

# Rules of Procedure for the Security Council

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 three members of the Executive Committee (each of them at the same hierarchy and the maximum authority in the Model) or any Member of the Staff designated by them 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, but may participate in the general debate with the same rights and duties of members once they have been recognized by the Chair.
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 and he will manage the academic scope. 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 the technical scope, 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 is considered, except for votes reserved to members. During a voting, abstentions will never be considered for the final result.

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 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 be opened between each intervention of the delegates. 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 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 last 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. Such interventions can't be established in the first person of the singular, having just some exceptions. Moreover, any delegation can't establish direct contact with another delegation. 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**

19. **DEBATE.** The Chair will guide the debate by calling upon delegates that wish to address the Council and have raised their placard (recommended procedure). 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 that the Chair consider pertinent (minimum one minute, maximum 3) to address to the Council. 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, which can't have neither preamble nor follow-up. 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 that comment may not yield their time, which will be of exactly 30 seconds.

4) To the Chair. Delegation can yield their time to the chair expressing it. However, it will not be necessary to make such a statement. In the moment that the delegate takes seat, it will be considered that the remaining time has been yielded automatically to the Chair.

**23. 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 cannot be rejected without first listening to the petition and may interrupt a speaker, but must be used with utmost discretion. Just in this point, the delegate can establish his speech in first person of the singular, since this discomfort affects directly to the person, but not the Foreign Policy he represents.

**24. 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 related to the protocol. Any comment about the same Point or the Chair's decision (which is unappealable) is out of order.

**25. 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 Simple Caucuses or through a written message. If necessary, the Chair will open the floor in order to clarify any point of procedure.

26. **POINT OF EVIDENCE.** This kind of point applies just for the Historical Security Council. When debating a historical topic and the floor is open, a delegate may present a Point of Evidence when the arguments of another delegation seem not to be truthful. This point may never interrupt a Speaker and the use of this Point must be related to the statement of any of the three latest delegates that addressed the forum. The Chair will announce the final decision about the veracity of the information and the final decision will be unappealable. If one delegation establishes arguments or facts not truthful repeatedly, it could receive a warning. This point can also be executed through a written message, which must be sent to the Chair.

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. **EXTRAORDINARY SESSION OF QUESTIONS.** If any delegate considers that questions are necessary to clarify the position of any of the last three speakers that have addressed to the council, he may ask the Chair for an Extraordinary Session of Questions. The session allows a minimum of two questions and a maximum of three 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 seconded by any delegation, accepted by the delegate that will be questioned, and accepted by a Qualified Majority of delegates present. The delegate who proposed the extraordinary session of questions will have preference in establishing the first question. Furthermore, preference will be given to the delegate who seconded the motion, by courtesy, to establish the second question, yet it is not obligatory for the Chair to do so. It's worth noting to say that every motion must be seconded and voted.

29. **CAUCUS.** A delegate may propose a Caucus at any moment during either the General or the Particular Debate. There are two types:

A) **Moderated Caucus.**- A Caucus consists of a space for debate in which the delegations appointed by the Moderator will have the opportunity to address the forum. In a Moderated Caucus, the floor will not be opened between each intervention of the delegates. In case of Spears' List, this will be suspended. The Motion must be seconded and then voted affirmatively by a Simple Majority. The time-limit must be specified (minimum 5 minutes and maximum 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.

B) **Simple Caucus.**- 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 (minimum 5 minutes and maximum 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.

30. **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 Draft 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.

31. **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.

32. **DRAFT RESOLUTIONS.** Delegates will make Draft Resolutions to be presented to the Approval Board. The drafts must have the support of at least two 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 and 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 endorse it must state which delegations will present the Draft Resolution at the beginning of the Particular Debate. Since the moment the Draft Resolution is recognized by the President, the Particular Debate will start.

## **II. PARTICULAR DEBATE**

33. **DEBATE.** The Presidency will summon maximum three delegates to present the Draft Resolution. These delegates will read the document and, then, there will be 5 interventions. Such interventions can be comments or questions. The latter can have a follow-up, but not preamble.

The Particular Debate may have two modes:

A) Open Particular Debate.- 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) Close Particular Debate.- 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.

The Presidency of the Chair will guide the voting to choose the mode of the Particular Debate, needing only a simple majority to be approved and may be changed if considered as necessary with two third of the delegations.

34. **AMENDMENTS.** Amendments add to, delete from or modify parts of a Proposed Draft Resolution. Each delegation may propose Amendments to the Draft Resolution in whatever of the two modes of the Particular Debate. An Amendment may not transform the original essence of the document and delegates may not amend an Amendment. Amendments can be of two types:

A) Conventional Amendment.- Conventional Amendments must be communicated to the Approval Board 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. The President of the Council will address the forum to announce the Amendment and the delegation that proposed the Amendment will have 30 second to present it. Then, there will be 2 interventions, which can be comments or questions. The latter can have a follow-up, but not preamble. Once the Amendment has been presented and the interventions have been executed, it will proceed to the voting. The delegations can vote in favour or against (not place for abstentions). It is required two thirds of the votes in favour in order to approve the Amendment. If it happens, the chair will proceed to make the change in the Draft Resolution.

B) Friendly Amendments.- 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.

All the Amendments have to be incorporated before the voting and announced by the Presidency.

**35. 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 (not space for abstentions). Once the debate is closed, the Draft Resolution shall be called Project Resolution.

**36. 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 Council will hear the Right of Explanation of the delegates that have asked for it. The delegates that passed must vote either in favour, against or abstain.

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. If the Resolution Project is voted favourably, it will become a Resolution.

**38. CLOSURE OF THE SESSION.** To close the session, the 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 by simple majority, the session will be closed.

# **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 Executive Committee and the Chair must approve to it for him to be allowed into the Committee, excessive attire is not recommended.

# **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)**

**School: (the institutions he/she comes from)**

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. Violence should be avoided. Active mediation and UN involvement will be necessary.

# SAMPLE DRAFT 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 use of preambulatory phrases.**- 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 use of operative phrases.**- The use of the rest of the Resolution Project 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.

An example is presented on the next page.

1 **Committee: Disarmament and International Security Committee (DISC)**

2 **Topic: The situation in Burundi**

3 **Date: September 9th, 2005**

4 The Disarmament and International Security Committee (DISC),

5 *Having considered* the item entitled “the situation in Burundi”;

6 *Deeply concerned* by the military coup d’etat which took place in Burundi on 21

7 October 1993;

8 *Shocked* by the cowardly assassination of the President of the Republic and other

9 political leaders;

10 *Seriously disturbed* by the tragic consequences of the coup d’etat that is plunging

11 Burundi into violence and causing loss of life and mass displacement;

12 a) *Unreservedly condemns* the coup which has caused an abrupt and violent

13 interruption of the democratic process initiated in Burundi;

14 b) *Demands* that the perpetrators of the putsch lay down their arms return to

15 their barracks;

16 c) *Also demands* the immediate restoration of democracy and the constitutional

17 regime;

18 d) *Supports* the efforts being made by the Secretary-General of the United Nations,

19 the Organization of African Unity and the countries in the region to promote a

20 return

21 to constitutional order and the protection of democratic institutions in Burundi;

22 e) Commends the Secretary-General of the United Nations for having sent a special

23 envoy to Burundi;

24 f) Requests the States Members of the United Nations, international organizations,

25 intergovernmental organizations and non-governmental organizations to provide

26 emergency humanitarian assistance and/or any other assistance to the people.

# DOCUMENT PHRASING

## INTRODUCTORY PREAMBULATORY PHRASES

|                   |                             |                           |
|-------------------|-----------------------------|---------------------------|
| Affirming         | appreciation                | Keeping in mind           |
| Alarmed by        | Expressing its satisfaction | Noting further            |
| Approving         | Fulfilling                  | Noting to regret          |
| Aware of          | Fully alarmed               | Noting with approval      |
| Believing         | Fully aware                 | Noting with deep concern  |
| Bearing in mind   | Fully believing             | Noting with satisfaction  |
| Confident         | Further deploring           | Observing                 |
| Contemplating     | Further recalling           | Reaffirming               |
| Convinced         | Guided by                   | Realizing                 |
| Declaring         | Having adopted              | Recalling                 |
| Deeply concerned  | Having considered           | Recognizing               |
| Deeply conscious  | Having considered further   | Referring                 |
| Deeply convinced  | Having devoted attention    | Seeking                   |
| Deeply disturbed  | Having examined             | Taking into account       |
| Deeply regretting | Having heard                | Taking note               |
| Desiring          | Having received             | Viewing with appreciation |
| Emphasizing       | Having studied              | 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 |

# MAJORITIES

| Procedure   | Required majority |
|---|-------------------|
| To open topic   | Simple = 50%+1    |
| To open / close a speakers' list (if necessary)   | Simple = 50%+1    |
| To change in the time of speakers (speech)  | Qualified = 2/3   |
| Extraordinary Session of Questions  | Qualified = 2/3   |
| Caucus (moderated and simple)   | Simple = 50%+1    |
| Voting to choose the mode of the Particular Debate (open and close)                       | Simple = 50%+1    |
| To change from the Open Particular Debate to the Close Particular Debate (and vice versa) | Qualified = 2/3   |
| Amendments  | Qualified = 2/3   |
| To close the Debate   | Qualified = 2/3   |
| To vote the Resolution Project  | Simple = 50%+1    |
| To close the session  | Simple = 50%+1    |

## OTHER IMPORTANT MAJORITIES

| Procedure                               | Required majority |
|---|-------------------|
| Quorum to start the debate              | Simple = 50%+1    |
| Quorum to vote Resolutions              | Simple = 50%+1    |
| Quorum to vote Amendments               | Simple = 50%+1    |
| Signatures for a Working Paper          | 1/3               |
| Signatures for a Draft Resolution       | 2/3               |
| Signatures for a Conventional Amendment | 15%               |
| Signatures for a Friendly Amendment     | 100%              |

# DIAGRAM ABOUT THE PROCESS OF THE COUNCIL'S WORK

