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O MAIOR MODELO INTERCOLEGIAL DAS NAÇÕES UNIDAS NA AMÉRICA LATINA

# MINIONU

## RULES GUIDE



**UNODC (2017)**  
The War On Drugs: Goals for  
the upcoming decade in Latin  
America (2020)

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## **1. GENERAL CONSIDERATIONS**

The staff of the UNODC (2017) informs that this set of rules will be applied in the committee meetings on the 18<sup>th</sup> MINIONU, between October 12<sup>th</sup> and 15<sup>th</sup> of 2017. Initially, we would like to be clear on some of the basic rules of operation that will be utilized on the days of the event: the official language to be used in the days of debate will be English – delegates cannot use another language to discourse in the committee, besides if it is a foreign expression that is necessary to the debate and even than this must be followed by an immediate translation to the committee's official language.

Due to security matters, all the delegates must wear their credentials during the entire MINIONU, and if the delegate is not bearing his/hers credentials he/she can be prevented in partaking in the debates. The delegates must behave in a diplomatic way, always keeping education, decorum and respecting the decisions of the Chair.

The Chair has the power to declare the opening and the closure of each session of the committee, to administrate the debates, to make sure of the respect by the rules and to recognize the right of speech of the delegates. The Chair will deliberate on the precedence and on the relevance of questions and motions presented by the delegates, and can also suggest them when the Chair believes it's necessary.

The Chair can institute, unilaterally and without voting, a certain modality of debate if it judges relevant and necessary. The decisions of the Chair are final and unappealable. The committee's directors have the power to interpret the rules as it judges convenient to assure the good running of the committee matters.

Finally, the Chair keeps the right to change the current rules of the committee if it judges necessary and, in case of occurrence of unexpected situations, to deliberate autonomous way on the official rules of the committee.

## **2 RULES REGARDING THE DEBATE**

This present session will broach some of the rules on the operation of the committee. So, there will be an explanation on the role of the agenda, on the role of the quorum and on how to make great speeches during the sessions.

### **2.1 Agenda**

The agenda of the committee is a document of scheduling established beforehand in order to orientate the discussions of the committee. The agenda will be only presented to the

delegates in the first session. The Agenda is disposed in topics that present crucial points of the matters of the committee's theme.

Each topic must obligatorily have at least one Resolution, When the topic is suspended or tabled, the Chair will pass to the voting process of the Resolution. Discussions of one topic in another one will not be tolerated.

## **2.2 Quorum**

The sessions will be opened when at least one third (1/3) of the credentialed delegates are present in the room. The presence of a qualified majority (2/3) of the committee is necessary to take any substantial decision. When present the minimum quorum, the Chair will proceed with the roll call, in which all representations must declare themselves "present" or "present and voting". The delegations declared as present and voting may not abstain from substantial matters (these will be explained further in this guide) during that session.

The delegates that happen to arrive after the beginning of the session and the end of the roll call may be still recognized by the Chair by a formal Motion for Recognition or a written communication sent to the Chair by a volunteer. The Chair also saves the power to automatically recognize a delegate by declaring it out loud. The timetable of each of the sessions is presented in advance in the general timetable of the event so delays should be utterly avoided.

## **2.3 Discourse**

To make a discourse, the delegate must first be recognized by the Chair. It is its duty to call to order any speaker in case the speech is not of relevance to the topic in discussion. In case a speech is interrupted by a third party, the Chair shall pause the stopwatch and then restore the amount of time it judges fair to the speaker after having restored the order. The abuse of speech time for discussion of irrelevant issues to the committee, or to the diplomatic environment, will not be tolerated, under the punishment of interruption of the speech, reprimands from the Directive Chair and annulment of the restitution of time, or in more severe cases, cancellation of the right of speech itself.

The standard speech time is of 1 minute, which can be altered, for more or for less, depending on the needs of the delegates, through a Motion. The Chair can suggest that the speech time be augmented or diminished, and can acquiesce, or not, to motions raised by the delegates.

### **2.3.1 Time Transference**

During the simulation of the UNODC (2017) there will be no time transference. The Chair has decided to not use this kind of arrangement since our moderation model is a Moderated Caucus continuum.

## **3 VOTING**

This session presents the voting procedures. The voting will take places whenever the committee faces a Procedural or Substantial Matter. The rules of the voting are utterly necessary to safeguard a diplomatic resolution to the significant questions of the meeting.

### **3.1 Procedural Matters**

These matters are about the usual procedures of the debates in the committee, such as voting of motions, alteration of the modality of the debate and etcetera. The procedural matters require to be voted by a **simple majority** (50%+1 of the quorum) in order to be accepted. Procedural matters are voted by the whole committee, with no distinction between observer members and the other delegations. Besides there must be no abstentions in this kind of voting, in other words, all the delegations that were recognized by the Chair in the session need to vote against or in favor of the proceeding in question. If the Chair notes that there were abstentions during the voting process it must repeat the process until all the committee members had voted.

### **3.2 Substantial Matters**

These are the matters about the adoption of decisions regarding the topic's theme of discussion, such as the voting of resolutions and of amendments. The substantial matters require the approval of a **qualified majority** (2/3 of the quorum). In these kind of voting is open to abstentions and only permanent members of the committee are able to vote, what mean that observer members are not allowed to vote. The Chair will open these voting to **motions of voting by roll call** and the resolutions can also be voted by **division of the question** if a motion to it passes the substantial voting.

## **4 DEBATE MODALITIES**

There are three different modalities of debate that can take place in the committee: (i) the Greek Moderation; (ii) unmoderated caucus; and the (iii) informal consultation. The Greek Moderation is the main modality of debate and the other one must be requested by motion and this motion must be approved by a simple majority.

#### **4.1 Greek Moderation**

The Greek moderation is a debate modality in which the committee stays in a Moderated Caucus continuum. In this moderation model there is no time transference and the time of speech is decided by the Chair beforehand. It is important to remember that there is no motion for a Moderated Caucus in a Greek Moderation committee.

Delegates willing to speak will dispose their placards in the vertical position and keep them in that position until they are recognized or quit the intent of speaking. The Chair will decide which delegate will speak considering all the raised placards, the relevance of the possible speech, how long the placard has been held up, or at random. When the speech time expires, the delegate may again put his/her placard in the vertical position and wait until he/she is recognized again.

#### **4.2 Unmoderated Caucus**

The Unmoderated Caucus is generally used for a more efficient production of documents and drafts. In the Unmoderated Caucus the chair does not take part in the moderation of the debate during a certain time. In this period, the delegates are able to walk freely around the room which the committee is held to communicate with their colleagues in order to exchange ideas. To be applied, the Unmoderated Caucus must be requested by motion and this motion must be approved by a simple majority. When the delegate requests the motion for an Unmoderated Caucus he/she must propose the time of length and a justification for the Unmoderated Caucus, with these in mind, the Chair must accept or not the motion in question.

#### **4.3 Informal Consultation**

The delegates may propose a motion for an Informal Consultation, pre-establishing its duration and its justification. The purpose and format of an informal consultation is very similar to that of the Unmoderated Caucus, but in this format of debate all the delegates must remain seated in their places. They tend to be more organized than the unmoderated caucus, however, and therefore more productive. Although there is still no moderation from

the Chair in the Informal Consultation, it has the right to interrupt the consultations that show themselves unproductive or irrelevant, as well as extend the time of those who show progress.

## **5 POINT**

Between one speech and another, the Chair will always ask the delegations if “There are any points or motions”. There are three types of questions and they are: (i) Point of Inquiry; (ii) Point of Order; (iii) Point of Personal Privilege.

### **5.1 Point of Inquiry**

The Point of Parliamentary Inquiry, or just Point of Inquiry, as it is commonly known, is used when the delegate has a question or doubt regarding the proceedings of the committee and the Chair, like how many signatories must a document have to be introduced, or if the Chair has already appreciated a draft resolution presented, etc.

### **5.2 Point of Order**

The Point of Order is called when there is the occurrence of improper procedure or mistake by a member of the staff that the Chair may have not seen, the Chair itself included. If noted by any delegate, a point of order can be pointed out with due decorum during the intervals of speeches when the Chairs asks for points or motions, in order not to interrupt a speaking delegate. The Chair will evaluate the point raised and, if its validity is proved, it will take the possible actions to correct it according to its nature.

### **5.3 Point of Personal Privilege**

The Point of Personal Privilege consists in a situation in which the delegate has personal discomfort or is unable to perform at his/her best due to some circumstance such as excess of external noise, if the room is too hot or if he can't hear another delegate speaking. It is also used when a delegate feels PERSONALLY offended by another delegate's speech.

**ATENTION:** This is the only point that has the prerogative to put on hold another delegate's speech. When this happens, the delegate must raise his placard, wait until the Chair ask the current speaker to wait and pause the stopwatch to recognize the delegate with the raised placard. The delegate must then say it is a Point of Personal Privilege and state his/her point.

If possible, the Chair will attend to it and restore the approximate interruption time back to the speaker.

## **6 MOTIONS**

Motions are procedures that can be proposed by the delegates and that change the dynamics of the debate. The motions are affected by rules of precedence, what means that they are voted in a hierarchy of the most radical to the least radical. In case of the most radical motion be accepted, the other ones are not voted.

### **6.1 Motion of Introduction of the Topic**

After the opening of the committee, the debate will not be focused in any topic of the Agenda, in order to open a topic and start debating on it, the delegates needs to ask for a motion of introduction of the topic. This motion passes when a qualified majority (2/3 of the quorum) votes favorable to it.

### **6.2 Tabling Debate**

All the topics in our Agenda, which will be present in our blog in the days nearing the event, will be discussed individually in the presented order, and the committee will only change to another topic if (a) there is at least one resolution for that topic or (b) if the topic is put on hold. To temporarily suspend a topic currently being discussed, this motion is used and can be approved with a simple majority; however, to reopen a tabled debate there must be a qualified majority (2/3 of the quorum) willing to do it.

### **6.3 Closure of the Debate**

In an appropriate time, a delegate can propose a motion of Closure of the Debate. After it, the Chair will pass this motion to a voting process and it will be accepted if a qualified majority (2/3 of the quorum) votes favorable to it. If the motion passes, the Chair will declare the Closure of the debate and will pass to the voting process of the draft resolutions and of amendments (if there are amendment proposals).

### **6.4 Adjournment of the Session**

When the time of the closure of the sessions (that will be established in the MINIONU official calendar) arrives, the Chair will announce that it is open to Motions of Adjournment of the Session. In order to be approved, this motion needs to be voted by a qualified majority (2/3 of the quorum). If adjourned, the meeting will restart in the next scheduled time. It is not possible to adjourn the last session.

## **6.5 Introduction of Draft Resolutions**

One of the signatory delegates can present a motion of introduction of the draft resolution in order to submit it to the Chair appreciation, that can accept it or not. If the Chair accepts it for appreciation, the Chair will inform the delegates when it is done and it will provide a copy of it to the delegates. The delegate that presented the motion will have time to read it to the other colleagues. The delegate who will read the draft resolution must read only the operative clauses. There will be no time for commentaries.

# **7 DOCUMENTS**

This session will present the different types of documents and the process of introduction of them. Those are the formal format of what is discussed in the committee.

## **7.1 Official Position Paper**

The official position paper (OPP) is a formal manner to express the points, ideas and the representation's foreign policy concerning the committee's theme. Every delegate must hand it to the Chair on the first day of the event and it will be available to other delegations that would like to know the initial position of a certain delegation, but each delegate can only borrow two OPPs at once after having asked one of the members of the staff and must return them to the Chair after he no longer needs it. The OPPs won't be formally evaluated by the Chair, but should be well researched and written nonetheless.

## **7.2 Working Papers**

The working paper is usually a document that expresses, in the written form, the ideas of one or more delegations about a topic pertinent to the debate, but can also be presented as any form of multimedia. It is not binding and is used mostly to orient the discussions. There is no need for a motion to introduce this kind of document, only an

appreciation from the Chair prior it turns to be available to the whole committee. In addition, it is required at least 1/5 of the present quorum as its signatories

### 7.3 Draft Resolution

The Draft Resolution, or the Final Communiqué, is considered the most important document of the committee. It is through it that the delegates will expose the result of the debates and propose course of actions to solve the issue that first motivated the reunion. In order to be submitted, a draft resolution requires the approval of the Chair and the signature of at least 1/3 of the delegations present in the session. The signature in a proposal does not mean that the delegate support what is written on it, but means that he/she wish it to be put in discussion.

To a draft resolution be approved and became an official resolution of the topic, it needs to be approved by a qualified majority (2/3 of the quorum). The resolution is divided between **perambulatory** and **operative** clauses: The perambulatory clauses approach all considerations made about the topic in discussion, as it must be written with verbs in the present continuous tense, the first expression in each sentence must always end in a comma; while the operative clauses are disposed by the concrete actions that the committee will take about a specific topic. These have to be numerated, written in the imperative tense and finished by a semicolon, with the exception of the last item, that must be finished full stop.

#### 7.3.1 *Introduction of the Draft Resolution*

After the formal writing and appreciation of the draft resolution, the delegates can ask, at any moment, a motion to introduce the draft resolution. If the motion passes, a copy of the document will be distributed to all delegations and one of the signatories will be invited forward by the Chair to read only the operative clauses to the whole committee. A copy of the document will be distributed to all delegations. Afterwards, the delegates should discuss the proposal resolution during their regular speeches.

The document will now gain a formal status and be named **proposal resolution**. In order to vote it, a motion to **suspend the topic**, which needs the positive vote of a simple majority, is necessary. If the motion passes, all the proposal resolutions introduced until that point will be voted in their order of introduction. In this point the Chair will announce that it is open to two special motions: motion of voting by division of the question and motion of voting by roll call. These two motions change the modality of voting, what means that they are procedural matters and because of this, it passes if a simple majority (50%+1) approves it.

These voting modalities will be explained further in this guide. At last, if two resolutions are mutually exclusive and one of them is approved, the second one will automatically not be voted and be accounted as not passed.

## 7.4 Amendment Proposal

The delegates can amend any resolution that has already been introduced. An amendment requires at least 10 signatories and the approval from the Chair. The amendment can only be sent while the committee is discussing an introduced resolution; they will not be accepted after a motion for suspension of the topic has passed and there can be no amendments to an amendment. Amendments also can't change the perambulatory clauses of a resolution. They serve to add, remove or alter the operative clauses of a document in order to make its approval by the committee more likely and can make multiple changes at once, as long as it obey the rules above. Amendments require a qualified majority to be approved.

### 7.4.1 *Introduction of Amendment Proposal*

It will be possible to ask for a motion to introduce an amendment right after the draft resolution is introduced, in case the amendment had been previously appreciated by the Directive Chair, and is automatically set. After the introduction of the amendment, the Chair will ask for two delegations favorable to the amendment and for two against it and will recognize one speech of 1 minute from each, interchangeably. At the end of this debate, the voting of the amendment is automatically initiated. As mentioned in the previous topic, an amendment needs a qualified majority (2/3 of the quorum) to pass. Passing the amendment or not, the resolution debate will resume normally, also allowing new amendment proposals

## 7.5 Proposal Withdrawal

Draft resolutions and amendments can be withdrawn at any moment before the beginning of the voting through a motion for withdrawal of the draft resolution/amendment proposal. For such, all signatories of the document to be withdrawn must authorize it by raising their placards.

# 8 VOTING PROCESS

After the end of debates over any of the topics of the agenda, there will be in order points (of inquiry, order and personal privilege) and motions for division of the question only. During the voting process of substantial matters, none of the delegates may leave or enter the room.

### **8.1 By Raising of Placards**

The voting by placard rising is the simplest one, here the Chair will ask the delegations that are favorable to the matter to raise their placards, count the votes, and then ask the delegations against the matter to raise their placards, count the votes again and check the numbers over the simple majority.

### **8.2 By Roll Call**

The motion of voting by roll call, if requested, is automatically accepted by the Chair, with no need of further voting. The voting by roll call can only be used to vote proposals of resolution. In a voting by roll call, the Chair will ask to all the delegates for its position towards the resolution. The delegate will have the following options of voting: **favorable; against; favorable with rights; against with rights; passing or abstention.**

Delegations that vote with rights are those who adopted a different position than that of their country's respective Foreign Policy during the debates and they will have 30 seconds after the end of the counting of the votes to justify their vote. The delegate that decides to pass their turn in the roll call will be called again at the end of the list but won't be given the right to vote "with rights", abstain, nor pass a second time. Remembering that the delegates that declared themselves "present and voting" cannot abstain at any substantial voting.

### **8.3 By Division of the Question**

Before initiating the voting process of resolutions, the Chair will ask for any points or motions that are in order. At this point, one delegate might ask for a Motion for the Division of the Question, willing that the operative clauses of the resolution be voted separately. This motion needs a qualified majority (2/3 of the quorum) to be approved. In case it is approved, this process will follow:

- The Chair will concede an unmoderated caucus of 3 minutes so that the delegates can propose their divisions;
- In case more than one proposal is elaborated, the most radical will be voted first, meaning the ones which have the most divisions, if one proposal is approved, the resolution will be voted according to it and the other divisions will be discarded automatically.

Follows then the voting of each of the divisions of the resolution according to the approved proposal. If all operative clauses are rejected by the committee, the final document is promptly discarded. It must be stressed that, even if the parts are approved separately (by simple majority), the final document must be put to voting as whole (approved by consensus). If none of the proposals are approved, the Division of the Question is automatically discarded, going back to the voting of the proposal resolution as a whole.

The Chair reserves to itself the right to alter these rules in case it shows itself necessary, and to deliberate in an autonomous way in case of unexpected situations not mentioned by the official rules of MINONU. The staff of UNODC (2017) wishes all great studies!

