

# POSMUN 2019



HANDBOOK

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# 1. Introduction to the Executive Board and Organizing Team

## Executive Board:

Anne Aerts, Chief Organizer

Gabriela Grimaldi Rojas, Chief Organizer

## Advisors:

Erik Nascimento Spies, *Faculty Advisor*

Marc Eschenbach, *Faculty Advisor*

Ina Becker, *Faculty Advisor*

Alessandro Gianni Gasparian Affonseca Faria, *Senior Advisor*

Maria Carolina Giusti Rebouças, *Senior Advisor*

## Management Team:

Anne Aerts, *Secretary General*

Gabriela Grimaldi, *President of the G.A.*

Isabella Arruda, *Deputy Secretary General*

Gabriella Ramus, *Head of Press*

Lucca Giusti, *Head of Logistics*

Carolina Krieger, *Head of Ushers and Security*

Beatriz Hidalgo, *Master of Ceremonies*

## Chairs:

Anna Luiza Lhamby, *Security Council*

Alexandre Anton, *Economic and Social Council*

Lizzie Finkelstein, *Human Rights Council*

Christie Katayama, *UNESCO*

Maria Eduarda Lhamby, *UN Women*

Marina Quartim, *UNODC*

## Vice-Chairs:

Carolina Prado, *Security Council*

Marcela Franzin, *Economic and Social Council*

Ana Carolina Schaffer, *Human Rights Council*

Ana Carolina Clauss, *UNESCO*

Laís Takano, *UN Women*

Marianna Robba, *UNODC*

## Press Team:

Gabriella Ramus

Julie Zacharias

Beatriz Rosenthal

Sara Zanin

Sofia Motta

Stella Bolina

Guilherme Accurso Siciliano

Nicholas Finkelstein

Renata Beligni

Isabella von Maltzan

Olivia Lucchesi

Maria Leite

Maria Grolla

Caio Paixão

## 2. Greeting by the Secretary General and the President of the General Assembly

Dear Chairs, Vice-Chairs, Advisors and Delegates,

It is with great pleasure that we, at the Executive Board, welcome you to POSMUN 2019. Porto Seguro Model United Nations is completing its third edition and we look forward to this event as an aggregative and rewarding experience for all involved.

Considering the success of last year's event, we would like not only to comfort you with improved logistics and structure, but also to provide three days of productive debates that will enlarge the cultural repertoire of the delegates and add to your argumentation skills.

The purpose of this Handbook is to assist you in preparing for the simulation by providing information about the rules of procedure, important papers, delegate tasks, and other relevant topics. Regardless of whether you are an experienced Delegate or a "first-timer", the clauses contained in the following pages are of paramount importance to everyone. Please read carefully the texts of this Handbook and those contained in the Council's Background Guides and we assure you that you will have no problem during the simulation days. If any issues remain pending before or during the event, do not hesitate to speak with any member of the Executive Board to sanction it.

The development of this event was by no means an easy task, and therefore, it is important that all those involved are duly thanked, since without them there would be no POSMUN 2019. We all strived to achieve this event, therefore we ask delegates to do the same when it comes to preparing and debating.

Finally, we would like to stress the pleasure of having the opportunity to develop a simulation for you. We hope that the three days that we will spend together will be as positive for those who will be participating as for those who are organizing it.

Yours sincerely,

Anne Aerts

***Secretary General***

# 3. General information- POSMUN 2019

## 3.1. Schedule

### **Wednesday, April 3rd**

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7:00 - 8:00: Registration Proceedings

8:00 - 9:30: Opening Ceremony

9:30 - 10:00: Coffee Break

10:00 - 10:20: Pictures

10:20 - 12:00: Council Session I

12:00 - 13:00: Lunch Break

13:00 - 14:30 Council Session II

14:30 - 15:00 Coffee Break

15:00 - 17:00 Council Session III

### **Thursday, April 4th**

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7:15 - 9:15: Council Session IV

9:15 - 9:45: Coffee Break

9:45 - 12:15: Council Session V

12:15 - 13:15: Lunch Break

13:15 - 15:00: Council Session VI

15:00 - 15:15 Coffee Break

15:15 - 17:00 Council Session VII

### **Friday, April 5h**

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7:15 - 9:15: 8th Council Session

9:30 - 10:00 Coffee Break

10:00 - 12:00 Closing Ceremony

*Changes concerning the schedule may occur*

## 3.2. Delegations

United States of America

United Kingdom of Great Britain and Northern Island

People's Republic of China

French Republic

Russian Federation

Arab Republic of Egypt

Bolivarian Republic of Venezuela

Federal Democratic Republic of Ethiopia

Federal Republic of Germany

Federative Republic of Brazil

Hungary

Islamic Republic of Afghanistan

Japan

Republic of Mali

Republic of Poland

Republic of South Africa

Kingdom of Spain

Malaysia

Negara Brunei Darussalam

New Zealand

Republic of China (Taiwan)

Republic of India

Republic of Indonesia

Republic of Angola

Republic of Iraq

Republic of India

Ukraine

State of Israel

Republic of Sudan

Republic of Sierra Leone

Federal Republic of Nigeria

Syrian Arab Republic

Oriental Republic of Uruguay

Republic of Philippines

Islamic Republic of Pakistan

Socialist Republic of Viet Nam

### 3.3. Councils

*Security Council: **The South China Sea Conflict***

*Chair, Vice-Chair: Anna Luiza Lhamby, Carolina Prado*

*Economic and Social Council: **Measures to prevent youth recruitment by terrorist groups***

*Chair, Vice-Chair: Alexandre Anton, Marcela Franzin*

*Human Rights Council: **The issue of human trafficking in Eastern Europe***

*Chair, Vice-Chair: Lizzie Finkelstein, Ana Carolina Schaffer*

*UNESCO: **Boundaries of freedom of expression***

*Chair, Vice-Chair: Christie Katayama, Ana Carolina Clauss*

*UN Women: **Female genital mutilation***

*Chair, Vice-Chair: Maria Eduarda Lhamby, Laís Takano*

*UNODC: **Corruption in prison systems***

*Chair, Vice-Chair: Marina Quartim, Marianna Robba*

### 3.3. Job descriptions

#### **Executive Board:**

The Executive Board is the leadership of POSMUN. Both students, Anne and Gabriela are fully responsible for the realization of the event. They were deeply involved in the decision-making process and are responsible for all accomplishments you may notice in the MUN.

#### **Secretary General and the Management Team:**

The Secretary General is the highest authority at POSMUN. She is fully responsible for all administrative tasks executed by the rest of the staff, all aimed at ensuring the smooth running of the conference. The Secretariat is responsible for various specific administrative tasks.

#### **President of the General Assembly:**

The GA President is the guardian of the General Assembly Rules of Procedure. She does not vote on GA decisions but has control over all other aspects of the discussions including time limitations for speakers, closure of the list of speakers, suspension and adjournment of debate, and ruling on points of order.

#### **Advisors (Senior and Faculty):**

The advisors are either teachers (Faculty) or graduated students (Senior) involved in the organizing process of this year's POSMUN. Their job is to assist and advise the Management Team as well as the Executive Board in any decision-making process.

#### **Chair:**

The Chair's responsibility is not only to manage the Committee's meetings so that they operate smoothly, but also to take responsibility for seeing that the Committee produces a result that is acceptable to all, or at least an overwhelming majority of delegates. One of the important responsibilities of the Chair is to be interested in the substantive outcome of the conference. The Chair, however, must carry out this responsibility in a manner that maintains his/her impartiality.

The Chair and Vice-Chair are also the ones responsible for writing their background guide. Also, they have full authority in the committee, which means they can automatically pass or deny motions as well as expel disrespectful Delegates from the council session.

#### **Vice-Chair**

The Vice-Chair is the Chair's assistant and serves in his/her absence. The Vice-chair shall help to establish order during the sessions, as well as mediate the discussions.

### **Delegate:**

A Delegate is a representative of a delegation. In each council, there will be one delegate representing his/her respective country. The result of the Delegates' work should be the passing of a final resolution in the general assembly in cooperation with other country's representatives that is aligned to its country's directives.

### **Press:**

Members of the Press are expected to cover the three days of the conference. This includes, among other activities, taking photographs, filming, writing articles, managing social media outlets with the Head of Communications, and interviewing delegates and others.

### **Staff:**

The staff is responsible for certifying that the conference goes as planned. The staff is composed by receptionists, ushers and security operatives.

## **3.4. The conference**

### **3.4.1 The Opening Ceremony**

This year's POSMUN's Opening Ceremony will be held in the assembly hall of the Colégio Visconde de Porto Seguro. This official opening of the conference will be performed by the Secretary General and by the President of the General Assembly. They shall welcome all the delegations and chairs.

The most important part of the Opening Ceremony are the Opening Speeches of each country that will be delivered by one representative of each delegation. The Opening Speeches will follow in alphabetical order. After a speech was delivered, you may reply with a Point of Information. Therefore, you have to raise your country's placard and wait for the President of the General Assembly to recognize you.

### **3.4.2 Lobbying and Merging**

Your first task in your committees will be lobbying. During the lobbying process, it is your aim to find delegations, which agree with your resolution or at least with certain clauses. Therefore,

you have to present your ideas to other delegates and try to persuade them. It is also a possibility for you to reject your own resolution and to become a co-submitter. Still, you can criticize other resolutions and demand for certain points to be changed. This is the process of merging.

It is important to clarify that lobbying and merging may happen at any time. Before sessions begin, after sessions, during coffee breaks or lunch etc. Hence, be prepared to engage an informal conversation with another delegate even when the conference is not running.

### 3.4.3 Closing Ceremony

In the Closing Ceremony, the Chairs and Vice-Chairs will address the discussed topic and the suggestions formed in each committee and give a brief valedictory. After speeches from the Executive Board and guests, the awards for Best Delegates and Best Opening Speech will be announced.

Adapted from balmun.de

## 4. Internal rules

### 4.1. Language

The language spoken at **POSMUN** will be English. Chairs, Co-Chairs, Advisors and Directors will enforce all the participants to use the language on all occasions. We request you to use formal English during sessions and ceremonies; however, when writing messages, for example, you may use a more colloquial diction.

## 4.2. Politeness, respect and prohibitions

It is necessary to follow certain rules, in order to ensure that **POSMUN** is successful regarding respect and politeness towards others:

1. Refer to Chairs, Co-Chairs and Delegates as 'Honorable Chair', 'Honorable Delegate of X' at all times;
2. Offensive language will not be permitted;
3. It is strictly prohibited to threaten any participant with mental or physical violence;
  - a. All kinds of physical harm are rigorously prohibited and if a participant acts that way, he/she will be requested to leave the event;
4. All material used during the event are property of the school. Delegates, who cause any damage will be requested to replace the damaged object;
5. Weapons, fire or cold, are strongly prohibited at the premises of the event;
  - a. They will be confiscated at the entrance by Security, the participant will be banned from the event;
6. Narcotics and psychopharmaceuticals, such as any other drugs are strongly prohibited at **POSMUN**. These products will be confiscated by Security at the entrance. The guest will be banned from the event in such occurrences.

## 4.3. Dress Code

**POSMUN** is a formal event. Since it is a simulation of the United Nations, there is a strict dress code that has to be followed. Everyone is requested to maintain a proper dress code. The failure to comply with the same will result in the exclusion of the person from the day's activities.

### **Men:**

A **full suit** is expected. Jeans and shorts are not appropriate or acceptable. Shoes should be formal and appropriate for the event, sneakers and sandals are not acceptable.

### **Women:**

A women's business attire would be a good example of how to dress. Adequate dresses are also appropriate. No t-shirts. A blouse, sweater, or button-down shirt of any kind is appropriate. No jeans or shorts. Slacks, skirts, and suit-pants are acceptable. Shoes should be formal and appropriate for the event, sneakers and sandals are not acceptable.

## Examples of appropriate dressing:



<https://homemfeito.com/terno-slim-fit/modelos-de-ternos-slim-fir-em-varias-cores/>



<https://www.quora.com/What-should-girls-wear-for-MUN-The-dress-code-is-formal-wear>

# 5. Opening Speeches

## 5.1. Ceremony Opening Speech

During the Opening Ceremony of **POSMUN**, every delegation has to hold an Opening Speech, which has the purpose of formally introducing your country and its positions on issues being discussed along the 3 days to all delegates. In order to avoid having a too long ceremony, your opening speech should not be longer than 90 seconds. The opening speech is held by one delegate whom the delegation appoints beforehand. He or she should be rhetorically talented and be able to attract the attention of the assembly.

After three speeches, the President of the General Assembly will ask if there are any points of information. If the answer is YES, three Delegates from other countries can ask questions about the ideas presented in the speech.

Your opening speech has to begin with a formal greeting such as “Mister Secretary General, Mister President of the General Assembly, Distinguished Delegates, Honorable Guests”. You should then concentrate on what your country or is concerned about, regarding the state of the world (e.g. war, human rights, war or equality). In no case you should insult other countries and delegations.

## 5.2. Council Opening Speech

The goal of the opening speech in the council is to provide a general overview of the country's position regarding the particular topic being discussed. Here, the delegate has the option to speak for 2 minutes and provide greater insight into his or her position.

The structure of this speech may be similar to the one from the position paper.

After each speech, the Chair will ask if there are any points of information. If the answer is YES, three Delegates from other countries can ask questions about the ideas presented in the speech.

# 6. Documents

All documents must be delivered to the Chair through pen drive or email for correction before it can be spoken about in the Council. After having been revised and officially recognized by the Chairs, the Submitter(s) and, eventually, a Sponsor, will read out the document to the committee.

## 6.1. Position paper

On the first day of **POSMUN** all delegates must bring and deliver their position paper by the 1st council session - at 11:00! Those who fail to fulfill this task will receive a bad note in his/her record and will have to bring the position paper the following day.

The position paper is an official document handed in by each country to the Chairs of the councils, in which its position regarding the topic is developed in not more than 1 page. It must be signed by the delegate at its end.

On the next page you'll find an example along with instructions for the position paper's preparation.

### Example:

<b>COAT OF ARMS IMAGE</b>
<b>FULL NAME OF THE COUNCIL</b> Discussed topic Delegate's Name
1st paragraph: Brief introduction to your country's position with only relevant information concerning the council's topic. Which characteristic of my country is important for this topic? Example: good and stable economy, therefore we are able to receive lots of refugees.
2nd paragraph: Development of your country's activities in solving this problem. What has the country (what have we) already done? What are we willing to do? How did our actions help the situation?
3rd paragraph: Expectations of your delegation of the committee. What do you think can be done to solve this problem? What do you expect from other countries? What should they expect from you?
_____signature_____
Delegate's name - delegate of .....

### Important instructions:

Arial 12; 1,5 spacing, Justified alignment

Borders: right and bottom: 2cm; left and top: 3cm

Maximum of 1 page

**Make sure you don't forget yours!**

## 6.2. Working paper

Working papers are documents produced during council sessions, that try to sum up in words the different positions by different blocks of countries as well as conclusions of debates regarding a subtopic.

It doesn't have any specific demands about its content or format, except that it is mandatory that its signatories are presented at its end.

Usually the draft resolution will be made through the joining of the most accepted working papers. Therefore, it is recommended to write the working papers already in the right format of sentences. *(For more precise information about its format, see the next topic - Draft Resolution).*

### Example:

Working paper #1

The name of the committee,

1. *Recommends* the implementation of an intervention in .....
2. *Assures* that this intervention will be organized by the UN Blue Helmets, with a Malaysian Officer in charge;
3. *Emphasizes* that only following materials will be permitted:
  - 3.1. White flags;
  - 3.2. Forks and spoons;
4. ....

Signatories: Federal Republic of **POSMUN**, **POSMUNE** Republic, ...

## 6.3. Draft Resolution

Along with other Delegates, you have to write a resolution that contains the proposed solutions to the topics discussed. Your main goal should be that your resolution would pass, preferably by consensus, in your committee. It should be noted, that only the Security Council can demand action or sanctions from state-members. All other committees can only call for or suggest actions.

Your resolution should show that you are familiar with your problem and possess a certain profoundness and conciseness. Also, it is advised that the draft resolution is composed by the joining of the most accepted Working Papers.

Any of the Delegates can write a Draft Resolution, but generally they are written by a group of Delegates with similar ideas inside the councils. Multiple resolutions can be submitted by different delegates; these will be voted on. Only one resolution can be approved by the committee.

Amendments to the resolution can and will be made, also they will always be voted on and passed with a simple majority. The decision on its content is shared and decided by the whole group and mainly in the latter sessions when ideas and policies have been presented, debated, and negotiated by all delegates.

The Delegate who writes it is named Submitter. The Delegates that approve it, and also helped along the writing process are called the Sponsors. It's good to bear in mind that you don't have to be a sponsor to vote in favour of a resolution. After having been submitted for the correction of the Chairs, changes may be made only through amendments. However, the submitters cannot be changed once the document has been submitted.

## **A MUN Resolution consists of three parts:**

### **1) Heading:**

The heading is the identifying part of the draft resolution. The heading answers several questions. It explains where the resolution is directed (to which committee it is to be referred), what the topic of discussion is, and who has written it (the submitter(s) and the signatories).

### **2) Pre-Ambulatory Clauses:**

The purpose of the preamble (referred to at the UN as a “preambular paragraph”) is to supply historical background for the issue as well as to justify the action. Preambular clauses serve to describe the foundation of what will be discussed in the operative clauses and actions that will be invoked in the second section of the resolution. It can include references to past UN resolutions, treaties, or conventions related to the topic; past regional, non-governmental, or national efforts in resolving this topic; the UN Charter or other international frameworks and laws; statements made by the Secretary-General or a relevant UN body or agency; and general background information.

Each topic of this part will be ended with a comma (,).

### **3) Operative Clauses:**

The solution (or what the committee is going to do on the topic) in a resolution is presented through a logical progression of sequentially numbered operative clauses (referred to in the UN as an “operative paragraph”).

Each topic of this part will be ended with a semicolon (;), except for the last one, that will have a full stop (.).

## **Briefly outlined:**

There is a particular structure that every delegate has to respect while writing a resolution. First, a resolution consists of one single sentence that is divided into two sections: The Perambulatory Clauses and the Operative Clauses.

Perambulatory Clauses indicate the reasons behind the resolution and can refer to past UN resolutions or give background information such as statistics. They always begin with present participles (see the list of Perambulatory Phrases).

Operative Clauses describe the course of action the country or organization proposes. They always start with a verb.

Your clauses should be logically arranged, formulated clearly and in detail and not repeat themselves. A clause should not be a collection of unrelated thoughts or statements on a broad topic. Each clause should deal with only one aspect of the issue. Pay also attention to correct English grammar, vocabulary and punctuation.

The proper format for a resolution is the following:

- Name the committee, the topic, the submitter and sponsors.
- Skip a line after each clause.
- Begin all clauses with the appropriate phrases.
- End each pre-ambulatory clause with a comma.
- End each operative clause with a semicolon.
- End the final operative clause with a full stop.

Adapted from balmun.de

## Example:

### General Assembly Plenary

**Submitter:** Haiti

**Sponsors:** Angola, Bhutan, Colombia, Djibouti, Ethiopia, Fiji, Ghana

### Agricultural Development and Food Security

*The General Assembly,*

*Reaffirming* the goal set out in paragraph 19 of the United Nations Millennium Declaration, to halve, by 2015, the proportion of the world's people whose income is less than one dollar a day and the proportion of people who suffer from hunger,

*Welcoming* the outcome of the seventeenth session of the Commission on Sustainable Development on the thematic cluster of issues on agriculture, rural development, land, drought, desertification and Africa,

*Recognizing* the work undertaken by relevant international bodies and organizations, including the Food and Agriculture Organization of the United Nations, the International Fund for Agricultural Development and the World Food Programme, on agriculture development and enhancing food security,

*Emphasizing* that the United Nations can play an effective role in building a global consensus in addressing agriculture development and food security,

1. *Encourages* international, regional and national efforts to strengthen the capacity of developing countries, in particular their small-scale producers, to enhance the productivity of food crops, and to promote sustainable practices in pre-harvest and post-harvest agricultural activities;
2. *Underlines* the importance of the conservation of, access to, and fair and equitable sharing of the benefits arising from the use of genetic resources, in accordance with national law and international agreements;
3. *Notes* the challenges faced by indigenous peoples in the context of food security, and in this regard calls upon States to take special actions to combat the root causes of the disproportionately high level of hunger and malnutrition among indigenous peoples.

<http://bestdelegate.com/the-wimun-guide-to-writing-an-awesome-resolution/>

### Sample Preambulatory Phrases

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

### Sample Operative Phrases

Accepts	Encourages	Further recommends
Affirms	Endorses	Further requests
Approves	Expresses its appreciation	Further resolves
Authorizes	Expresses its hope	Has resolved
Calls	Further invites	Notes
Calls upon	Deplores	Proclaims
Condemns	Designates	Reaffirms
Confirms	Draws the attention	Recommends
Congratulates	Emphasizes	Regrets
Considers	Encourages	Reminds
Declares accordingly	Endorses	Requests
Deplores	Expresses its appreciation	Solemnly affirms
Designates	Expresses its hope	Strongly condemns
Draws the attention	Further invites	Supports
Emphasizes	Further proclaims	Takes note of
	Further reminds	Transmits
		Trusts

<http://bestdelegate.com>

### 6.3.1. Amendments

An amendment is a clarification or a change to a draft resolution or draft report segment that incorporates additional interests or addresses a concern expressed by Member States regarding wording or content. Keep in mind that prior to formal acceptance of a draft resolution or draft report segment, changes can be incorporated into the working paper without resorting to the amendment process if all the sponsors are in agreement. This should be done during informal debate sessions. Once a document is accepted as a draft resolution or draft report segment, any proposed amendments can affect only operative clauses (resolutions); preambular clauses (resolutions) or the Introduction (report segments) can be altered only when the document is still a working paper.

Adapted from nmun.org

# 7. Rules of procedure

## 7.1. Section of a council session

### **Roll Call**

The Roll Call happens every time a Council Session begins. The Chair calls the roll to see which Delegates are present, to which they should answer "Present and Voting" or "Present". The difference between those two is that should the Delegate choose the first option, he/she may NOT abstain from substantive matters.

### **Official Introduction**

The Chairs explain briefly the rules and the topic of the Debate as well as gathers all position papers. This will only happen in the 1st Council Session!

### **Opening Speeches**

The delegates should present their country's position on the topic to be discussed and discuss some possible solutions to problems being addressed. The structure may be similar to the position paper. This will only happen in the 1st Council Session!

### **Formal Session**

Each delegation presents its point about the topic, respecting the speakers' list, or the moderated caucus in case of the Security Council.

### **Informal Session**

Delegates try to find similar views and interests inside the council and develop a possible resolution.

### **Voting**

All voting procedures can occur only in two different ways: either by Placard raising or by Roll Call. In the first one, delegates will be asked by the Chair whether they agree with the proposal being voted. If they do agree, they should raise his/her placard and wait for the chair to count them. After that, the Chair will ask which Delegations stand against the proposal. If it is a procedural measure you must not abstain, even if you have declared yourself as "present" during the Roll Call.

## 7.2. Caucuses/Debate forms

### **Speakers' List**

The standard debate form in most councils. The order of speakers follows this list in which Delegates may enter by raising their placards - this will be controlled by the Vice-Chair.

The Chair will always call the delegate to start his or her speech, give a 10-second-remaining signal as well as ending it if the time expires. Before another Delegate has the word, the Chair must always ask the whole council if there are any Points or Motions.

### **Moderated Caucus**

A motion needs to be asked in order for this caucus to be implemented, only exception being the Security Council, where this is the standard debating form. This motion must present duration and reason for the change to this debate.

Normally, points and motions are not allowed when in a Moderated Caucus, except for the Security Council.

### **Semi-moderated Caucus**

A motion needs to be asked in order for this caucus to be implemented. Normally, other points and motions are not allowed when in a Moderated Caucus.

A version of the Unmoderated Caucus in which the delegates are not allowed to leave their seats - they must remain seated. This type of caucus helps to organize messy councils/council sessions.

### **Unmoderated Caucus**

A motion needs to be asked in order for this caucus to be implemented. Normally, other points and motions are not allowed when in an Unmoderated Caucus.

A debate form in which the Delegates are free to walk around the council room in order to have a better communication with other Delegates, create blocs, write Working Papers or even the Draft Resolution.

## 7.3. Points

The proper moment to call for any points or motions is right after a delegate's speech, when the Chair asks whether there are any points or motions. You shall raise your placard and wait to have the word assigned to you by the Chair.

### **7.3.1 Point of order:**

A point of order is requested when the delegate believes the Chairperson has made a mistake concerning procedural processes. If it's accurate, the Chair must go back on his decision and make the right one.

### **7.3.2. Point of inquiry (information)**

The point of information is the most used one. After a Delegate's speech, the one intending to ask for such a point should raise his placard and say: "I have a point of information towards the Delegate of ...". The same process should be followed in the Opening Ceremony.

In order to have this clearer explained let's take the example of a speech by the Delegate of USA. After he's done, the Delegate of Venezuela asks for a point of information:

The point of information consists of a 30 second question/comment about the last speech (USA) in case:

1. A Delegate (Venezuela) feels like something was unclear about USA's speech;
2. The Venezuelan Delegation believes it must correct a sentence spoken by the USA Delegation;
3. The Delegate of USA has mentioned Venezuela in his/her speech, and the South American country would like to have the opportunity of briefly answering it, so that there aren't any misunderstandings concerning its foreign policy.

A rejoinder will be permitted so that the USA Delegation has the opportunity to explain the matter in a better way; apologize itself for badly expressing itself; or just answer the Delegate's (Venezuela's) question. It shall last only 30 seconds.

Should the Delegate have a content question it is also possible to have a point of information towards the Chairs and then ask the question. In case of the point being invalid - for any reason - the Chair may choose not to answer it.

### **7.3.3. Point of personal privilege**

A point of personal privilege is only asked when it concerns the well-being of the Delegate, when he/she is not hearing the current speech and would like to ask the speaker to do it louder, or when he feels offended by another Delegate's speech. This the ONLY point or motion that can be asked at any other time than between speeches. A Delegate can call for it even during another

Delegate's speech, if really necessary. Points like: "could you turn on the AC, please?" may wait for the time between speeches.

## 7.4. Motions

### 7.4.1. Motion to start the debate

This motion is asked by a Delegate in order to initiate the debate only in the first council session, right after the Opening Speeches. A simple majority is required.

### 7.4.2. Motion to open/close the Speakers' List

This motion is asked in the case that the Speakers' List is overbooked. With it you ensure that people pay attention to the speeches as people cannot put their names on it until it is reopened. A simple majority is required.

### 7.4.3. Motion to change the time of speech

When Delegates are often either surpassing or abdicating their speech time a change of maximum time of speech is recommended. A simple majority is needed.

### 7.4.4. Motion to change debate form to...

When a Delegate believes that another Debate form would be optimal for the current scenario, he/she may ask for this motion. Also, a simple majority is needed.

### 7.4.5. Motion to adjourn the session

When it is time to have a Coffee or Lunch Break or even rest for the day, the Delegates may ask for a motion to adjourn the session. The following session will begin with the usual Roll Call. A simple majority is needed.

### 7.4.6. Motion of closure of the debate

In order to vote the Draft Resolution, the debate must be firstly closed. The Delegate who asks for this motion needs to argue in favour of it, as another Delegate must also speak against it.

### 7.4.7. Motion to vote the Draft Resolution

After closing the debate, a Delegate will ask to vote for the Draft Resolution. This should only be made in the last Council Session (7th). The Delegate must also present in which way he would like to vote it. A qualified majority is required.

#### 7.4.7.1. Motion to Roll Call voting procedure

This method is the more formal one. It is the official one and it is highly recommended that it is selected. In it the Chair will call each Delegation by name and the Delegate must answer either yes, no or abstain (this is only possible if the Delegate has declared himself/herself as Present during the Roll Call).

#### **7.4.7.2. Motion to Placard raising procedure**

In case that the Council is rushing against time to vote the Resolution you may use this method. The Chair will simply ask which Delegations are in favour and the ones who feel that way will raise their placards. The same will happen with the answers “no” and “abstain”.

## **7.5. Voting**

### **7.5.1. Majorities**

**Simple Majority:**  $\frac{1}{2}$  of the present quorum + 1. All numbers may be rounded up

**Qualified majority:**  $\frac{2}{3}$  of the present quorum. All numbers must be rounded up.

### **7.5.2. Agenda**

The voting of the agenda will occur by placard raising method. A simple majority is needed for it to pass.

### **7.5.3. Procedural matters**

For any other procedural matters, such as session adjournment or motions for changing the debate caucus, among others, a simple majority will be needed. It will also occur by placard raising. Any motion counts as a procedural matter.

### **7.5.4. Resolution**

The resolution is one of the few votings that need a qualified majority to pass. There are the two following methods for voting. After it has been recognized by the Chair it must be read out to the whole council.

#### **7.5.4.1. Fully voting**

This first method is rather used when the council is near a consensus, so there aren't any big disagreements about certain parts of the document. As in its name, the Draft will be voted as one single Document. Delegates can either approve it or deny it.

#### **7.5.4.2. Vote in Blocks**

This case is more common in committees with more plurality of opinion. The delegate needs to present a motion to divide the resolution in parts - and must also specify where he would like to divide them. This motion can be asked at any time after the Draft Resolution has been officially recognized by the Chair as well as read for the whole council. This process doesn't have to be chronological, this means operative Clauses 4, 6 and 11 can be voted separately from 1, 2, 3, 5, 7, 8, 9, and 10.

#### **7.5.5. Amendments**

Amendments must be voted firstly among the sponsors of a Draft Resolution. It will happen through Roll Call and need a consensus. If approved, it is then a friendly amendment; if denied it is an unfriendly amendment.

Should it be refused by the sponsors it will be voted by the whole committee through Placard raising. In this case a qualified majority is required. If still unapproved it will be discarded. If accepted, however, it will be written in the Document.

## 8. Terms

**Abstain:** During a vote on a substantive matter, delegates may abstain rather than vote yes or no. This generally signals that a country does not support the resolution being voted on, but does not oppose it enough to vote no.

**Adjourn:** All UN or Model UN sessions end with a vote to adjourn. This means that the debate is suspended until the next meeting. This can be a short time (e.g., overnight) or a long time (until next year's conference).

**Amendment:** A change to a draft resolution on the floor. Can be of two types: a "friendly amendment" is supported by the original draft resolution's sponsors, and is passed automatically, while an "unfriendly amendment" is not supported by the original sponsors and must be voted on by the committee as a whole.

**Bloc:** A group of countries in a similar geographical region or with a similar opinion on a particular topic. Blocs typically vote together.

**Caucus:** A break in formal debate in which countries can more easily and informally discuss a topic. There are two types: Moderated Caucus and Unmoderated Caucus.

**Decorum:** The order and respect for others that all delegates at a Model UN conference must exhibit. The Chair will call for decorum when he or she feels that the committee is not being respectful of a speaker, of the dais, or of their roles as ambassadors.

**Division of the Question:** During voting bloc, delegates may motion to vote on certain clauses of a resolution separately, so that only the clauses that are passed become part of the final resolution. This is known as division of the question.

**Draft resolution:** A document that seeks to fix the problems addressed by a Model UN committee. If passed by the committee, the draft resolution will become into a resolution.

**Formal debate:** The "standard" type of debate at a traditional Model UN conference, in which delegates speak for a certain time in an order based on a speakers' list.

**Head Delegate:** The student leader of a Model UN delegation.

**Moderated Caucus:** A type of caucus in which delegates remain seated and the Chair calls on them one at a time to speak for a short period of time, enabling a freer exchange of opinions than would be possible in formal debate. This is the ordinary debate form of the Security Council.

**Motion:** A request made by a delegate that the committee as a whole does something. Some motions might be to go into a caucus, to adjourn, to introduce a draft resolution, or to move into voting procedure.

**On the floor:** At a Model UN conference, when a working paper or draft resolution is first written, it may not be discussed in debate. After it is approved by the Chairs and introduced by the committee, it is put "on the floor" and may be discussed.

**Placard:** A piece of cardstock with a country's name on it that a delegate raises in the air to signal to the Chair that he or she wishes to speak.

**Point:** A request raised by a delegate for information or for an action relating to that delegate. Examples include a point of order, a point of inquiry (information), and a point of personal privilege

**Position paper:** A summary of a country's position on a topic, written by a delegate before a Model UN conference.

**Procedural:** Having to do with the way a committee is run, and not with the topic being discussed. All delegates present must vote on procedural matters and may not abstain.

**Quorum:** The minimum number of delegates needed to be present for a committee to meet. In the General Assembly, a quorum consists of one third of the members to begin debate, and a majority of members to pass a resolution. In the Security Council, no quorum exists for the body to debate, but nine members must be present to pass a resolution.

**Resolution:** A document that has been passed by an organ of the UN that aims to address a particular problem or issue.

**Right of Reply:** A right to speak in reply to a previous speaker's comment, invoked when a delegate feels the necessity to answer it. Generally, it is a response to the point of inquiry.

**Roll Call:** The first order of business in a Model UN committee, during which the Chair reads aloud the names of each member state in the committee. When a delegate's country's name is called, he or she may respond "**present**" or "**present and voting**." A delegate responding "present and voting" may not abstain on a substantive vote.

**Simple majority:** 50% plus one vote of the number of delegates in a committee. The amount needed to pass most votes.

**Speakers' List:** A list that determines the order in which delegates will speak. Whenever a new topic is opened for discussion, the Chair will create a speakers' list by asking all delegates wishing to speak to raise their placards and calling on them one at a time. During debate, a delegate may indicate that he or she wishes to be added to the speakers' list by raising his or her placard.

**Substantive:** Having to do with the topic being discussed. A substantive vote is a vote on a draft resolution or amendment already on the floor during voting bloc. Only member states (not observer states or non-governmental organizations) may vote on substantive issues.

**Unmoderated Caucus:** A type of caucus in which delegates leave their seats to mingle and speak freely. Enables the free sharing of ideas to an extent not possible in formal debate or even a moderated caucus. Frequently used to sort countries into blocs and to write working papers and draft resolutions.

**Working Paper:** A document in which the ideas of some delegates on how to resolve an issue are proposed. Frequently the precursor to a draft resolution.

**Veto:** The ability, held by China, France, the Russian Federation, the United Kingdom, and the United States to prevent any draft resolution in the Security Council from passing by voting no.

**Vote:** A time at which delegates indicate whether they do or do not support a proposed action for the committee. There are two types: procedural and substantive.

**Voting procedure:** The period at the end of a committee session during which delegates vote on proposed amendments and draft resolutions. Nobody may abstain.

# 9. Awards

## 9.1. Best Opening Speech

The Opening Speeches at the Opening Ceremony will be evaluated by the Executive Board, Advisors and Chairs in order to award the best one at the end of the MUN. The criteria will be as follow: Oratory, foreign policy, capability to hold people's attention, quality of answers against points of information, among others.

Also, you should aim at making a strong impact on the Opening Ceremony.

## 9.2. Best delegate (per council)

The process of selecting the Best Delegate is the following: The chairs of each council will nominate 2 to 3 delegates for the pre-finalists list. The Secretary General, along with the advisors and teachers, will go to the councils to observe the performance of these delegates. After a lot of consideration, the Executive Board, being advised by teachers, will ultimately decide who wins the award.

The Executive Board is looking for a Delegate with impressive rhetorical and negotiating skills, who is not only able to represent his/her country's position accurately, but also manages to find a consensus with countries with different views.

# POSMUN 2019

Porto Seguro Model United Nations  
COLÉGIO VISCONDE DE PORTO SEGURO MORUMBI

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