



MODELO DE NACIONES UNIDAS DEL ITAM

Rules of Procedure for the Security Council (SC)

1. **SCOPE.** These Rules of Procedure are unique and self-sufficient, and will be considered adopted prior to the first session. The Executive Committee will have the last word to settle any controversy regarding its interpretation.

2. **LANGUAGE.** English shall be the official working language of the Council.

3. **THE SECRETARIAT.** It is composed by the Executive Committee (Secretary-General, Coordinator-General and Chief of Protocol), Under-Secretary-Generals, and the President, Moderator and Conference Official of the Council.

4. **STATEMENTS BY THE SECRETARIAT.** The Secretary-General, or any Member of the Staff designated by him as a representative, may at any time address the Council.

5. **COMPOSITION.** The Security Council will be integrated by five permanent members (China, France, Russian Federation, United Kingdom, and United States) and ten non-permanent members, elected by the General Assembly for two-year terms and not eligible for immediate re-election.

6. **DELEGATIONS.** Each delegation may be formed by a delegate and a co-delegate, both representing only one country and having the right to only one vote. The actions of both will affect the delegation as a whole, subject to these Rules of Procedure. The delegation must present the official position of the country it represents on the Topic at hand to the Chair in written form at the beginning of the debate. Those delegations who do not do so will receive a warning.

7. **OBSERVERS.** The representative from a delegation will be considered an observer when the country or organism represented does not hold the status of member in the Council. Observers do not have the right to vote on resolutions and amendments, but may participate in the general debate with the same rights and duties of members once they have been recognized by the Chair.



MODELO DE NACIONES UNIDAS DEL ITAM

8. **AMBASSADORS.** Ambassadors have the purpose of establishing a link between the Executive Committee and the delegates, as well as providing advice to both. They are prohibited from having direct contact with any person inside the Council, except when they have obtained express authorization from the Executive Committee or Chair. Written communication between the ambassador and the delegate is allowed whenever the Chair or the Executive Committee approve it.

9. **VISITORS.** The Chair may discretionally grant permission for outside persons to enter the Council. This must be solicited through written means. Visitors may not interfere with the debate in any way.

10. **GENERAL POWERS OF THE CHAIR.** The maximum authority of each Council will be exercised by the President, which will be restricted by these Rules. His decisions shall be unappealable. The President will declare the session open or closed and may also propose the adoption of procedures which he judges beneficial to the debate. The Moderator has the duty of directing the debate, granting the right of word to the delegates and assuring the discussions are fluid and effective. The Conference Official will help the President and Moderator in fulfilling their duties during formal sessions, shall register the delegation's votes, and shall work to resolve any inconveniences delegates may have, facilitating their communication through written and oral messages. The Chair may coach delegates about the possible direction of the debate.

11. **MAJORITY CRITERIA.** There are two criterions for considering a vote passed. In both cases the total number of delegations present and recognized by the Chair to participate in the session are considered, except for votes reserved to members.

1) Simple Majority: 50%+1 (fifty percent plus one) of Delegations.

2) Qualified Majority: 2/3 (two thirds) of the Delegations present.

12. **QUORUM.** For debate to commence, the President must declare the floor of the Council open and allow the debate to start when at least a Simple Majority of the delegations are present, including all Permanent Members. A Simple Majority is also needed to vote over any Resolution or Amendment.

13. **COURTESY.** All delegations must show proper respect and deference towards the Chair and the other delegates at all times.

14. **SANCTIONS.** In case of improper following of any of these Rules, the Chair or any member of the Secretariat may issue warnings. Any



MODELO DE NACIONES UNIDAS DEL ITAM

delegation warned twice in one session must abandon the Council immediately and will be barred from participating in the next meeting. Three warnings during the totality of the sessions will mean the delegation will not be able to continue participating in the Model.

15. **OPEN FLOOR.** The floor will exclusively be opened at the beginning and at the end of the session. If necessary, the Chair will open the floor during the General Debate. The floor shall be considered opened only when the Moderator or President has expressly specified it to be open.

16. **AGENDA.** The first action shall be to establish the order of the debate, according to the following steps.

1) Delegates must present a Motion to start the debate with any one of the Topics previously selected by the Chair.

2) A list of two speakers in favour and two speakers against opening the debate with the proposed Topic shall be opened.

3) After the speakers have made use of the word, a Motion to vote for the Topic shall be presented, seconded and accepted by a Simple Majority of delegates present. If the Motion passes, debate will start with a discussion of the proposed Topic. If the vote does not pass, a Motion to start the debate with any of the other three Topics should be presented to the Chair, who will follow the procedure mentioned above. The debate will start until one of the Topics has been opened. If the procedure has reached the fourth Topic, debate will immediately start with it. A Motion to continue with another Topic will only be in order after the Council has accepted or rejected a resolution on the first Topic debated. In case that a Resolution is not arrived at, a Qualified Majority of those present shall be needed for the closure of debate to be enacted. After the committee has accepted a resolution on the first Topic, discussion on the second Topic shall commence immediately.

17. **DEBATE.** The Council will begin with a General Debate about the topic selected, followed by a Particular Debate about the Draft Resolution.

18. **SPEECHES.** No delegate may address the forum without explicit authorization from the Chair. The Chair may call a delegate to attention if the debate has ceased to be relevant about the Topic being discussed, if the delegate exceeds his/her speech time-limit, or if his/her comments turn to be offensive for any other delegation.

I. GENERAL DEBATE



MODELO DE NACIONES UNIDAS DEL ITAM

19. **DEBATE.** The Chair will guide the debate by calling upon delegates that wish to address the Council and have raised their placard. In case of considering it necessary, the Chair will create a speakers' list. The list considers those delegations that request to exercise their right of word. A country may solicit its inclusion in the list if it is absent from it as-of-yet, and must do it through a written message.

20. **SPEAKERS.** The speakers of this debate will be the delegations in the list and those appointed by the Moderator considering the ideological and regional diversity, as well as the enrichment of the debate. If a delegate isn't part of the list but wishes to exercise its right of word and its participation was fundamental for the debate, the Moderator can call upon it. Subsequently the speakers' list order will be followed once again.

A delegate may propose a motion to close the speakers' list and to continue the General Debate with the Moderator calling upon the delegations that raise their placard. This motions must be seconded, and submitted to voting, needing a simple majority to be approved.

21. **SPEECH TIME-LIMIT.** Each delegate will count with a time-limit of two minutes to address to the Council and may be requested to answer a maximum of three questions. The Moderator will call a speaker to attention immediately if he has exceeded his allotted time. The time-limit may also be proposed by a delegate and must be seconded and voted favourably by a Qualified Majority. The President may declare this Motion out of order and his decision will be unappealable.

22. **YEILDING OF TIME.** A delegate which has been recognized to speak may yield his remaining time as described below. The delegate must communicate his decision to the Chair at the end of his speech. If there is no such announcement, the time will be deemed automatically yielded to the Chair.

1) To another delegate. The other delegate may use the time, but may not yield it again. In case that the delegate to whom the time is being yielded does not accept it, the yielding delegate will be warned.

2) To Questions. The delegates that shall ask the questions will be chosen by the Moderator and they will only be permitted to ask one. Time will be deducted exclusively from the speaker's answers.

3) To Comments. The Moderator may authorize two comments from the forum about the content of the former speaker's speech. The delegates



MODELO DE NACIONES UNIDAS DEL ITAM

that comment may not yield their time, which will be of exactly 30 seconds.

4) To the Chair.

23. EXTRAORDINARY SESSION OF QUESTIONS. If any delegate considers that questions are necessary to clarify the position of any of last two speakers', he may ask the Chair for an Extraordinary Session of Questions. The session allows a maximum of three questions to the delegates in use of the word. The delegate questioning has the right to a follow-up to his question only if it is related to the earlier answer. Follow-ups are independent from the number of questions approved by the Council. It is the questioning delegate's prerogative to establish a brief preamble to his question with the Chair's permission, solicited through a Point of Personal Privilege; however, a preamble is not in order for a follow-up. The questioned delegate may answer whatever he deems pertinent.

This Motion must be accepted by the delegate that will be questioned, seconded and accepted by a Qualified Majority of delegates present.

24. POINT OF PERSONAL PRIVILEGE. If a delegate experiments any discomfort that prevents him or her from participating fully in the proceedings, he may request, through a Point of Personal Privilege, for measures to be enacted to correct this situation. This Point can not be rejected without first listening to the petition and may interrupt a speaker, but must be used with utmost discretion.

25. POINT OF ORDER. During the debate, a delegate may raise a Point of Order to show that the procedure being followed is incorrect. The Chair must decide the validity of the Point immediately using only these Rules of Procedure. The Moderator may consider the Point out of order when it is lately exposed, being his decision unappealable. A delegate presenting a Point of Order may not speak about the Topic being debated, but may only mention the regulatory anomaly he has observed. Any comment about the Point or the Chair's decision (which is unappealable) is out of order.

26. POINT OF PARLIAMENTARY INQUIRY. When the floor is open, a delegate may present a Point of Parliamentary Inquiry to question the Chair about the procedure that must be followed. This point may never interrupt a Speaker and must ask questions relevant to the procedure at hand. Questions related to the Topics must be directed to the Members of the Chair during Caucuses or through a written message. If necessary, the Chair will open the floor in order to clarify any point of procedure.



MODELO DE NACIONES UNIDAS DEL ITAM

27. **RIGHT OF REPLY.** A delegate whose personal integrity or national honour has been harmed by another delegate may request a Right of Reply, through written means. The President will announce the decision of the Chair, which is unappealable. If the President decides the Right of Reply is in order, the Chair shall recognize the offence. A Right of Reply over a Right of Reply is out of order beforehand.

28. **CAUCUS.** A delegate may propose a Caucus at any moment during either the General or the Particular Debate. A Caucus consists of a space for debate without a defined format. Its object is to make communication more fluid between delegates, negotiate between them, write draft resolutions, etc. The Motion must be seconded and then voted affirmatively by a Simple Majority. The time-limit must be specified (and may not exceed 20 minutes) as must its purpose. The Moderator may declare it out of order and this shall be unappealable. A delegate may propose an extension of the caucus, not exceeding the initial caucus's time limit. The motion requires the voting procedure mentioned above.

29. **WORKING PAPERS.** A Working Paper is a document in which Delegates will present the most condensed ideas that have been discussed by the Council. It is the step prior to a Proposed Project Resolution. Working Papers do not need a strict format and need only the signature of the President and the signature of one third of the delegations at the Council to be presented. Proposed Working Papers may not be talked about until the Approval Board has recognized them in the Council. The signing delegates may present them during their speech in the General Debate.

30. **APPROVAL BOARD.** The Proposed Project Resolution Approval Board shall be composed by the President and the Moderator. It shall answer directly to the Secretary General and the Chief of Protocol may also take part of it.

31. **PROPOSED PROJECT RESOLUTIONS.** Delegates will make draft resolutions to be presented to the Approval Board. The drafts must have the support of at least one third of the members of the Council. The Member States can only endorse one draft resolution per topic addressed. Draft resolutions must be based on the aspects discussed in the General Debate.

The Approval Board may suggest modifications of form, but not of content in the projects presented. Those suggestions must be announced to the signing delegations for their review. When presenting the draft resolution to the Approval Board, the Member States that



MODELO DE NACIONES UNIDAS DEL ITAM

endorse it must state which delegations will present the draft resolution at the beginning of the Particular Debate.

Every member of the Council must receive a copy of the project resolution in order for it to be discussed, amended and voted. No proposed project resolution written before the simulation may be discussed.

II. PARTICULAR DEBATE

32. **DEBATE.** The Presidency will summon maximum three delegates to present for discussion the draft resolution. These delegates will have five minutes to defend the draft resolution and later on may be questioned about it.

The Particular Debate may have two modes, open debate or closed debate. The mode to use will be submitted to voting by the Presidency, needing only a simple majority to be approved and may be changed if considered as necessary.

A. About Open Debate

33. **SPEAKERS.** The Moderator will call upon those delegations that wish to address the forum and have raised their placards. In case of considering it necessary, a speakers' list may be created.

B. About Closed Debate

34. **SPEAKERS.** The Chair will open a speakers' list with two speakers in favour and two speakers against the draft resolution, considering the ideological and regional diversity, as well as the enrichment of the debate. Each speaker will count with two minutes to express a comment and / or propose an amendment. After presenting the amendment proposals, the Presidency has the decision to approve or reject them. In case of approving an amendment it must be read by the Presidency.

The delegation in use of the word may be questioned before voting the amendment proposed. The delegation that establishes a comment in favour or against the draft resolution without proposing an amendment may yield its remaining time to another delegation or to the Chair.

35. **AMENDMENTS.** Amendments add to, delete from or modify parts of a Proposed Project Resolution. Each delegation may propose only one Amendment per Project. An amendment may not transform the original essence of the document and delegates may not amend an



MODELO DE NACIONES UNIDAS DEL ITAM

Amendment. Proposed Amendments must be communicated to the Approval Board during the Closed Debate in a written fashion with the agreement of at least 15% of the delegations. This endorsement represents the intention to discuss the amendment and is not a vote in favour or against it.

Friendly amendments may be incorporated to the draft resolution if they have the endorsement of all the Member States of the Council. Friendly amendments must be incorporated immediately and without previous debate, but they need to be incorporated before the voting and announced by the Presidency.

The amendment will be formally voted, abstentions are allowed. If an amendment has an affirmative vote by qualified majority excluding observers, then it will be considered as accepted.

36. CLOSURE OF DEBATE. To vote a Proposed Project Resolution, the debate must be closed. The President shall decide if the Motion is in order and will recognize two delegates to speak against it. Voting will then be carried about, and a Qualified Majority will be needed for it to pass. Once the debate is closed, the Proposed Project Resolution shall be called a Project Resolution.

37. DIVISION OF THE QUESTION. Immediately after the debate has been closed, a delegate may move a motion to vote each Operative Clause of the Resolution in an individual manner. The floor will be momentarily opened to allow this to happen. There will be one speaker 'for' and one 'against' the Division of the Question, and this motion requires a Simple Majority to pass. If all the Operative Clauses of the Resolution are rejected, the Resolution shall be rejected; if any are passed, they shall be considered the Council Resolution.

38. VOTING PROCEDURE. Each Member has the right to one vote. A Simple Majority is needed to approve a Project Resolution. The President will guide the delegates to vote in alphabetical order following the procedure laid out thus:

1) First Round: Delegates may vote in favour, against, abstain or pass. They may ask the Chair for a Right of Explanation to make an exposition to the Council of the vote's reasoning.

2) Second Round: The delegates that passed must vote either in favour, against or abstain. After this round the Council will hear the Right of Explanation of the delegates that have asked for it.



MODELO DE NACIONES UNIDAS DEL ITAM

3) Third Round: The Chair will invite the delegates to reconsider their vote, and it will then call upon them again to vote alphabetically. For a Project Resolution to become a Resolution it must be voted favourably by a Simple Majority of delegations (not counting the delegates that Abstain), while no Permanent Member has voted against it.

39. **VOTES.** Each Council member has one vote. Decisions on procedural matters are made by an affirmative vote of at least nine of the 15 members. Decisions on substantive matters require nine votes, including the concurring votes of all five permanent members.

40. **CLOSURE OF THE SESSION.** To Close the Session, the forum floor must be open, and a delegate must propose either the closure of the session (leading to a recess) or a definite closure of the simulation (if the current session is the last one). If the Motion passes, debate will be terminated.



MODELO DE NACIONES UNIDAS DEL ITAM

DRESS CODE

The United Nations, as an international organization, is an example of formality and diplomacy in which our appearance is of vital importance. To make of this simulation a success, the following dress code will apply:

MEN

A suit or jacket and dress pants (no jeans), with a dress shirt and tie will be required. Socks and dress shoes must be worn. No hats or caps will be allowed.

WOMEN

A dress, suit, slacks or skirts (no jeans), with a blouse or sweater will be required. Dress shoes must be worn.

Let us remind you that the Chair will strictly overview the following of the dress code, and non-compliance with it will merit a warning. Besides proper attire, a delegate's badge must be worn all times. In case of a delegate choosing to assist in traditional or ethnic attire, the Chair must approve to it for him to be allowed into the Committee, excessive attire is not recommended.



MODELO DE NACIONES UNIDAS DEL ITAM

SAMPLE POSITION PAPER

The position paper is an essay in which the delegates express their nation's policy towards each one of the topics being discussed in the meetings. The essay must have two parts: an introductory page and one with the nation's policy. Every page should have the following heading:

Committee: (the committee in question)

Country: (the country represented)

Delegate: (full name)

The introductory page should include basic information about the nation that is relevant to the topics at hand, like social and economic situation, the governmental system, historical facts, and international organizations of which the country holds membership. The other pages should include the relationship between your nation and the committee, how it has voted recently, and your nation's official policy and position on the topics that will be discussed. It is extremely important that the paper be written as an official document from your country, avoiding the usage of first person.

SAMPLE WORKING PAPER

Committee: Disarmament and International Security Committee (DISC)

Topic: The situation in Burundi

Sponsors: The Kingdom of Norway

1. Coup d'état, caused an abrupt and violent interruption of the democratic process initiated in Burundi, the nation must return to the positive reforms.
2. Immediate cease fire from the perpetrators and the return to their barracks.
3. Immediate restoration of democracy and the constitutional regime.
4. Support the efforts being made by the Secretary-General of the UN, the OAU and the countries in the region to promote a return to constitutional order and the protection of democratic institutions in Burundi.
5. Support the Secretary-General's special envoy to Burundi.
6. Emergency humanitarian assistance for Burundi. (members of the UN, international organizations, intergovernmental organizations and nongovernmental organizations)
7. Remain seized of the matter until a solution to the crisis is found
8. Violence should be avoided. Active mediation and UN involvement will be necessary.



SAMPLE PROJECT RESOLUTION

The ultimate goal of any committee is to write a resolution. This is the document that includes every measure the committee will undertake to solve the topic at hand.

Every resolution project is divided in two parts. The first lines of the text serve as the preamble, in which the background and the problem should be exposed, as well as the main purpose of the project, and recalls past UN resolutions. The rest of the project resolution is formed by operative clauses, which is the action being taken, described in a very specific step-by-step manner. Actions proposed should be realistic, concrete, well structured and correctly written (bad grammar can actually make a resolution fail or be rejected by the Chair). It is extremely important that the terms used are clear in order to avoid misinterpretations. The correct format is also required for a resolution to be signed by the Chair.

Committee: Disarmament and International Security Committee (DISC)

Topic: The situation in Burundi

Date: September 9th, 2005

The Disarmament and International Security Committee (DISC),

1. Having considered the item entitled “the situation in Burundi,”
2. Deeply concerned by the military coup d’etat which took place in Burundi on 21
3. October 1993,
4. Shocked by the cowardly assassination of the President of the Republic and other
5. political leaders,
6. Seriously disturbed by the tragic consequences of the coup d’etat that is plunging
7. Burundi into violence and causing loss of life and mass displacement,
8. a) Unreservedly condemns the coup which has caused an abrupt and violent
9. interruption of the democratic process initiated in Burundi;
10. b) Demands that the perpetrators of the putsch lay down their arms return to
11. their barracks;
12. c) Also demands the immediate restoration of democracy and the constitutional
13. regime;
14. d) Supports the efforts being made by the Secretary-General of the United Nations,
15. the Organization of African Unity and the countries in the region to promote a return
16. to constitutional order and the protection of democratic institutions in Burundi;
17. e) Commends the Secretary-General of the United Nations for having sent a special
18. envoy to Burundi;
19. f) Requests the States Members of the United Nations, international organizations,
20. intergovernmental organizations and non-governmental organizations to provide
21. emergency humanitarian assistance and/or any other assistance to the people.

DOCUMENT PHRASING

INTRODUCTORY PREAMBULATORY PHRASES:

Affirming
Alarmed by
Approving
Aware of
Believing
Bearing in mind
Confident
Contemplating
Convinced
Declaring
Deeply concerned
Deeply conscious
Deeply convinced
Deeply disturbed
Deeply regretting
Desiring
Emphasizing
Expecting
Expressing its appreciation

Expressing its satisfaction
Fulfilling
Fully alarmed
Fully aware
Fully believing
Further deploring
Further recalling
Guided by
Having adopted
Having considered
Having considered further
Having devoted attention
Having examined
Having heard
Having received
Having studied
Keeping in mind

Noting further
Noting to regret
Noting with approval
Noting with deep concern
Noting with satisfaction
Observing
Reaffirming
Realizing
Recalling
Recognizing
Referring
Seeking
Taking into account
Taking note
Viewing with appreciation
Welcoming

INTRODUCTORY OPERATIVE PHRASES:

Approves
Accepts
Affirms
Authorizes
Calls
Calls upon
Condemns
Congratulates
Confirms
Considers
Declares accordingly
Deplores
Designates
Draws attention

Emphasizes
Encourages
Endorses
Expresses its appreciation
Expresses its hope
Further invites
Further proclaims
Further recommends
Further reminds
Further requests
Further resolves
Has resolved
Notes

Proclaims
Reaffirms
Recommends
Regrets
Reminds
Requests
Resolves
Solemnly affirms
Strongly condemns
Supports
Takes note of
Trusts
Urges