



POSMUN
2022

Handbook

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01. Introduction to the Executive Board and Organizing Team

Executive team:

1. Florin Yara Neuhaus, *Chief Organizer*
2. Pedro Figueredo Lobianco, *Chief Organizer*
3. Gabriela Baez, *Chief Organizer*

Advisor:

Michelle Hofer, *Faculty Advisor*

Management Team:

1. Florin Yara Neuhaus, *Secretary General*
2. Pedro Figueredo Lobianco, *President of the General Assembly*
3. Gabriela Baez, *Deputy Secretary General*
4. Marina Kowarick Zullo, *Head of Press*
5. Sophia Ho, *Head of Logistics*
6. Luiza Afetian, *Head of Ushers and Security*
7. Laura Koutaka, *Head and Master of Ceremonies*
8. Ian Meyer, *Master of Ceremonies*
9. Gabriel Fernandes, *Head of Social Commitment*



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Chairs:

1. Otto von Maltzan, Security Council
2. Camila Siqueira, Human Rights
3. Laura Komatsu, Economic and Social Council
4. Jordana Veronese, UN Women
5. Victora Fazenda, UNEP
6. Ornella Faria, UNODC

Vice-chairs:

1. Felipe Rucker, Security Council
2. Lucas Haola, Human Rights
3. Paola Caponi, Economic and Social Council
4. Victoria Accurso, UN Women
5. Eduarda Yamaguchi, UNEP
6. Thiago Profili, UNODC

Press team:

1. Marina Zullo
2. Allegra Ho
3. Ana Julia Martins



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4. Ana Julia Santos
5. Beatriz Beligni
6. Gabriela Papin
7. Gabriella Aprille
8. João Gabriel Frick
9. Juliana Arena
10. Kim Ahlemeyer
11. Letícia Amaral
12. Luísa Corsi
13. Luisa Malheiros
14. Luiza Lopes
15. Maria Gabriela von Adamek
16. Mariana Villela
17. Mariane Heineken
18. Maya Kaneko
19. Pedro Yamaguchi
20. Sofia Petrovic



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02. Greetings by the Secretary General and President of the G.A.

Dear Chairs, Vice-Chairs, Advisors, Delegates and Staffers, it is with great pleasure that we, the Executive Board, welcome you to POSMUN 2022. Porto Seguro Model United Nations is completing its sixth edition, which we hope will improve your communication skills and be an unforgettable experience.

POSMUN, like anything else after the covid pandemic, is remodeling itself in 2022, since it is now offering new possibilities with more than 60 delegations, promoting social engagement, and aiming towards an one-way plastic free event. We consider POSMUN to be a very important experience, taking into consideration the geo-politic world crisis everybody is living through. Right now, it is more important than ever to step outside of your comfort zone, and see things from other perspectives

(The purpose of this Handbook is to assist the delegates in their preparation for the MUN, regardless if they are already experienced or „first-timers“. This document is of great importance, and will provide information about the rules of procedure, important papers and other relevant topics. The reading of the Handbook, as well as the reading of the Council's Background Guide, is essential to prevent any problems during the three-day conference. If any issues remain pending before or during the event, do not hesitate to speak with any member of the Executive Board or Management Team.)



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Organizing POSMUN is not an easy task, but with the help of our team and school advisors it becomes a fulfilling task. This event means a lot to us, and it is an honor to be a part of its legacy! Therefore, we would like to thank the deputy secretary general, our heads, further staff and delegates for making our event come to life.

We are grateful for being able to welcome you to the 6th edition of POSMUN! May the three days inspire you to stand up for yourself, make new friendships, and most importantly, motivate you to participate in the future editions of POSMUN.

Yours sincerely,

Florin Yara Neuhaus - *Secretary General*

Pedro Lobianco - *President of the G.A.*

03. General information

a) Schedule

Day 1:

7AM to 8AM - Registration

8AM to 9:40AM - Opening ceremony

9:40AM to 10AM - Coffee break

10AM to 12PM - Council session 1

12PM to 1:30PM - Lunch

1:30PM to 3:30PM - Council session 2



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3:30PM to 3:50PM - Coffee break

3:50 to 5PM - Council session 3

Day 2:

7:15AM to 9:30AM - Council session 4

9:30AM to 10AM - Coffee break

10AM to 12PM - Council session 5

12PM to 1:30PM - Lunch

1:30PM to 3:30PM - Council session 6

3:30PM to 3:50PM - Coffee break

3:50PM to 5PM - Council session 7

Day 3:

7:15AM to 9:30AM - Council session 8

9:30AM to 9:50 AM- Coffee break

9:50AM to 12PM - Council session 9

12PM to 12:15PM - Deleawards

12:15PM to 2PM - Lunch

2PM to 3:30PM - Closing ceremony



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b) Delegations

1. Afghanistan
2. Algeria
3. Argentine Republic
4. Bolivarian Republic of Venezuela
5. Bolivia
6. Cambodia
7. Canada:
8. Commonwealth of Australia
9. Cuba
10. Democratic People's Republic of Korea (North Korea)
11. Denmark
12. Federal Democratic Republic of Ethiopia
13. Federal Democratic Republic of Nepal
14. Federal Republic of Germany
15. Federal Republic of Nigeria
16. Federative Republic of Brazil
17. French Guyana
18. French Republic
19. Greece
20. Iran
21. Iraq
22. Islamic Republic of Afghanistan



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23. Islamic Republic of Pakistan
24. Italy
25. Kingdom of Belgium
26. Kingdom of Spain:
27. Kingdom of Thailand
28. Leader of the World Banking
29. Lebanese Republic
30. Madagascar
31. Morocco
32. Netherlands
33. New Zealand
34. Norway
35. People's Republic of China
36. People's Republic of Bangladesh
37. Republic of Austria
38. Republic of Burundi
39. Republic of Colombia
40. Republic of Ecuador
41. Republic of Guatemala
42. Republic of India
43. Republic of Indonesia
44. Republic of Iran
45. Republic of Kenya



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46. Republic of Peru
47. Republic of Philippines
48. Republic of Suriname
49. Republic of Turkey
50. Russian Federation
51. Singapore
52. Socialist Republic of Vietnam
53. State of Eritrea
54. State of Japan
55. State of Qatar
56. Sudan
57. Sweden
58. Swiss Confederation
59. Syria
60. Tanzania
61. United Arab Emirates
62. United Kingdom of Great Britain and Northern Ireland
63. United Mexican States
64. United States of America



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c) Councils

Security Council: Resurfacing of extremist groups in Western Europe: prevention and combat against terrorism

Chair, Vice-Chair: Otto von Maltzan, Felipe Rucker

Human Rights Council: Forced Labour in Asian Pacific Countries

Chair, Vice-Chair: Camila Siqueira, Lucas Haola

ECOSOC: Dealing with the post-pandemic economic crisis

Chair, Vice-chair: Laura Komatsu, Paola Caponi

UN Women: Menstrual Poverty: Unfolding strategies to deal with the difficulty of access to basic hygiene products to low income women during monthly menstruation

Chair, Vice-chair: Jordana Veronese, Victoria Accurso

UNEP: Green Legislation: International effects of Amazonian deforestation

Chair, Vice-Chair: Victoria Fazenda, Eduarda Yamaguchi



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UNODC: Good Use and Abuse: The role of technology in human trafficking

Chair, Vice-chair: Ornella Faria, Thiago Profili

d) Job descriptions

Executive Board:

The Executive Board is the leadership of POSMUN. Both students, Florin and Pedro, 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 President of the GA is the guardian of the General Assembly Rules of Procedure. He 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.



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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 ensure that the Committee comes to a result that is acceptable to all, or at least to 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. Apart from that, 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 are aligned with the country's directives.

Press:

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

Staff:

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

e) The conference

The Opening Ceremony

This year's POSMUN's Opening Ceremony will be held in the assembly hall of the Colégio Visconde de Porto Seguro and live streamed for all delegates through Youtube. This official opening of the conference will be performed by the Secretary General and by the



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the President of the General Assembly. They shall welcome all the delegations and chairs.

Lobbying and Merging

Your first task in your committee will be lobbying. During the lobbying process, your aim is to find delegations that agree with your country's position or at least with certain directives. In order to do so, you have to present your ideas to other delegates and try to persuade them. It is also possible for you to reject your own resolution and to become a co-submitter. Even so, 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, during lunch, and so on. Hence, be prepared to engage in an informal conversation with another delegate even when the conference is not running.

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. Furthermore, delegates of each committee will present the resolution in front of all POSMUN participants. After speeches from the Executive Board and guests, the awards for Best Delegates and Best Opening Speech will be announced.



04. Internal Rules

a) 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.

b) 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 threat any participant with mental or physical violence;
4. All kinds of physical harm are rigorously prohibited; if a participant acts violently, he/she will be requested to leave the event;



5. All material used during the event are property of the school. Delegates who cause any damage will be requested to replace the damaged object;

6. Weapons, fire or cold, are strongly prohibited at the premises of the event;

7. They will be confiscated at the entrance by Security, and the participant will be banned from the event;

8. Narcotics, psychopharmaceuticals, and 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.

c) Dresscode

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.



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Women

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



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05. Opening speeches

a) Opening ceremony

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 position on the issues discussed throughout the 3 days of debate to all delegates. Due to time constraints, your opening speech should be no longer than 90 seconds. The opening speech is held by one delegate who is appointed by the delegation beforehand. He or she should be rhetorically talented and be able to attract the attention of the assembly. Single delegations are not required to hold an opening speech during the Opening Ceremony.

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

b) 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.

06. Documents

All documents must be delivered to the Chair through pen drive or email for correction before they may be presented to 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.

a) Position Paper

On the first day of POSMUN all delegates must bring and deliver (in person or by email) their position paper by the 1st council session - at 11:00! Those who fail to fulfill this task will receive a bad grade in their record and will have to bring the position paper the following day.



Example:

COAT OF ARMS IMAGE
FULL NAME OF THE COUNCIL

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 to send yours!



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b) Working Papers

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.

There are no specific demands regarding content or format, except that it is mandatory that the signatories are presented at the end of the document.

The draft resolution is usually completed through 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 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, ...



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c) Draft Resolution

Along with other Delegates, you have to write a resolution that contains the proposed solutions to the topics discussed. Your main goal is to pass your resolution, 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 the problem discussed 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 they are generally 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. They will always be voted on and can only pass with a simple majority. The decision on its content is shared and decided by the whole group, mainly in the latter sessions, after all the ideas and policies have been presented, debated, and negotiated by all delegates.

The Delegate who writes the Draft Resolution is named Submitter.

The Delegates who approve it and also helped along the writing process are called the Sponsors. It is important to bear in mind that you do not have to be a sponsor to vote in favour of a resolution. After having been submitted to the Chairs for revision, 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 regarding the issue as well as to justify the actions suggested in the resolution. 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 ends with a comma (,).

3) Operative Clauses:

The solution (or how the committee has decided to address 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 ends with a semicolon (;), except for the last one, which 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 Preambulatory Clauses and the Operative Clauses.

Preambulatory 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 (refer to the list of Preambulatory 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. Furthermore, pay attention to correct English grammar, vocabulary and punctuation.

The proper format for a resolution is the following:

1. Name the committee, the topic, the submitter(s) and sponsors.



2. Skip a line after each clause.
3. Begin all clauses with the appropriate phrases.
4. End each preambulatory clause with a comma.
5. End each operative clause with a semicolon.
6. End the final operative clause with a full stop.

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



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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.

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, given



that all 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 only be altered when the document is still a working paper.

07. Rules of procedure

a) Sections of a council session

Roll Call

Roll Call takes place at the beginning of each Council Session. 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 voting on substantive matters.

Official Introduction

The Chairs explain briefly the rules and the topic of the Debate, as well as gather 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!



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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 on.

If they do agree, they should raise their placard and wait for the chair to count them. After that, the Chair will ask which Delegations stand against the proposal. If the voting refers to a procedural measure, you may not abstain, even if you have declared yourself as “present” during Roll Call.

b) Caucuses/ Debate form

Speakers' List

This is 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 ask the delegate to start his or her speech, give a 10- second-remaining signal as well as end it if the Delegate runs out of time.



Before another Delegate has the floor, 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. The motion must present duration and reason for the change to this debating form.

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

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 better communication with other Delegates, create blocs, write Working Papers or even work on the Draft Resolution.

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 Semi- 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.



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.

c) Points

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.

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 the USA. After he is 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. 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;

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.

Right of Reply

A Delegate may request Right of Reply in case his/her country is mentioned by another Delegate during his/her speech. The Chair may decide to approve or to deny the Right of Reply. Should the Chair declare the Right of Reply in order, the Delegate will have the opportunity to briefly comment on any misleading information presented by the other Delegate regarding the country's foreign policy or to respond to any accusation or comment.

Point of personal privilege

A point of personal privilege is only asked when it concerns the well being of the Delegate, when he/she cannot hear the current speech and would like to ask the speaker to speak louder, or when he/she feels offended by another Delegate's speech. This is 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.

d) Motions

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.

Motion to open/close the Speakers' List

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

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.

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.



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.

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 argument in favour of it, and another Delegate must also speak against it.

Motion to vote the Draft Resolution

After closing the debate, a Delegate will ask to vote the Draft Resolution. This should only be made in the last Council Session (9th). The Delegate must also present in which way he/she would like to vote it. A qualified majority is required.

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 this method, the Chair will call each Delegation by name and the Delegate must answer either yes, no or abstain from voting (this is only possible if the Delegate has declared himself/herself as Present during the Roll Call).



Motion to Placard raising procedure

This voting method is recommended should the Council be rushing against time to vote the Resolution. The Chair will simply ask which Delegations are in favour and the ones which feel that way will raise their placards. The same will happen with the answers “no” and “abstain”.

e) Voting

Majorities

Simple Majority: / of the present quorum + 1. All numbers must be rounded up. Qualified majority: / of the present quorum. All numbers must be rounded up.

Agenda

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

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.

Resolution

The resolution is one of the few votings that need a qualified majority to pass. There are two methods for voting: fully voting and voting in



blocs. After the Draft Resolution has been recognized by the Chair, it must be read out to the whole council.

Fully voting

This 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.

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 in which way he/she 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 out in front of the whole council. This process does not 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.

Amendments

Amendments must be voted firstly among the Sponsors of a Draft Resolution. This will happen through Roll Call. If the amendment is approved by all Sponsors, it is then a friendly amendment and passes automatically; 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 for the amendment to pass. If still unapproved, it will be discarded. If accepted, however, it will be written in the Document.



8. Terms

Abstain: During voting 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 against it.

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

Amendment: A change to a draft resolution on the floor. There are 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 three types: Moderated Caucus, Unmoderated Caucus and Semi-moderated 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 towards a speaker or towards the Chairs.



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 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 takes a certain action. Some motions might be to go into a caucus, to adjourn the session, 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.

Point: A request raised by a delegate for information or for an action related 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: Has 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 from voting on substantive matters.

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

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: Has 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 in 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 of America 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 of vote: 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

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 follows: Oratory, foreign policy, capability to hold people's attention, quality of answers against points of information, among others.

Remember to aim at making a strong impact on the public during the Opening Ceremony.



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 as pre-finalists. 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, 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/their country's position accurately, but also manages to find a consensus with countries with different views.



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Porto Seguro Model United Nations

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