Secretariat, based on the analysis of the performance of each delegate.

Mentions will be offered according to the following categories:

- Best Position Paper: For the delegate who had the best written document;
- Best delegate: It will be analyzed according to the performance of the delegate in the committee - participation in the debates, in the writing of documents and in the interaction with the other delegates via lobby;

2. Documents Admitted

2.1. Position Paper

The Position Paper is a national government's official document that displays the country's position regarding the topics to be debated in a specific committee. The document must be delivered via google drive, before the beginning of the first session of the event, and can be used as a basis for the initial speeches. The document must have a minimum of 3 paragraphs and a maximum of 2 pages, and cover all topics to be discussed by the committee in question. In addition, they must contain:

● Nome name of the country and committee;
● Coat of Arms;

● Committees water mark (optional);

● Delegate's or Chief of State's signature.

2.2. Working Documents

They are informal documents and serve to assist the committee in the discussion of substantial matters. Delegates can present them to support their arguments - through the presentation of graphics, images, videos or reports - or to introduce an agenda that may be included in a possible draft resolution, including the preparation of an **Informal Agenda**, to assist in conducting the debate. These documents must not necessarily be written in the format of a resolution, but must be approved by the directors of the Committee in order to be projected to the other delegates. For the delegate to be able to present the document for approval by the chair, three sponsors are required.

2.3. Draft Resolution

The delegates' mission is to convince others to support their Project. The maximum number of draft resolutions to be submitted to the table is not defined, therefore, naturally there will be many projects under discussion and the challenge for delegates is precisely to reach a consensus.

A draft resolution can only be put to debate after its approval by the board of directors, with the signature of five delegates. The Draft Resolution' sponsors only show their interest in seeing the document being discussed, and may even be contrary to it. After the director's recognition for the Project to be debated, it is necessary for a delegate to make a motion to submit the Draft Resolution for consideration by the committee. Submitting the Draft Resolution means reading its operative clauses by one of the sponsors of the document.

The Project follows the official model (ANNEXE II) and requires a qualified majority to be approved.

Example of verbs used at the beginning of preambular sentences of the Final Resolution:

Affirming	*Deeply disturbed*
Alarmed by	*Deeply regretting*

Approving	Desiring
Aware of	Emphasizing
Bearing in mind	Expecting
Believing	Expressing its appreciation
Confident	Expressing Satisfaction
Contemplating	Fulfilling
Convinced	Fully alarmed
Declaring	Fully believing
Deeply concerned	Guided by
Deeply conscious	Having Adopted
Deeply Convinced	Having considered
Reaffirming	Keeping in mind
Seeking	Noting with deep concern
Taking into account	Noting with satisfaction
Taking into consideration	Observing
Taking note	Welcoming

Examples of verbs used at the beginning of operative sentences:

Accepts	Encoraja
Affirms	Endossa
Afirma	Enfatiza

Apoia	Draws attention
Aprova	Emphasizes
Approves	Further invites
Authorises	Encourages
Calls upon	Further requests
Condemns	Proclaims
Confirms	Reaffirms
Congratulates	Requests
Considers	Solemnly affirms
Designates	Strongly condemns
Declares accordingly	Supports
Deplores	Transmits

2.4. Amendments

The Amendment exists so that it is not necessary to elaborate a new Draft Resolution: delegates can write an amendment and submit it to the directors in order to carry out automatically the correction of a specific clause in the document previously presented. The amendments can be **additive** - including a clause in the Project -, **substitutive** - changing an existing clause - or **excluding**.

The submission of amendments also requires three sponsors, and is voted by a qualified majority. After the amendment is written, it is necessary for the sponsors to submit the document for approval by the board of directors. After that, a motion will be required to introduce the amendment.

3. Rules of Procedure

3.1. Roll Call and Quorum

The chair will declare the session open when at least 1/3 of the committee members are present. However, a simple majority of members are required for any action to be taken.

The Chair will proceed with the Roll Call at the beginning of each session to recognize delegations. Delegations that arrive late, after the call has been placed, will be automatically recognized, and will be invited to declare themselves **present** or **present and voting**.

3.2. Questions of Procedure

We organize procedural issues into substantive and simple. A substantive issue is a Final Project or an Amendment. Thus, a substantive issue requires a **qualified majority**, considered to be two-thirds of the possible votes, rounded up.

A simple issue is anything that is not substantive - that is, working documents and procedural motions - and requires a **simple majority**. The simple majority is understood as half of the possible votes plus one, rounded down.

➢ Example of a committee with 18 delegates:

Quorum: 18 (number of delegates present in the committee)

Simple Majority: 10

Qualified Majority: 12

3.2.1. Points and Motions

To stimulate the debates within the committees, IBMR MUN partially follows the rules of UN4MUN, recognizing only one Point (the **Point of Order**) and the other traditional Motions. The different types of Points used in some models, such as the Point of Information, Point of Parliamentary Inquiry and the Point of Personal Privilege, will not be in order, according to the Rules of Procedure established here, and shall not be recognized by the table. The content that would be expressed by these motions, to be dismissed, should be exposed during the speech of the delegate or in a particular way with the board of directors.

3.2.2. Point of Order

A Point of Order can be raised by delegations if they feel that the Rules of Procedure have not been followed properly. As previously stated, if delegations are willing to consult the chair on an issue not covered by the Point of Order, they should do so in particular, being aware that the directors will inform the entire committee on the issue, if they interpret it as being of general interest.

3.2.3. Motions

Motions are procedural demands and are accepted - or considered without recourse - by the board of directors at the end of each speech. Those are:

● **Motion to the Adjournment the Session**

During the debate a delegation may raise a motion to adjourn the session, to be adopted in conjunction with an indication of the chair, regarding the end of the official discussions. The motion will be voted requiring a simple majority to pass. After the session the conference is postponed and the committee will meet at its next regularly scheduled session time. As the other motions, the chair may determine the Motion to the Adjournment of the Session is plausible.

● **Motion to the Closure of the Debate**

The Motion to the Closure of the Debate ends partly or totally the consideration of the topic discussed on the Formal Agenda. This may mean ending the debate, blocking an action on a specific draft resolution/decision or ending the considerations of a topic as a whole (ie, closing the topic for the rest of the session). Subtopics under an Informal Agenda are not subject to this motion. The motion to the Closure of the Debate is immediately put to vote, which requires a qualified majority.

● **Motion to Change the Time of Speech**

It is usually used when delegates are unable to complete their speeches in a given time. It can increase or decrease the speech time.

● **Motion for Consideration of the Draft Resolution**

It must be raised so that the Draft Resolution is presented to the delegates in the committee, after the document has been approved by the board of directors.

- **Motion for the Introduction of Amendments**

It can be raised after recognition of the Draft Resolution, if there is any change to be made in one of the clauses of the document.

4. Opening Speech and Right of Reply

The Opening Speech is mandatory. Delegations will have 2 minutes to address their positions on the topic at hand, highlighting any specific national concerns and explaining what results they expect from the committee in question: whether they have initiatives or action plans that they intend to follow up on at the conference. The contents in the Position Paper are generally used as a basis.

At the end of all Opening Speeches, if a delegation feels the need to respond to another delegation's statement, it can speak out by asking for the **Right of Reply**. Only one right of reply is guaranteed per delegation.

During the flow of debate, no delegation will be able to speak without the authorization of the presiding board. The directors will give the floor to the delegations in the order in which they indicate their desire to speak. A priori, the speech time will be set at 2 minutes and can be changed by means of a motion.

5. Types of Debate

- **Speaker's List**

The Speaker's List consists of opening a list of speakers: the order of speeches is established according to the principle of attendance on a first-come, first-served basis: delegations willing to speak must raise their placards to be placed on the list, and they will speak according to the order announced by the chair.

- **Moderate Caucus**

During the Unmoderated Caucus, the Speaker's List is left out and the debate acquires greater dynamism. After the end of the Initial Speeches, the chair will immediately proceed to

the flow of Moderated Caucus. Delegations willing to speak during the Moderated Caucus Debate must also raise their placards, but unlike the Speaker's List, they will automatically be given the right to speak by the chair, according to their own criteria.

- **Unmoderated Caucus**

During the Unmoderated Caucus the moderation of the board of directors is temporarily ceased, and delegations are free to speak up and meet as they see fit.

➢ All sorts of debates require the approval of a simple majority.

6. Voting Process

To start the voting process for the Draft Resolution, delegates must raise two motions, one regarding the type of voting they wish to proceed and the other regarding the division of the process. Delegations must declare themselves **in favor**, **against** or declare **abstention**, to vote on the Project made during the committee's debates.

6.1. Voting Methods

- **Raising Placards**

The chair asks which delegations are opposed, in favor and which abstain from the draft resolution and delegates respond to the call by raising their placards at the appropriate time, consistent with their position.

- **Roll Call**

The voting process by roll call is carried out individually. The chair makes the roll call in alphabetical order, and asks each delegation for its position in relation to the Project in question.

- **Secret Vote**

If delegations choose the Secret Vote as a voting process, they must write their positions on paper and hand it over to the board of directors, which will count the votes and announce the final result.

6.2. Voting Divisions

- **Clause by Clause**

The chair will read all the clauses of the Draft Resolution, one by one, and will load the voting process according to the type of voting previously chosen - Raising Placards, Roll Call or Secret Vote - asking the positioning of delegations at each clause. In this type of voting, the clauses are approved in a singular way: by the end of voting, the approved clauses are included in the Final Resolution, and those that did not pass are removed from the original document by the chair.

- **By Blocks**

Delegates must select clauses and group them according to a convenience criteria. Generally clauses that are likely to be vetoed constitute one group while the ones most likely to pass constitute another. Delegates will position themselves in favor, against or abstain themselves regarding both clause groups and the groups that are approved will be present in the Final Resolution.

- **Whole Document**

That way, the document is not divided and all its contents are voted at once. It is a more dynamic way of voting on the Project but it runs the risk of all the work done within the committee being lost, if it is vetoed by the minimum number of delegations of the committee (according to its specific organizational structure).

7. Annexe

7.1. Annexe I: Example of Position Paper

Group of Seven (G7)

Fighting Inequality, Stronger Together

It is with great honor that the American government presents itself to the G7 to debate this year's theme: "Fighting Inequality, Stronger Together". The government believes in the importance of approaching the variety of issues and lacking opportunities faced by all the nations present, nations those who are bound together by shared values and beliefs, as well as the developing nations which we are committed to.

The United States highlights the necessity of improvements in commerce related treaties and agreements, reiterating its decision to withdraw from any nonreciprocal, unfair foreign trade practices as means to protect the American industry and the American workers. It also looks forward on addressing the 2019 agenda topics concerning international security, artificial intelligence and partnerships and investments.

We hope for an extremely productive discussion and believe that, despite the uniqueness of each of the state members of the G7 and despite each sovereign obligations, all nations can coordinate together and achieve a good for all resolution in mitigating inequality.

Maria Luiza Lopes Lamim de Almeida

7.2 Annexe II: Example of Project Resolution

United Nations   **S**/RES/XXXX(2020)

UNSC   Distr.: General

                                     01/08/2020

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Resolution XXXX (2020)

Adopted by the Security Council in its xth reunion in 01/08/2020

The Security Council,

Recalling its previous resolutions on Afghanistan, in particular its resolution 2344 (2017) extending through 17 March 2018 the mandate of the United Nations Assistance Mission in Afghanistan (UNAMA);

Stressing the important role that the United Nations will continue to play in promoting peace and stability in Afghanistan;

Recalling its recent visit to Kabul from 13–15 January as an affirmation of the international community's continued and steadfast support for a peaceful secure, stable and prosperous Afghanistan;

Reaffirming its strong commitment to the sovereignty, independence, territorial integrity and national unity of Afghanistan, as well as its continued support for the Government and people of Afghanistan as they rebuild their country and strengthen democratic institutions;

Stressing the central importance of a comprehensive and inclusive Afghan-led and Afghan-owned political process to support reconciliation for all those who are prepared to reconcile as laid forth in the Kabul Conference Communiqué and further elaborated in the Bonn Conference Conclusions, aimed at creating a peaceful and prosperous future for all the people of Afghanistan and welcoming efforts to advance the peace process, including via the High Peace Council;

Emphasizing the vital role of the Kabul Process and welcoming the strategic consensus between the Government of Afghanistan and the international community on the Self-Reliance through Mutual Accountability Framework (SMAF);

Welcoming the start of the fourth year of the National Unity Government and emphasizing the importance of all parties in Afghanistan working within its framework in order to achieve a peaceful and prosperous future for all the people of Afghanistan;

Recalling the announcement by the Independent Election Commission of Afghanistan that parliamentary and district council elections will take place in 2018, emphasizing the importance of accelerated progress on electoral reform in Afghanistan and towards the holding of credible and inclusive parliamentary and district council elections in 2018 and presidential elections in 2019, and stressing the need for continued support of UNAMA in this regard, at the request of the Afghan authorities;

Stressing the importance of a comprehensive approach to address the security, economic, governance and development challenges in Afghanistan, which are of an interconnected nature, and recognizing that there is no purely military solution to ensure the stability of Afghanistan.

1. *Welcomes* the report of the Secretary-General of 27 February 2018 (S/2018/165);

2. *Expresses* its appreciation for the United Nations' long-term commitment, including throughout the Transformation Decade, to support the Government and the people of Afghanistan and reiterates its full support to the work of UNAMA and the Special Representative of the Secretary-General, and stresses the need to ensure continued adequate resourcing for UNAMA to fulfil its mandate;

3. *Welcomes* the findings of the strategic review of the mandated tasks, priorities and related resources of the United Nations Assistance Mission in Afghanistan, and calls for the implementation of the recommendations of the Secretary-General, including with a view to aligning the mission's substantive functions in support of peace efforts with the Secretary-General's emphasis on integrating conflict prevention, conflict resolution and peacebuilding into the three pillars of the work of the United Nations within Afghanistan, including in support of an intra Afghan dialogue leading to a stable and inclusive political environment;

4. *Decides* further that UNAMA and the Special Representative of the Secretary-General, within their mandate and in a manner consistent with Afghan sovereignty, leadership and ownership, will continue to lead and coordinate the international civilian efforts, in full cooperation with the Government of Afghanistan and in accordance with the London, Kabul, Tokyo and Brussels Conferences Communiqués and the Bonn Conference Conclusions, with a particular focus on the priorities laid out below;

5. *Decides* to remain actively seized of the matter.