

*RULES*

**GUIDE**



**III ONU INTER  
COLEGIAL**



Rede Jesuíta de Educação



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## 1. CODE OF CONDUCT

### 1.1. GENERAL OBSERVATIONS

- 1.1.1. Participants, organizers and visitors must, without exception, respect the formality of the event at all times. This protocol applies to clothing and requires formal attire throughout the Intercollegiate ONU, in addition to diplomatic language and posture within the committees;
- 1.1.2. The use of typical attire of the delegation to be represented by the student is permitted, as long as the characterization is in no way disrespectful or caricatured and, at the same time, complies with the requirements of formal attire;
- 1.1.3. The consumption of any type of drug, legal or illegal, is not permitted in any way on the College premises;
- 1.1.4. Participants are only allowed to eat and drink within the committees when authorized by the Sovereign Board;
- 1.1.5. It is extremely important to constantly respect everyone during the event, whether towards participants, organizers or visitors, inside or outside the discussions of each committee. Racist, sexist, LGBTQphobic or disrespectful attitudes in general will not be tolerated;
- 1.1.6. Participants must always be aware of the sovereignty of the Board of Directors and, therefore, respect it at all times;
- 1.1.7. All participants must be aware of session times and avoid any type of delay or absence;
- 1.1.8. The use of personal computers will be permitted during committee discussions, including the Historical Security Council. However, the use of the internet will be the responsibility of the respective Board of Directors of each committee, as it deems it appropriate to use the resource in the debate. Furthermore, computers will be made available for collective use in all committees for writing documents;
- 1.1.9. Contact between delegates and guests or journalists is not permitted during meetings. Furthermore, correspondence between delegates, when not in an unmoderated debate, must be carried out through diplomatic notes;
- 1.1.10. It is extremely important that participants, organizers and guests take care of the heritage of the host College's facilities during the event;



- 1.1.11. Delegates are allowed to bring typical accessories from the represented country to leave on their tables during discussions, such as, for example, table flags. However, these items must in no way be caricatured or disrespectful;
- 1.1.12. Guests, in addition to not being able to communicate with delegates during the sessions, are prohibited from making any interference that could disrupt committee discussions;
- 1.1.13. Prior preparation by delegates regarding the topic to be debated and the foreign policy of the delegation to be represented is essential;
- 1.1.14. The Secretaries have maximum authority regarding the administrative issues of the event;
- 1.1.15. Regarding the debate, only information and occurrences covered by the topics that occur up to the start date of the meeting are valid. After the specified date, only information provided by the Board of Directors and the secretaries will be accepted.

## **2. DUTIES**

### **2.1. FROM THE DIRECTORS**

- 2.1.1. Absolute and sovereign control of procedures within the committee. The Board's decision is final and definitive;
- 2.1.2. The responsibility of moderating debates;
- 2.1.3. Maintaining order and decorum among participants during all stages of the simulation, using specific procedural rules appropriate to the project model and defined by this document;
- 2.1.4. Preparation of the study guide;
- 2.1.5. The joint decision with the press directors regarding the newspaper will cover the committee, if the Commission decides to adopt the newspaper model for the Press  
  
Committee;
- 2.1.6. Handling all simulation issues in a fair and impartial manner;
- 2.1.7. Conducting and planning preparatory workshops;
- 2.1.8. Close monitoring of participants and provision of all types of support and answering questions, in order to promote the most suitable environment for the simulation;



2.1.9. The selection and delivery of awards related to the performance of delegates in the respective committees, through criteria pre-defined by the commission and collective, fair and consensual deliberation by the directors.

## **2.2. FROM THE SECRETARIAT**

- 2.2.1. Superior deliberative and sovereign body of the project;
- 2.2.2. Lead the organization of the event, through measures such as: coordination between coordinators and advisors, sectors of the school, organizing committee and participants; definition of the event schedule;
- 2.2.3. Designate another organizer to carry out their duties if there is a need for one to be absent;
- 2.2.4. Supervise the development of mechanisms related to study guides and other documents;
- 2.2.5. It is the duty of the secretaries to make statements within the committees, whether written or oral, if they deem it necessary;
- 2.2.6. Monitor all sectors and different stages of the simulation process, throughout the entire scope of your mandate;
- 2.2.7. Treat all tasks that may arise as requirements during the event in the event of the rest of the committee being unavailable;
- 2.2.8. Definition of resource distribution;
- 2.2.9. Taking administrative measures in relation to possible obstacles or negligence committed by participants in general.

## **2.3. FROM THE PRESS DIRECTORATE**

- 2.3.1. Monitoring the profiling and selection of members of the press;
- 2.3.2. Knowledge of the issues and themes discussed in the debates, in order to lead members of the press to a more critical and relevant participation;
- 2.3.3. Preparation of the press guide;
- 2.3.4. Conducting and planning preparatory workshops;
- 2.3.5. Coordination with the Communication Sector;



2.3.6. Close monitoring of participants and provision of all types of support and answering questions, in order to promote the most suitable environment for the simulation;

2.3.7. The selection and delivery of awards related to the performance of participants in the respective committees, through criteria pre-defined by the committee and collective, fair and consensual deliberation by the directors.

## **2.4. OF THE DELEGATES**

2.4.1. Participants have the duty to respect the Board of Directors of their committee and its decisions;

2.4.2. It is the duty of participants to speak out only when the Board of Directors allows them;

2.4.3. Participants must, at all times, use formal language and behave in a diplomatic manner;

2.4.4. Participants must defend their respective delegations, always respecting other members participating in the discussion;

2.4.5. It is the duty of participants to cite the sources of certain documents and official speeches they use;

2.4.6. Participants have the duty not to plagiarize in any way;

2.4.7. It is the duty of delegates to participate, productively, in the preparatory, preparatory process.

## **2.5. FROM THE PRESS**

2.5.1. Carry out journalistic coverage of (official) mocks and simulations, according to the specificities of each role;

2.5.2. Study and demonstrate the positioning of the newspaper, of which it is part, in all materials (illustrations, speeches, articles...) originating from the periodical; 2.5.3. Pass on newspaper materials to (press) directors before any public broadcast;

2.5.4. Press interventions during debates are made with prior permission from the Board of Directors;

2.5.5. Actively participate in preparatory workshops.



## **2.6. OF STAFF MEMBERS**

- 2.6.1. Register the presence of delegates and members of the press at workshops, mocks and meetings;
- 2.6.2. Accreditation of participants on simulation days;
- 2.6.3. Logistical support;
- 2.6.4. Collection and reading of unofficial committee documents;
- 2.6.5. Organize rooms for committees, according to specificities;
- 2.6.6. Distribute any document to delegates, when requested by the board directors;
- 2.6.7. Report to the Staff directors the crucial demands and problems of each committee, for the rapid resolution of impasses;
- 2.6.8. Seek to understand the aspects and procedures of the project, learning more about the UN Intercollegiate and the behavior and duties of directors, delegates and the Press.

## **3. STUDY SUGGESTIONS**

As already noted, prior preparation by delegates regarding the topic to be discussed and the foreign policy of the delegation to be represented is essential. To this end, the directors of each committee created a Study Guide that contains basic notions about the topics to be debated, in addition to bringing relevant points that can be addressed during the sessions. Based on these study guidance manuals, it is recommended that the delegate delve deeper into general aspects of his delegation, as well as internal issues, studying the positions that the State usually takes in certain situations. Furthermore, the participant must be aware of the functioning and function of their committee, in addition to its areas of activity and the restrictions it has. It is also imperative that everyone has a basic understanding of the foreign policies of the other delegations present in the committee. Finally, knowledge regarding the international blocs that the listed country is part of, and its relationship with the topic to be debated

are extremely relevant to the discussion. It is important to clarify that productive participation in workshops is a fundamental factor for personal development.





## **4. DEBATE RULES**

### **4.1 OFFICIAL LANGUAGE**

The organization of the UN Intercollegial RJE appreciates the inclusion of delegates in the role of each in representing the culture of each country, however, for greater understanding within the committee, it is expected that the only language to be used during the debates will be in Portuguese, with the exception of the sessions of the United Nations Historical Security Council, which will be held in English.

### **4.2. QUORUM AND VOTING**

The quorum constitutes the total number of representations recognized by the Board of Directors. He will necessarily be informed after the call and before voting on any procedural issue, and may also be requested to do so at any time by a delegate. For the body to be able to validate a decision, it is necessary that at least one third of the accredited delegates be present at the body. For procedural issues to pass the vote, a simple majority must vote in favor of the issue ( $1/2+1$ ). Resolution issues require a qualified majority ( $2/3$ ), knowing that when there is an odd number of delegations voting, it will be rounded up to the successor of the number of delegations.

If the quorum is made up of an odd number of delegates, the Simple Majority is rounded down, that is, to the next smallest integer; while Qualified Majority is rounded up.

### **4.3. CALL**

The call must always be made before the debates begin, establishing the quorum and ensuring the presence of everyone within the committee. It will always be carried out by the board of directors. Delegates can declare themselves present, which only recognizes the presence of the delegate, or declare themselves present voting, which implies recognition of both the delegation's presence and its voting power.

### **4.4. INITIAL SPEECH**

Each delegation must, at the time stipulated by the board of directors, give a brief speech regarding their position within the committee. This speech can be a reading from the OPD or a brief text written by the delegation.



#### **4.5. SPEECH LIST**

The speech list may remain in the committee when it is governed by moderate speaker list debate or when there is a case that requires a list of special speakers. The list can be opened and closed as delegates find

convenient for the progress of the committee. The table will note the name of the delegations that wish to speak when they raise their signs in a way visible to the table, which will recognize according to the order in which these delegations requested to speak. If the debate chosen by the board or the delegates is Greek, the board will recognize the delegations in the order it deems most productive for the committee.

#### **4.6. MODERATE SPEECH (IN GREEK)**

Discussions are directly and immediately mediated by the table, without any list. Delegates must ask to speak and, once recognized by the panel, they can speak for a time previously established by it. The panel must select the delegate based on some criteria such as, but not restricted to: - Importance at the time of the debate; - Number of recent speeches (avoid monopolizing the debate in the hands of a delegate, with exceptions); - If his country was mentioned directly in a recent speech;

#### **4.7. SPEECH TIME AND ASSIGNMENT OF TIME**

During the discussions, the Board of Directors will establish a speaking time, which may be changed through motions, if the directors or delegates identify such a need. No delegation may exceed the established speaking time. If a delegate does not make full use of their time, with a considerable portion remaining unused, they may choose to give their time to the Board – in this case, there is a “cancellation” of the remaining time – or to a delegate of their choice, who You will be able to accept it, thus being able to use the remaining time to speak, or not, causing the time to be automatically transferred to the Board. It should be noted that there is no assignment within an assignment.



## **5. QUESTIONS**

### **5.1 ISSUE OF PERSONAL PRIVILEGE**

To what? This personal privilege must be raised when there is extreme discomfort on the part of the participants and it is the only question that can be asked at any time, and can even interrupt other speeches if extremely necessary. Its relevance will be judged and attended to by the Board of Directors at the exact moment it is requested.

### **5.2. QUESTION OF ORDER**

The point of order refers to moments in which participants believe there has been a mistake on the part of the Board in the moderation and its respective procedures.

This can only be raised when the Board of Directors inquires whether there is a question or motion, except when triggered to avoid imminent harm.

### **5.3. QUESTION OF DOUBT**

The question of doubt can only be raised when the Board of Directors asks whether there is a question or motion – every time a speech ends. This can be requested when there are any doubts about the rules of procedure and operation of the simulation, which will be resolved by the directors or, if necessary, by the general secretariat. It is endorsed that the rules are related to the structure of the event, and not to the content of the subjects covered in the discussions.

### **5.4. RIGHT OF REPLY QUESTION**

The right of reply can be triggered by a delegate if there is a direct offense to the country or head of state in another delegate's speech. Unlike the question of personal privilege, this question cannot interrupt speech. The chair must be careful not to allow a delegate to abuse this issue.

## **6. DOCUMENTS**

### **6.1. WORKING DOCUMENT**

Also known as a provisional document, this document does not represent, initially, no directly effective resolutive implications. It can serve as a formalization of arguments, agreements, and can become a proposal for a resolution, if it is of interest to the delegates. It can be characterized as an image, video, text or audio.



## 6.2. DRAFT RESOLUTION

The draft resolution consists of a document composed of preambular and operative clauses that brings substantial proposals relating to the committee's theme. In other words, a resolution is the culmination of debates and working documents, representing the committee's basic objective. Its content expresses the decisions and suggestions made by the committee. They must first be presented to the directors in digital format, so that they can be distributed to other delegates. In addition to board approval, a proposed resolution requires a quarter ( $\frac{1}{4}$ ) of the quorum as signatories to be introduced, with the signature of the drafting country. It is worth mentioning that being a signatory of a document does not mean supporting it; it only expresses the desire to see that text under discussion. It is important to clarify that sponsors are the delegates who participated in the writing of the document. When validated by the board of directors, delegates will be able to request a motion to introduce the draft resolution and, if approved, they should focus their debates on speaking and commenting on the document and, as soon as they deem it necessary, vote on it with a motion to vote on the proposed resolution.

## 6.3. AMENDMENT PROJECT

The Amendment arises from the need for some delegation to change the Draft Resolution already approved. The rite of presentation and voting on the Amendment Project is analogous to that of the Resolutions. Therefore, observing the operative clause model of the Resolutions, the introduction initiative requires a minimum of  $\frac{1}{4}$  of the Quorum as signatories, for the Board of Directors to approve it.

There are three types of amendments:

- A) Additive, which adds a clause to the end of the project;
- B) Substitutive, which changes the wording of a clause;
- C) Subtractive, which removes the clause from the Draft Resolution.

Approved amendments become part of the proposed resolution. Finally, it is worth highlighting that there are no amendments to amendment projects, nor to preambular clauses.



## **6.4. RESOLUTION**

Once appreciated by the board, presented by one of the signatory delegations, and discussed and voted in favor by the committee (in a qualified majority), the document that represented a draft resolution becomes recognized, in full, as a resolution. This document is also known as a draft resolution (in São Paulo, for example).

## **6.5. FINAL DOCUMENT**

The final document represents the combination of all resolutions produced and approved by the committee. It represents, therefore, all the substantial production resulting from the debates, concluding them. It is also known as draft resolution (in Rio de Janeiro) or Ata (in Belo Horizonte).

## **6.6. GOVERNMENT LETTER**

These are correspondences between representatives within the body in which they are located and their governments, ministries or embassies. They can be sent by States to communicate something to their diplomats or they can be used by delegates to clarify any doubts or make clarifications with their superiors. They can be written by hand and in any situation they will have the table as an intermediary.

## **6.7. SCHEDULE**

Document, normally introduced at the beginning of the session, which serves the function of helping the debates progress. Due to the guiding nature of the document, it is mandatory. To introduce an agenda, it is the same protocol as any other document – request for a motion – and, to vote on it, the same mechanism is used.

Due to its nature as a mere guide to the agenda, there is no obligation to write proposed resolutions for each topic on the Agenda. However, thinking that writing Resolution occurs as a function of the debate, it is recommended that delegates prepare a functional Agenda, to encourage the writing of good resolution documents.

## **6.8 DOCUMENT/WORKING MEDIA**

It refers to content in text, video, image or sound format that a delegate wishes to present to the entire committee because he believes that such document is highly relevant to the topic debated by the committee at that time. The content of such media cannot contain excessive violence, disturbing conduct, or any other content that is disturbing or shocking in nature. The introduction and presentation of the media follow the rites presented in the “Motions” section of this guide, in articles 7.22 and 7.23.



## 6.9. OPD

### 6.9.1. ABOUT THE DOCUMENT

The Official Position Document (OPD) must be written by the delegates themselves, following the foreign policy guidelines of each State, in order to: explain in a maximum of one page its position on the topic that will be addressed in the committee and present a possible solution to the conflict at hand. The documents must be delivered to the board of directors in the first session, and will be available for consultation during the debate. Furthermore, they can be read in the opening speeches of each delegation, although it is possible and encouraged to prepare your own statement, as there has been greater dynamism.

If you choose to read the OPD, the delegate has unlimited time. On the other hand, the initial speech time (without reading) is 2 minutes and 30 seconds, unless the Board of Directors stipulates another standard.

### 6.9.2. DOCUMENT FORMATTING

In the upper left corner, the country's coat of arms must appear, while, in the upper right, the official symbol of the committee. Centralized should be the entire name of the committee in bold and, immediately below, the official name of the delegation. In the bottom right corner, they need to be: the name of the delegate and a space for his signature. Furthermore, the parameters of ABNT (Brazilian Association of Standards and Techniques) must be followed: Times New Roman font; size 12pts; 1.5 spacing between lines; justified text; top left margin of 3cm, and right margin of 2cm.

### 6.9.3. OPD TEMPLATE

Below is a OPD template on the next page. The copy refers to a session of the United Nations High Commissioner for Refugees (UNHCR), whose topic discussed was "Persecution of the Rohingya people in Myanmar".



## ANNEX 01 - OFFICIAL POSITION DOCUMENT MODEL

Insert coat of arms

weapons of the country here

**Official name of the country**

**Full name of the Committee**

**1st paragraph:** Give a general introduction to your country. Discuss your values, your way of organizing, and if possible, contextualize the current situation you find yourself in, especially with regard to the topic.

**2nd paragraph:** Explain your country's position on the issue, try to answer what achievements it has achieved and what problems still need to be sanctioned related to the topic.

**3rd paragraph:** Report your country's position at the international level, whether it agrees with the actions established by other countries regarding the committee's topic.

**4th paragraph:** Write recommendations from your country on the issue being debated, what resolutions could be reached. In this part, think about the objectives that your country's position will try to achieve during the sessions. **5th paragraph:** If you wish, make final considerations.

Insert signature

here

Insert full name

Here



## **7. MOTIONS**

### **7.1. MOTION TO OPENING THE SESSION**

- Simple Majority

At the time stipulated for the beginning of the session, the Board, after duly making the call and stipulating the quorum, will accept motions so that the debates can begin within the moderation of the directors.

### **7.2. MOTION TO POSTPONE THE SESSION**

- Simple Majority

During speaker list discussions, when the scheduled end time of the session approaches, any delegate may raise a motion to adjourn the session. After being accepted by the Board, it will be put to a vote and may be approved by a simple majority. If approved, the session is postponed and the committee must restart its work at the time scheduled for the start of the next session.

### **7.3. MOTION TO CLOSE THE SESSION**

- Simple Majority

In the last session, once the final document has been voted on and debates have concluded, any delegate may request a motion to close the session. Once accepted and voted on, being approved by a simple majority, the motion provides for the committee to close its work.

### **7.4. MOTION TO INTRODUCTION OF THE DRAFT RESOLUTION**

- Simple Majority

Once a draft resolution is ready and the chair has approved it, any delegate may propose a motion to introduce the draft resolution, which will only be approved by a simple majority. Once this has been raised, the board of directors will ask one of the signatories to read the document, then opening space for grammatical corrections to be made, allowing all those who have any related considerations to make their comments. After these procedures, a new list of speakers will automatically be opened for the discussion of the draft resolution, leading to the temporary freezing of the original, if the committee is being moderated by one. It is worth remembering that only one project can be under debate at a time, requiring one to be withdrawn, approved or rejected before another can be discussed.





## **7.5. MOTION TO VOTE ON THE DRAFT RESOLUTION**

- Qualified Majority

Once considered by the Board, presented by one of the signatories and discussed by the list of speakers, the project can be put to a vote. To this end, this motion is requested and, by Qualified Majority, it is judged whether or not to vote on the document. If approved, the person who interceded will read the proposal in full. Next, the Board will demand that delegates who wish to speak in favor or against the Resolution can give speeches of up to 1 minute - with a maximum of two for each side. Finally, after the prevoting speeches, in order of roll call, all delegations recognized as voting will declare themselves: a) in favor; b) against; c) abstention; d) in favor, with reservations; or e) against, with reservations. Those who indicated reservations will have time of 1 minute to give speeches about such reservations. Once the votes are counted, if the majority is in favor of the PR, it effectively becomes a Resolution, and forms the Final Resolution Project, voted on in the last session of the committee (according to the same procedure described), and is immutable and definitive. The Board of Directors may propose speech times different from these models.

## **7.6. MOTION TO VOTE ON THE AMENDMENT**

- Qualified Majority

Once the voting process on a draft resolution has begun, a delegation can raise a motion to divide the bill, with the aim of having its items voted on separately. If two or more motions with the same objective are raised, the Board will vote on the one that is most severe (highest number of divisions) to the least severe (smallest number of divisions), requiring a simple majority to be approved.

## **7.7. MOTION TO DIVISION THE QUESTION**

- Qualified Majority

Once the voting process on a draft resolution has begun, a delegation can raise a motion to divide the bill, with the aim of having its items voted on separately. If two or more motions with the same objective are raised, the Board will vote on the one that is most severe (highest number of divisions) to the least severe (smallest number of divisions), requiring a qualified majority to be approved. If approved, each of the blocks will be voted on separately and only those approved will appear in the final resolution, which must also be voted on as a whole. If rejected, the next division proposal will be voted on. If all division proposals are rejected, the project must be voted on in full. Finally, if, in a vote with proposal division, all blocks are rejected, the project is automatically considered not approved.



### **7.8. MOTION TO CHANGE AGENDA TOPIC**

- Qualified Majority

This motion must be requested when, after voting on an agenda that is in force, the delegate feels the need to change it. The agenda continues to have the same character, as previously mentioned, of mere assistance and guidance. The new topic only suggests that the debates take new directions. It is approved when there is a qualified majority in favor of adopting/changing the topic.

### **7.9. MOTION TO WITHDRAW THE PRESS**

- Qualified Majority

It can be raised when a delegate deems it necessary for the discussion to be freer without the presence of the press. The press must leave if the motion is accepted by the Board and voted in favor by the delegates in a qualified majority.

### **7.10. MOTION FOR INFORMAL CONSULTATION**

- Accepted by the Board

This motion is used when any delegate feels the need to consult delegates outside of their speaking time. Once accepted by the Board, the motion is automatically in order, and the delegate must make an objective and succinct consultation with the delegates, who must respond simply by raising their signs.

### **7.11. MOTION FOR TABLE TOUR**

- Accepted by the Board

This motion is used when any delegate feels the need to consult delegates outside of their speaking time. Once accepted by the Board, the motion is automatically in order, and all delegates must, in alphabetical order of countries, give their opinion on the topic questioned by the participant. This response must be in the form of a short speech lasting no more than 30 seconds.

### **7.12. MOTION TO CITE SOURCES**

- Accepted by the Board

When a delegation has strong evidence that the sources of information cited by another are unreliable or non-existent, it may request the Bureau to investigate the source of the other delegation. If it deems the request valid, the



Board will request that the delegate questioned provide it with the source of the information used in the speech via email or WhatsApp.

### **7.13. MOTION FOR RECOGNITION**

- Accepted by the table

When a delegation is late, arriving after the quorum has been counted and the session has begun, it must ask for a motion of recognition, at the time the Board questions it, so that it can form the quorum. Once the motion is accepted by the Board, the delegate will be automatically recognized

### **7.14. MOTION TO CHANGE SPEECH TIME**

- Simple Majority

If delegates consider the speech time to be insufficient or excessive, they can request a motion to change the speech time, stipulating the desired time. The motion must be accepted by the Board and voted in favor by a simple majority of the committee.

### **7.15. MOTION FOR UNMODERATED DEBATE**

- Simple Majority

Delegates may propose, when questioned at any time between speeches, a motion for unmoderated debate, and must, at the same time, justify it and stipulate its duration. If accepted by the Board, it will be voted on, being approved by a simple majority. In an unmoderated debate, delegates can move freely around the room and debate informally, which allows for a greater exchange of ideas.

### **7.16. MOTION TO CHANGE THE TYPE OF SPEECH**

- Qualified Majority

In the event that delegates deem it necessary to change the type of speech, the motion to change the type of speech can be placed between one speech and another, with the aim of alternating between the list of speeches and the moderated speech (in Greek).

### **7.17. MOTION TO CLOSE THE LIST OF SPEAKERS**

- Simple Majority

A motion to close the list of speakers can be raised between speeches on the list of speakers and requires a simple majority to be approved. Once this happens, no delegation will be able to subscribe to that list anymore. If the list



of speakers is finished and a document is being debated, the voting process will automatically proceed if the delegates do not move to reopen it.

### **7.18. MOTION TO REOPENING THE LIST OF SPEAKERS**

- Qualified Majority

Once the list of speakers is closed, any delegation may raise, between speeches, a motion to reopen it, which will be approved by a qualified majority. Once approved, the speaker list is reopened, allowing delegations to reregister for it.

### **7.19. MOTION TO DIVISION THE HOUSE**

- Qualified Majority

When a document is not approved due to an excess of abstention votes, a delegate can demand a motion to divide the house, where all delegates are obliged to take a position rejecting or approving a document. If the motion is approved by a qualified majority, the newly rejected document will be voted on again.

### **7.20. MOTION FOR INTRODUCTION OF WORKING DOCUMENT**

- Accepted by the Board

When a delegate wishes to present a working document to the committee, he must send the document to the committee's email and, when the Chair opens space for questions and motions, he must request this motion so that the Chair can analyze whether such The media does not present any inappropriate content, such as heightened violence or grotesque/disturbing images. Furthermore, the delegate must explain, if the document is a video or extensive text, which excerpt he would like to present and if the document is in a foreign language, a translation must be sent, in the case of text, or contain subtitles, in the case of video.

### **7.21 MOTION FOR PRESENTATION OF WORKING DOCUMENT**

- Accepted by the Board

After the introduction of the working document, and approval by the Chair, the delegate may request this motion to present his working media to the committee. If the media requires reading for better understanding by the committee (such as texts or image captions), the reading will not have a time limit, but the delegate will have a time limit of 1 minute and 30 seconds to comment on the document presented. The same time limit will be imposed for comments on a video, image or other document format



## **8. VOTING RULES**

All delegations have the right to one vote on committee procedural matters. However, regarding substantive issues, such as approvals of amendments and resolutions, observer members of the committee do not have the right to vote, however, they protect their right to vote on motions that introduce such approvals. Non-observant members during voting on substantive issues may declare themselves “against”, “for” or simply abstain. In procedural matters, there cannot be abstentions by any delegation. With the exception of votes by roll call, votes must be carried out by lifting the plaques of the respective delegations.

### **8.1. VOTING BY CALL**

A motion for such a vote can only be requested for substantive issues after the debate has concluded, requiring a simple majority for approval.

If approved, voting on the documents will be carried out by calling delegations in alphabetical order, who may declare themselves “for”, “against”, “for with rights”, “against with rights” or simply abstain. The delegation can also choose to “pass”, being able to declare their vote only at the end of the vote.

When the voting list is closed, the Board of Directors must give the floor to those who declared themselves against or in favor with rights, each having thirty seconds to speak. It is the Board's duty to inform delegates when it is specific for the committee to accept voting by roll call.

## **9. INTERNAL COMMUNICATION OF COMMITTEES**

### **9.1. EMAIL**

E-mail will be used to send and receive important documentation between participants, mainly delegates and directors. Therefore, you must stick to formal language and have the tool available throughout the event, as the panel may request something to be sent through it.

### **9.2. DRIVE**

The drive's collective storage environment will be the main tool for producing and sharing documents and texts within a committee. Being an online tool, two or more writers can simultaneously write the same document. Such a resource would be equivalent, in person, to the writing and presentation of a document by a group of people to the detriment of individual production.



### **9.3. INSTAGRAM**

Instagram was the medium chosen to publicize the coverage work. Thus, summaries of what happened in the sessions, pearls, songs and the like will be posted on the newspapers' Instagram pages. The idea is for it to be an open and easily accessible page, and it is encouraged that even observers and non-participants access it to learn more about the project.

### **9.4. DIPLOMATIC TICKETS**

As one of the intrinsic resources of face-to-face simulations, delegates can ask Staff members to intermediary relationships, in the form of a letter, which can be a simple piece of paper -, with the other delegates, during the debates. In other words, the participant must deliver the ticket to the Staff present, so that they can deliver the content to another, previously specified. In this way, direct communication occurs between delegates of the same committee.

## **10. PRESIDENTIAL DOCUMENTS, TREATIES, AGREEMENTS AND MINUTES**

Attention: This section should only be studied in depth after a firm understanding of the previous topics of this guide, considering that the documents described below require, for their construction, a broad and solid understanding of the rules that permeate the debate, in addition to the fact of not being indispensable to the debate.

### **10.1. Unilateral Act**

Ex.: Sanction, Donation, Imposition of Restriction, Lifting of Restriction.

In a Unilateral Act, only one of the parties has obligations to fulfill, the other only accepts the terms. This agreement is not open to negotiation and benefits only one of the parties. This happens, for example, when a country imposes a trade restriction, such as a tariff, on all imports from another country. It also applies to a state that lifts a tariff on its partner's imports, even if it is nonreciprocal or a donation without any requirements. A big country can do this to help a small one. Note: Every sanction is, by definition, a unilateral act.

### **10.2. Bilateral Treaty**

Ex.: Economic Agreement, Military Pact; Goal-based giving; Alliances, among others.

In the Bilateral Treaty, both parties have duties to fulfill, the agreement is open to negotiation and benefits all parties. It is the most common and most used of the agreements during the simulation, and is normally used to confirm a decision made between two Heads of State. Note: A "party" can constitute several States, such as the Finland x European Union Bilateral Agreement in which the second party had 17 Nation States involved.



### **10.3. Multilateral Treaty**

Ex.: Alliance, Military Pact, Mutual Responsibility Agreement.

Very similar to the Bilateral Treaty, the Multilateral Treaty consists of the same premise as the previous one, but involving several parties. They tend to be negotiated for a long time and take a long time to be approved by all parties, sometimes at the cost of progress in the debate.

### **10.4. Letter of Complaint**

Ex: Declaration of Denouncement, Letter of Repudiation, Letter of Denouncement of a Treaty, etc.

The Letter of Denouncement has two main functions: releasing a State from a Treaty it has entered into or denouncing a country or a country's action. Although their first use is rarely used in a simulation, Letters of Repudiation and Declarations of Denouncement are usually the last action taken to avoid sanctioning a country and indicating that the "goodwill" of one or more parties to negotiate is running out.

Note: The Letter of Complaint can be uni, bi or multilateral, depending only on the signatories of it.

### **10.5 Sanctions and Embargoes**

Sanctions are measures taken by countries against countries in response to illegal or undesirable behavior. As the main means of threat in a diplomatic debate, sanctions are often used – or at least threatened – during the simulation.

These sanctions can be:

#### **10.5.1 Economic or Embargo**

Economic sanctions involve trade bans between countries, arms embargoes are usually the first to be carried out, followed by other sectors that more directly affect the population.

#### **10.5.2. Military**

Military sanctions come in different forms, but the best known is certainly Military Intervention. Seen as the most punitive and dubious of Sanctions, it should be used with great caution.

#### **10.5.3. Individuals**

Individual sanctions primarily consist of freezing financial assets and travel bans. This sanction has the advantage of not directly affecting the population, however, sanctioned individuals



sometimes manage to escape sanctions through connections.  
10.5.4. Diplomats

The most comprehensive sanction normally refers to the withdrawal of a country's diplomatic corps and the end of relations between both parties.

Note: Unlike other countries in the world and the Geneva Convention, the USA does not see the terms "Treaty" and "Agreement" as interchangeable synonyms. The POTUS can only sign agreements without congressional approval, requiring support from the chambers to sign treaties, despite his law not explaining the difference between the two.

For all other delegations, the terms may be used as similar.





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