

General Rules of Procedure



1. General Information

Hello, delegate of the XVII Simulação das Nações Unidas para Secundaristas! Welcome to our Conference Guide. Here you will have access to the General Rules of Procedure for the 5 days of the event, from March 26th to March 28th, 2021. See below the detailed program of the Conference and our Social Events.

PROGRAMAÇÃO: SECUNDARISTAS	
Primeiro dia: sexta-feira (26/03)	
18h00 às 20h00	Cerimônia de abertura
20h00 às 20h45	Passagem de Regras
20h45 às 21h30	Mock
Segundo dia: sábado (27/03)	
09h00 às 12h00	1ª Sessão
12h00 às 13h00	Almoço
13h00 às 16h00	2ª Sessão
16h00 às 16h30	Descanso
16h30 às 18h00	3ª Sessão
18h00 às 19h00	Salas Temáticas
19h00 às 20h00	Reunião diretoras
Terceiro dia: domingo (28/03)	
09h00 às 11h00	4ª Sessão
11h00 às 11h30	Descanso
11h30 às 13h00	5ª Sessão - primeira parte
13h00 às 14h00	Almoço
14h00 às 16h30	5ª Sessão - segunda parte
16h30 às 17h00	Descanso
17h00 às 18h00	Diálogos
18h00 às 19h30	Cerimônia de encerramento

1.1. Official language SiNUS 2020

Overall, the Simulação das Nações Unidas para Secundaristas has **Portuguese** as its official language. However, in the 2018 edition, there will be two committees carried out in foreign language:

- Commission pour la Prévention du Crime et la Justice Pénale (CPCJP):
French.
- High Level Political Forum (HLPF): **English.**

1.2. Representations List

The diplomatic delegations of SiNUS represent the countries' foreign policies during the five days of debates. Apart from the cases of United Nations Information Centre (journalists) and the Corte Europeia de Direitos Humanos (judges), all SiNUS delegates will represent a State or a Non-Governmental Organization. In order to know which is the distribution of delegations per committee, access our [Representations List](#).

2. Position Papers

The Position Papers are documents written by the delegates before the event. These one-page documents aim to guide the official position of the country, specialist or judge regarding the topic of the committee. Here is the [Position Paper](#) model.

In general, the documents are written in Portuguese (but may be written in English or Spanish, depending on the language adopted by the committee) and must be sent to the committee emails until **March, 18th, 2021**. The directors will correct the Position Papers and send them until **March, 23rd, 2021**. The Final Version must be sent by the delegates in .pdf format until **March, 25th, 2021**. Delegations that send the Position Papers after the deadlines without any kind of documented and previous justification, will be penalized in the Boletim de Desempenho delivered at the end of the event.

3. Functions of the Board of Directors

Each session of a committee has the moderation and the supervision in charge of a Board of Directors. The Board, composed by 4 to 6 people, embodies a working group of the Academic Staff responsible for the committee Article and the Study Guide. In this sense, the Board becomes a sovereign **entity** that controls the flow of the debate, the presentation of the Rules of Procedure for the committee and all substantive and procedural matters.

The Board of Directors has mainly the following attributions:

- Moderation;
- Support to moderation;
- Writing of the General Speakers' List;
- Secretariat functions.

3.1. Moderation

The moderator is in charge of the conduction of the debates and of attending the delegates' demands during the debate. In this sense, moderation is responsible for: (i) opening the committee sessions, (ii) specify topics such as speech time, general announcements, form of the debate, etc., (iii) use the gavel to ask for decorum in the committee, indicate the last 10 seconds of each delegate speech or each unmoderated caucus, (iv) concede the floor to the delegates, (v) manage points and motions, (vi) introduce Working Papers, (vii) present external guests, among others.

3.2. Support to Moderation

The ones responsible for supporting the moderation should sit beside the moderator and give her logistical assistance. Their attributions are: (i) count the speech time of the delegates, taking into account the last 10 seconds warning to the moderator, (ii) encourage delegations to debate during the Moderated Caucus, among others.

3.3. Writing of the General Speakers' List

Basically, the function of writer of the General Speakers' List is to observe during the sessions which delegations want to speak and to register their order of speech virtually.

3.4. Secretariat Functions

The secretary receives, reviews and projects Working Papers and Draft Resolutions made up by the delegates or even by the Board. In addition, the secretary is also in charge of sending those documents to the committee's email and GDrive shared folder.

If delegates have any questions regarding Substantive and Procedural Matters of the committee, they should ask them to the secretary. The contact may be done directly to the secretary by Telegram.

4. Quorum

The quorum of the sessions are related to the voting procedures and the beginning of the debate. In short:

Item	Necessary Quorum (Approval or Beginning)
Beginning of the Session	$\frac{1}{3}$ of the committee
Procedural Matters (Points and Motions)	$\frac{1}{2}$ of the committee + 1 (simple majority)
Substantive Matter (Draft Resolution and Amendment)	$\frac{2}{3}$ of the committee (qualified majority)

5. Briefing and/or Interactive Dialogue

Before the first session of each committee, the board of directors is responsible for presenting a Briefing or conducting an interactive session with some specialist on the debated theme.

6. Opening Speeches

After the presentation of the Briefing or the Interactive Dialogue, each delegate may give their Opening Speech in **2 minute at maximum**. The idea behind this speech is to introduce the official position of the representation regarding the committee's topic and to add to the discussion provocations, proposals, relevant points and other issues.

A General Opening Speakers' List will be opened and the board of directors will register the names of the representations that raised their placards interested in giving their Opening Speeches. After all delegations registered on the List have given their Opening Speeches, the List will be closed and no right of reply will be given to the delegates. If any delegation wants to reply to any provocation made during the Opening Speeches, they should use other opportunities of pronouncement such as the General Speakers' List.

7. Time of Speech

On the first session, before the first delegation gives its speech, the board of directors will inform the suggested time of speech of 1 minute and 15 seconds. Consequently, in order for a delegation to have its time of speech, it must be recognized by the board of directors.

The time of speech can be changed: this procedure may happen through a motion raised by some delegation or by an unilateral decision of the moderator, in case this change is considered positive for the debate.

8. Type of Caucus

There are three different types of caucus during committee sessions.

8.1. General Speaker's List

Right after the Briefing/Interactive Dialogue and the Opening Speeches, the Board of Directors opens the General Speakers' List. In order to register their names in the List, the delegates must use the button "**Levantar a Mão**", available on Zoom. The order of speeches is then established by the order the delegates raise their hands. It is important to notice that the name of a delegation cannot appear more than once on the General Speakers' List: after their speech, if they want to speak again, they must raise their placards and register their names again on the List.

The General Speakers' List is the traditional form of debate and it is opened in the beginning of each session. The List can be overlapped by two types of caucus, asked by specific motions. During the caucus, no Motion can be asked between the speeches.

8.2. Moderated Caucus

In the Moderated Caucus, the board of directors decides which delegation will have the floor by asking the interested delegations to use the “Levantar as Mãos” button. The delegation that raises a motion asking for a Moderated Caucus must as well propose a total time for the Caucus and the time of each speech.

8.3. Unmoderated Caucus

In the Unmoderated Caucus, the delegates can debate freely, without the intervention of the board of directors. Thus, there are no formal procedures. Each Unmoderated Caucus can last 15 minutes maximum, and each session has a limit of 60 minutes for such type of caucus. The delegation that asks for a motion of Unmoderated Caucus must also present a reason and a proposed total time for the caucus. During this time the General Speaker’s List will be suspended. There is a possibility of extending the Unmoderated Caucus, which can only happen once by motion, for the same period of time as the original.

9. Adoption of the Agenda

Still in the first session, the board of directors will ask the delegates to present an agenda to guide the discussion inside the committee. This agenda must be debated with the other delegations and be delivered to the Secretary as a Working Paper. After the projection of the Working Paper for the committee, the Moderator will ask the delegates if there is a consensus regarding the document presented:

- If there is a consensus, the agenda will be approved and will be used to guide the debate inside the committee and the writing of the Draft Resolution.
- If there is no consensus, the committee must suggest modifications and present a new agenda until a consensus is reached.

10. Matters

10.1. Substantive

Substantive matters refer to the content of decisions made by the committee. That is, they refer to approval or dismissal of Agendas and/or Draft Resolution. In this case, delegations with an Observer status have no right to vote, and all other delegations with a vote right **must** vote.

10.2. Procedural

Procedural Matters, in turn, are related to the flow of the debate, i.e. the specific procedures necessary to decision-making. Points and Motions are procedural matters. In this case, all delegations of the committee must vote. No abstentions are allowed.

11. Points or Motions

Between each speech, the delegates can ask for Points and/or Motions, procedural proposals directed to enhance the debates inside the committee. There can be no abstentions. The types of Points and Motions are presented below, in order of prevalence:

Questão/Moção	Descrição	Procedimento de Votação
Point of order	A Point of Order can be raised when any delegate perceives a mistake of the board of directors regarding procedural matters of the debate.	Automatically recognized by the board of directors
Motion for Moderated Caucus	Proposes a Moderated Caucus, interrupting the General Speakers' List. The Motion shall contain the justification, the total time and the time of each speech.	If not consensual, requires Simple Majority
Motion for Extension of the Moderated Caucus	Extends, with the same characteristics (justification, total time, speech time), the previous caucus. It only can be raised once in each caucus.	If not consensual, requires Simple Majority

Motion for Unmoderated Caucus	Proposes an Unmoderated Caucus, interrupting the General Speakers' List. The Motion shall contain the justification and the total time.	If not consensual, requires Simple Majority
Motion for Extension of Unmoderated Caucus	Extends, with the same characteristics (justification and total time), the previous Unmoderated Caucus. It only can be raised once in each Unmoderated Caucus.	If not consensual, requires Simple Majority
Motion for Changing the Time of Speech	Changes the speech time in the General Speakers' List. The Motion requires a justification and its acceptance for voting is discretionary to the board of directors.	If not consensual, requires Simple Majority

<p>Motion for Introduction of Draft Final Document</p>	<p>The Motion can only be raised after the board of directors signals their acceptance of such kind of Motion. The signatories present the Draft Resolution to the committee after this Motion and begins the reading procedure of the document.</p>	<p>Automatically recognized by the board of directors</p>
<p>Motion for Closing the Debate</p>	<p>Closes the debate of a specific Draft Resolution. If the Motion passes, the committee goes directly to the voting of the document.</p>	<p>Requires two speeches against and two speeches in favor of the Motion; Then, if not consensual, requires Simple Majority</p>
<p>Roll Call Voting</p>	<p>Establishes that the voting of the Draft Resolution is presented orally by each delegation, in alphabetical order.</p>	<p>Automatically recognized by the board of directors</p>
<p>Motion for Adjournment of the Session</p>	<p>The Motion can only be raised after the board of directors signals their acceptance of such kind of Motion. Adjourns the work of the committee, that will resume on the next hour and date written on the schedule.</p>	<p>If not consensual, requires Simple Majority</p>

12. Working Papers

The Working Papers can be created by the delegations or the board of directors. They aim to present any relevant issue for the committee: data, graphics, maps, videos, proposals that can be included on a Draft Resolution, texts and points to be discussed by the delegations, etc. Written by one or more delegates, the Working Paper has no specific format and requires no signatories. It may be sent to the Secretary of the Board of Directors, via email or flash drive, in order to be reviewed and introduced in the committee. It is only after these procedures that the delegates can mention the document in their speeches.

13. Other Documents

There are other types of documents that can be used and help the debates during the Conference. Some of them are:

- **Letters from Government:** sent by the board of directors, they comprise official correspondences of the Foreign Affairs Ministries of each country for their representatives. The objective of the Letters is to present instructions, questionings and specific points regarding the country's position.
- **Diplomatic Correspondence:** notes addressed to one or more delegations, used as a secret and informal way of communication among delegates during the sessions. If a note passes by you in the committee but it is not addressed to you, do not open; it is very offensive diplomatically. In this edition of SiNUS, Diplomatic Correspondence will be done via Telegram;
- **Declarations ou Press Conferences:** created by the delegations, with the permission of the board of directors, they can be introduced by media vehicles, with the covering of the United Nations Information Centre (UNIC). The purpose is to broadcast official declarations of the committee for the international audience that follows the debates.

14. Voting Procedures

Regarding the procedural matters, abstentions are not allowed, thus all delegations have a voting right. This voting has as a basic procedure the use of virtual signaling done with "Levantar a Mão" button on Zoom, dismissing any kind of Roll Call Voting, under the discretion of the Board of Directors.

In the substantive matters, no delegate can enter or leave the committee room after the beginning of a voting procedure. Observer delegations have no right to vote. In this sense, after the reading of the Draft Resolution and the Closure of the Debate, there are two remaining voting options:

- If any delegation asks for a Motion of Roll Call Voting, this voting procedure will be adopted automatically. The Moderator will count the votes through an oral roll call of delegations present in the committee, in alphabetical order. There are 6 types of votes allowed:

- In Favor.
- In Favor with Rights: happens when a delegation votes with some substantive remark regarding the document. After all votes, the board of directors will concede, in alphabetical order, **one minute** for each delegation that voted in such manner to present its speech rights.
- Against.
- Against with Rights: happens when a delegation votes with some substantive remark regarding the document. After all votes, the board of directors will concede, in alphabetical order, **one minute** for each delegation that voted in such manner to present its speech rights.
- Abstain.
- Pass: the representation that passes its vote will be called alphabetically after all delegates have given their votes to pronounce theirs. Each delegation can only pass once and cannot Abstain or ask for Rights when eventually called to vote.

- If the Motion is not raised, the voting procedure of the Draft Resolution will happen by the raising of placards with the options “In Favor”, “Against” or “Abstain”.

15. Draft Resolution

After the debates, the delegates gather to write a Final Document that follows the model used in the United Nations or International Organization in question. When the document is ready, it is submitted to a plenary voting, and can be approved or not.

After the introduction of the Motion for Introduction of Draft Resolution, the board of directors will ask one of the signatories to conduct the **first reading** of the document for the committee. The Secretary of the session will be responsible for writing any grammatical and technical corrections. It is important to notice that delegations that are signatories of the document do not necessarily agree with it, but are open to discuss its content.

After the reading procedure, the board of directors will ask the other delegates if there is any proposed modification of the Operative Clauses. If there are no proposals, i.e. the Clauses are a consensus, the board of directors will declare opened the Motions for Closure of Debate and will proceed to the normal flow of the debate with the General Speakers’ List.

Conversely, if any delegation has a modification proposal for the Operative Clauses, the board of directors will proceed to a **second reading** of the document, this time in a more dynamic way. At this point, the Moderator will stop in each number asking if there is any modification wanted. Subsequently:

- For each modification proposed, the Secretary must write it beside the original Clause. After highlighting the modification and indicating the delegation in charge of it:

- The Moderator will ask if there is another proposal of modification of the Clause. If positive, the Secretary will repeat the highlighting procedure, detailing all modifications proposed and by whom. After this, the Moderator will proceed to the voting of each modification proposed. In the case of more than one proposal, the most disruptive modification will take precedence.

- Since it is considered a substantive matter, when there is no consensus, the approval of any modification proposal requires a qualified majority of delegates.

- If the first modification proposal is approved, the reading continues to the next Operative Clause; if the first modification proposal is not approved, the other proposals for that Clause must be voted before proceeding to the next Clauses. The same procedures must continue until there are no more modification proposals presented by the delegates.

After the **second reading**, the board of directors ends its intervention over the Draft Resolution and declares open the “Motion for the Closure of the



Debate on Draft Resolution Number X” and proceeds to the normal flow of the debate with the General Speakers’ List. If any delegation asks for the Motion of Closure of the Debate, the General Speakers’ List is automatically suspended, two speeches against and two speeches in favor of the Motion are presented and the Motion is voted. After closing the debate, the Moderator proceeds to the Voting of the Draft Resolution in question.

15.1. Types of Final Documents

The most common final document in the committees is the Resolution. It contains Preambulatory and Operative Clauses, and has a recommendatory status.

Declaration: summarizes the most relevant principles discussed in the committee and has a recommendatory status.

16. United Nations Information Centre (UNIC)

Any newspaper, news or tweets done by the United Nations Information Centre (UNIC) are considered official publications and can be cited during the debates. In addition, declarations given to the Agência are also considered official. It is important to note that delegates are encouraged to give interviews to the journalists and also respond to other delegates' declarations, considering that the media can interpret any statement in a variety of ways during the conference.