

United Nations Model

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Procedural
rules

MOSMUN
XIII

Basic Terms.

- Substantive Matters:

Any Motion, request, intervention or document that took place during the working session (A Working Paper, a Press Release, etc.)

- Right to Vote:

Every delegation has the right to vote. A delegation may abstain in important matters, such as the voting of a Working Paper, and they are not considered to determine the majority or the effective number of voting sovereign states. Observing delegates may vote in procedural affairs but they don't have a vote in substantive matters (Working Papers, Amendments).

Certain delegations in specific committees have an obligation to vote (Such as vetoes in the Security Council), but these are rare occasions. When the roll call is carried out, a delegation might recognize themselves as "Present" or "Present and voting." If a delegate recognized themselves as "Present," during Substantive matters they might vote "In Favor," "Against," or "Abstained." If they recognized themselves as "Present and voting," they might only vote "In Favor" or "Against."

- Quorum:

The Chair in every committee may declare an open session and proceed with the debates if the majority of delegates are present (half of the number of delegates plus one). A compound majority is necessary to proceed when dealing with substantive matters. In the Security Council, all vetoes must be present in order for there to be a quorum. Any delegate

may ask the Chair to check the Quorum if they believe it's necessary, and the Chair decides if another roll call is in order with the purpose of verifying this.

- Roll Call:

The Roll Call happens at the beginning of every session and after each recess. It is done in alphabetical order without a prior motion, and delegates shall respond with "Present", or "Present and Voting". By saying "Present and Voting", a delegate is relinquishing their right to abstain on substantive matters, such as an amendment and/or a Working Paper. Some delegations, such as vetoes in the Security Council, may not simply say "Present" as they must always vote in substantive matters.

- Opening Speeches:

The Chair in each committee is the one responsible to direct the Roll Call and the reading of the Opening Speeches. Each delegation has one (1) minute to read their Speech, which must make references to the topics being dealt with in the committee, and swiftly explain their country's position. No delegate may proceed without the recognition from the Chair, and the Chair may call to a Point of Order if a delegate's words are not related to the topic being discussed. All committees must read one Opening Speech per topic. The Chair will make a sign to the delegates, which will be explained to the committee prior to starting the opening speeches (it might be a clap, a knock on the table, etc.), 15 seconds before the delegate's time ends. If a delegate has remaining time when they finish their Speech, they may yield the time to the Chair (which means that the leftover time isn't used), or yield their time to the next delegate (which means that the delegate has that time in addition to their own). In the case of a delegate who has already been yielded time, their remaining time will be automatically yielded to the Chair.

- State of Crisis/State of Emergency

The Chair may declare a State of Crisis or State of Emergency when it considers it pertinent. This can happen when delegates are presenting many Points or Amendments that obstruct the development of the debate, or mainly when a Crisis note arrives to the Chair. The consequence of the State of Crisis/State of Emergency is that all Points are suspended. These include: Point of Order, Point of Relevance and Point of Personal Privilege, as well as Rights of Reply, Amendments, and the reading of Working Papers/other documents. Also, no one might enter the room or go out of it during this state, as well as floor messaging shall be suspended. This State lasts as long as the Chair considers it pertinent.

Motions.

Motions are actions formally proposed by delegates in order to move the committee.

They must be voted by the committee and usually approved by a simple majority.

- Motion to Open Session:

After the Roll Call and the verification of the Quorum, the session is formally opened in the committee on the first day of the conference. This must be the first action before starting any type of work, such as the reading of Opening Speeches. This is the only motion the Chair will accept before starting.

- Motion to Establish Agenda:

After opening the session, the agenda must be established if there is more than 1 topic in the committee. This determines the order in which the topics established in the committee guides will be discussed, as the order they appear will not always be the order they are discussed

The delegate must state the topic they'd like to discuss first. If the motion does not pass, then the committee must continue with the other topic, and immediately a Speakers List will be followed or another procedural matter. These motions pass with simple majority.

- Motion to Suspend Session:

This may be presented by any delegate and is subject to the Chair's approval. This motion's resolution cannot be appealed and must determine the time at which the Committee shall meet again, as it simply pauses the session. It is not a replacement for a motion to close a session.

- Motion to Renew Session:

The Session must be renewed immediately after recess or at the beginning of a new day, after Roll Call. This motion starts the Committee's work after it has been suspended.

- Motion to Close Session:

This Motion must be made at the end of the last Working Session, and results in the definitive closure of the committee's work time. This motion cannot be appealed.

- Motion to start an Unmoderated Caucus:

During the lobby time (Unmoderated Caucus) , delegates may informally talk, seek alliances, and establish position blocs. Delegates may use this time to write and/or discuss Working Papers. The delegate that proposes the motion must establish the lobby time's duration and briefly explain its purpose. This passes with a simple majority

- Motion to Verify the Quorum:

A delegate may present this motion at any time in order to verify the quorum. The Chair decides if it is or isn't in order.

- Motion to Bring a Faction to the Dispute:

A delegate may introduce a foreign person to the debate when they find it necessary. When a delegate presents this motion, they must explain briefly who the person being introduced is and why they must be presented. There are two types of Faction:

1. With rights of debate:

The person that comes into the debate is a representative of a delegation and enjoys all of the rights and responsibilities that a member of the United Nations has. The person has the rights of voice and vote in both procedural and substantive matters, as long as they do not belong to a mission of the UN. This person may be an accredited UN representative or a delegate from another committee.

2. Expert on the Topic:

The person that comes into the debate delivers a speech about the topic, with the purpose of resolving certain doubts and situations that may have emerged throughout the debate. The expert's job is plainly informative, thus they will not have participation in the debates. Though, the expert may open themselves to Points of Information to continue their job as an informant.

- Motion to Start an Informal Caucus:

Informal debates help speed up the discussion in certain critical points of the topic being dealt with. The delegate that makes the motion must establish the duration of the Debate, and shall be the first speaker if the motion passes. The delegates that wish to speak have to raise their placards in order to be recognized by the Chair, and motions may be made in order to extend the time of Debate. It is up to the Chair whether or not these motions are viable. Furthermore, if the Debate does not adequately flow, the Chair may determine a maximum time each delegate has to speak

- Motion to Start a Speakers List:

The Speakers List shall be enacted through a motion that establishes the time per speaker and the total duration of the debate. The Chair is responsible for making the list of delegates who wish to speak in the debate, and if a delegate wishes to add themselves to the list, they may do so by raising their placard. Once a list is determined, if a delegate wants to include themselves in it they must ask the Chair through floor messaging, at which point the Chair can grant or deny their request. No delegation may be added to the List more than once, and the delegate that makes the motion must be the first speaker. The order might be modified with Points of Information to the Chair.

- Use of Spare Time:

The leftover time that a delegate has after an intervention in a List of Speakers or Opening Speech may be used in different ways:

1. *Yield the time to the Chair:* If a delegate decides to yield their time to the Chair, their intervention is finalized.

2. *Yield the time to the next delegate:* A delegate may yield their time to the next delegate, but if a time has already been yielded to them, they may not further yield it and have to yield it to the Chair.

- Motion to Extend the Time of Debate:

The time set at the beginning of a debate may be extended if the committee has not reached consensus and consider that additional time may work in favor of a solution. In a Formal Debate, this motion may be used to extend the time per delegate. This motion requires Simple Majority votes to pass.

- Motion to Suspend Debate:

This motion shall be used when a committee still has more to discuss but will take a break. Instead of closing the debate, the topics are postponed until the committee can begin discussing them again. Once the committee is able to, the debate is renewed through a motion.

- Motion to Renew Debate:

When a debate has been suspended, the debate has to be renewed as soon as the committee plans to begin dealing with the topics again. This motion has to be made before any others. If a debate has ended or wasn't suspended, it cannot be renewed.

- Motion to Close Debate:

A delegate may make a motion to close debate if it is not contributing to the development of the committee's topics. This Motion requires a simple majority vote to pass.

- Motion to Pass to the Reading of Working Paper:

This Motion is used to directly pass on to the reading of the Working Paper and/or Resolutive Project (Such as a Press Release). The lecture shall be done by the heads of each paper/project.

- Motion to Read Amendments:

This Motion is used to read the existing amendments after the reading of a Working Paper or Resolutive Project.

- Motion to Annul Working Paper:

This Motion should be used when a delegate considers that a Working Paper is deficient (meaning it has less than the required clauses), and/or that its content is similar to another's. In this case, the Chair must first recognize the delegate who is proposing the Motion, and they have one (1) minute to explain their reasons for wanting to annul the Working Paper.

Then, the Motion is passed on to a voting process, and in the case in which the Motion passes, the document is annulled. This motion needs a Simple Majority vote to pass.

- Motion to Pass to the Voting Process:

This motion is used to directly go on to the voting process of a substantive matter. If the Motion passes, the Chair begins the Voting Process by Roll Call. If a delegate wishes to reconsider their vote, they may only change their vote to:

“In Favor” to “Abstains”, “Against” to “Abstains, and “Abstains” to “In Favor,” or “Against.” “In favor” may not be changed to “Against”, or vice versa, under any circumstance. Only delegations who in the roll call replied with “Present” might abstain from voting.

Appeal points.

The Appeal Points are strategies that some delegations turn to draw on the Chair’s criteria with the purpose of resolving any unrest or relative matters regarding the development of the work in committee. The Chair may suspend these points as long as they announce which ones and for how long, if they consider that these points are obstructing the development of the debate. This action may be taken at any moment. The Right of Reply may be included in the suspension (State of Crisis).

- Right of Reply:

A delegate may use the Right of Reply when they consider that they have been directly offended or accused of falsehoods by another delegate in their speeches or interventions.

The first Right of Reply must be made in oral form and without interruptions. The subsequent times, the Right of Reply must be sent to the Chair through floor messaging.

After this, the

Chair shall give one (1) minute to the accusing delegate for them to express the reasons why they felt offended, and later, the accused delegate may deliver a one (1) minute intervention

expressing their remorse or reaffirm their position. Rights of Reply over Rights of Reply do not exist. The Chair's decisions cannot be appealed. In the case that the Right of Reply is used in a wrong way, the delegate who made it will be warned.

- Point of Relevance:

A delegate may use the Point of Relevance when they consider that another delegate's intervention does not align with the topic being dealt with in the committee. This point is interruptible.

- Point of Order:

A delegate may use the Point of Order when another delegate is not following the parliamentary procedure. This complaint shall be done in the moment of the incident producing it, and the Chair must act upon it immediately. The validity of this point is left up to the Chair's will, who will declare the point as "In order", or "Out of Order". This point is interruptible.

- Point of Information:

The Chair, delegates, and other entities participating in the debate (such as a Faction to the Dispute), have the possibility to open themselves up to Points of Information to resolve doubts that arose about previous interventions, the agenda, procedural rules, or specific permissions that a delegate might require. The questions have to be simple and concise, and the Chair shall recognize the delegation who wish to make this Point. This point is not interruptible. A delegate may or may not open themselves up to Points of Information, but if they do, they may not yield their time to another delegate (when referring to a Formal Debate). The delegate will be asked if they understood the question, and if they didn't, whoever's asking the question shall reformulate it. A short preamble might be carried out after a Point of Personal Privilege.

- Point of follow-up:

If a delegation's doubt hasn't been resolved after a Point of Information or they have another question, they might carry out a Point of follow-up. If an entity has already opened to a Point of Information, they must also answer the Point of follow-up.

- Challenge to the Competence:

A delegate's competence can be challenged by other delegates if said delegate is noticed to be gravely violating their country's foreign relations policy. In order to make use of this Point of Appeal, the delegate who is questioning the other's competence has to back up his claims with reliable sources which proves that the challenged delegate is wrong. The correct procedure for a Challenge is the following:

1. The challenging delegate must send a note with the reasons why the challenged delegate made a mistake with at least two (2) written trustworthy sources that back up his reasons.
2. The Chair shall study the content of the Challenge and if it meets the criteria, both delegations involved have to be called while the Chair acts as mediators. The challenging delegate should be given the chance to reconsider their decision
3. If the challenging delegate decides to go on with the Challenge, a directive of the model is called and both delegates involved must make an intervention in front of the committee. Each delegate is given two (2) minutes to explain their reasoning, and they must open themselves up to the Points of Information that the Chair deems necessary. The challenged delegation has a right to send written and reliable proof that they, in fact, have not violated their foreign policy.
4. The Chair and the General Secretariat determine the Challenge's validity. They must also write a resolution declaring the situation, and the respective Presidents will read it

in each committee the delegation is participating in. The delegate that loses the Challenge is left without a vote in *all* committees for the duration of the model.

Working papers

A working paper is the document where a bloc of countries expose their ideas and arguments regarding the best way to solve the topic treated in the committee. In the actual United Nations, a working paper might subsequently become a resolution. They are voted after a Motion to Pass to the Voting Process, when the chair starts calling each delegation in alphabetical order and having them take their position towards the paper. They might be “In favor,” “Against,” or “Abstains,” all according to how the delegation recognized themselves in the previous roll call. In the Security Council, if a veto votes against the working paper, it shall simply not pass.

Structure of a working paper.

- Heads of Bloc:

Each working paper must count with two leading delegations, also known as the Heads of Bloc. These are the ones in charge of reading the paper in front of the committee.

- Editing countries:

These must be minimum (5) and maximum seven (7) countries, which are the delegations that helped in the redaction of the paper and support its proposals.

- Signatory countries:

For a working paper to be accepted, two thirds ($\frac{2}{3}$) of the committee must sign it. This does not mean they approve the paper, it only means that the delegations approve debating it or taking it into consideration.

- Preambulatory Clauses:

The working paper must have a minimum of five (5) preambulatory phrases. These introduce the actual state of the topic being treated. They must be in italics and end with a comma. If the paper has less than the minimum number of clauses, before or after amendments, it will immediately be annulled.

- Resolutive Clauses:

The working paper must have a minimum of seven (7) resolutive clauses. These are in charge of proposing a solution for the committee's topic. They must be enumerated and underlined. Also, the sentences must end in a semicolon (;), with the exception of the last phrase, which shall end with a point. If the paper has less than the minimum number of clauses, before or after amendments, it will immediately be annulled.

Amendments.

Amendments are a change proposed by the delegation with the purpose of deleting, changing, or adding something they consider necessary for the working paper.

There are three (3) types of amendments.

5.1. Friendly substantive:

These are amendments that are approved by the heads of bloc. No voting is required, thus the change is immediately added to the paper.

5.2. Not-friendly substantive:

If the amendment isn't approved by the heads of bloc, it is not friendly. The reading of the working paper is suspended and the amendment shall pass to voting. It passes with simple majority and is added to the paper right away if it does. If there is enough time, there might be a Motion to debate Amendment, but these are normally not considered by the chair as they are usually not necessary

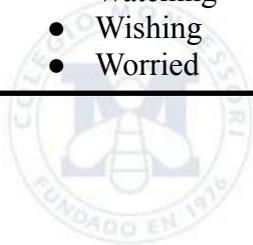
5.3. Not substantive:

These correct spelling, formatting, wording, etc. They don't require any type of voting.

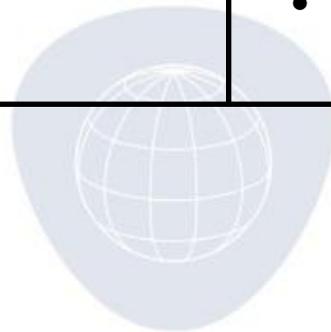
Clauses.

Preambulatory Clauses	Resolutive clauses
<ul style="list-style-type: none"> ● Affirming ● Alarmed by ● Approving ● Aware of ● Bearing in mind ● Believing ● Considering ● Convinced of ● Deploying ● Emphasizing ● Encourages and exhorts ● Estimating ● Expressing serious concern for 	<ul style="list-style-type: none"> ● Accepts ● Asks ● Authorizes ● Calls upon ● Confirms ● Considers ● Decides ● Declares ● Denies ● Deplores ● Designates ● Emphasize ● Emphasizes

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Expressing thanks for ● Firmly convinced ● Flatly alarmed ● Given ● Guided by ● Having adopted ● Having considered ● Having examined ● Having received ● Having studied ● Observing with serious concern ● Reaffirming ● Recognizing ● Reiterating ● Remembering ● Searching ● Seriously worried ● Stating ● Taking into account ● Trusting that ● Waiting ● Warning with concern ● Watching ● Wishing ● Worried | <ul style="list-style-type: none"> ● Encourages and exhorts ● Esteems ● Exhorts ● Expresses ● Highlights ● Invites ● Makes the appeal to ● Observes ● Points out ● Praise ● Reaffirms ● Recognizes ● Recommends ● Reiterates ● Remembers ● Resolves ● Sentences ● Solves ● States ● Supports ● Takes into account ● Transmit ● Welcomes |
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Example of a Working Paper.

Committee: Security Council

Topic: Hong Kong and China

Working paper: 1.1.1

Heads of block: The United States of America, People's Republic of China

Sponsoring delegations: United Kingdom of Great Britain and Northern Ireland, French Republic, Russian Federation, United States of America, People's Republic of China, Representative of Hong Kong;

Signatory nations: <See annex 1>

The Security Council,

Affirming the United Nations 17 Sustainable Development Goals;

Fully Aware of important documents such as the United Nations Charter and the internal jurisdictions of each country,



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Emphasizing on the socio-cultural and political side and taking into account a possible legislative separation of powers in terms of voting and election of leaders in the province of Hong Kong,

Convinced of the benefits that bring the new national security law when reinforcing the rule of law and maintaining security and stability in both China and Hong Kong,

Guided by the importance of cooperative relations to bring benefits to both mainland China and the province of Hong Kong,

Recognizing the facilities that more specific laws bring in terms of their application and creation of mechanisms to protect national security, and their validity according to the necessities of the territories,

Declaring the importance of the sovereignty of the province of Hong Kong, which includes its state, maritime and terrestrial territory, and its people,

Highlights the benefits that bring the new national security law when reinforcing the rule of law and maintaining security and stability from both China and Hong Kong,

Having studied the protests taking place in Hong Kong and evaluating measures and policies to prevent a social crisis,

Resolves,

1. Authorizes the province of Hong Kong not to eliminate the laws, but to make them more specific so the compliance from both parts is easier and effective, due to the ambiguity the current laws present;
2. Emphasizes the cooperation of delegations such as the People's Republic of China and Hong Kong, being more accepting with the law and following it more closely;
3. Considers it's important to keep the security law with the exception that the Hong Kong's chief executive will be able to recommend some adjustments according to the Hong Kong's population and government considerations;
4. Encourages and exhorts the reduction of the participation of countries such as the United States of America and the United Kingdom of Great Britain and Northern Ireland in China's internal affairs;
5. Reiterates the importance of a clean and fair process in the face of the regulations imposed under the extradition law by the People's Republic of China, in order to meet the public's needs in the province of Hong Kong