

**UNITED NATIONS ORGANIZATION SIMULATION - SIMONU BOGOTA  
BOGOTA EDUCATION SECRETARIAT**


**DELEGATES HANDBOOK**

Each of the sections of the following procedure describes methodological elements of the United Nations Organization Simulation operation. For each of these elements, the definition, the purpose and an example of how to formulate the motions correctly are included. The majority of motions and meeting points are in charge or at the discretion of the Chair that is composed by the presidents; students who lead and moderate the debate during the development of the commission work.

**1. BASIC CONCEPTS**

 **Quorum**

The Chair of each commission can declare a session is open and, proceed with the debate when at least, there is a simple majority of the members present in the room. When the commission needs to vote over a Substantive Matter two-thirds of the members have to be attending the room. Any delegate has the right to ask for a quorum checking by a motion. The Chair must decide if it is relevant to take attendance to verify it.

 **Definition of Majorities**

A simple majority is achieved when there are more votes in favor than against the matter. A two-thirds majority is achieved when there is at least the double of votes in favor than against the matter. In each case, abstentions won't be considered in the definitions of majorities.

 **Right to Vote**

Each delegation will have the right to vote. A delegation can only abstain when a Substantive Matter is being considered. These abstentions will not be taken into account when determining the majority of votes in the decision-making process over Substantive Matters.

People who participate as observers will not have the right to act formally as promoters of resolutions nor amendments and; they will not have the right to vote in Substantive and Procedurals Matters.

Delegates can vote: "in favor", "against", "in favor with reasons", "against with reasons", "abstain" or "pass". The delegations that abstain will not be taken into account when counting the votes and the ones that decide to "pass" will be called at the end for them to share their vote.

Before the reconsideration of votes, the Chair will give a minute for the delegations who voted "in favor with reasons" or "against with reasons" to give their considerations. These reasons will only be taken into account by the Chair when the vote is unexpected. When they are heard, the delegations can reconsider their votes; for example, the ones that abstained can vote "in favor" or "against".



### Procedural matter

It is defined as “procedural matter” to motions, meeting points and phases in which the commission work is developed.

### Substantive matter

It is defined as “substantive matter” any document that is presented for consideration of the commission to exercise its powers and functions, as well as the amendments that are made to them. Matters that are directly related to the commission’s topics, different from those of the traditional or basic procedure, are also included here.

### Floor messaging

The dispatch is the mean of communication in the commission. For this, delegates should write the message on a piece of paper, outlining the sender and the receiver of it. Later on, they should raise their hand so the floor secretary can pass by the delegates desk to pick up the message and deliver it to the receiver. The improper use of floor messaging will be sanctioned, these should not be about personal matters; they must be relevant to the topic of discussion and the commission’s dynamic.

## 2. PROCEDURE

The work in commissions is done through general debate, drafting and consideration of working papers. For a commission to do a specific action, like starting a debate or vote for a working paper, the Chair must entertain motions and/or requests done by delegates. Every motion has to be voted and will pass if it gets the required majority, depending on if it is about a substantive or procedural matter.

While doing the motions, a dialogue between the presidents and the delegates is established, as the one presented below:

**President:** delegates, the Chair is receiving/open to motions.

*The delegate who wants to do the motion lifts their placard.*

**President:** yes, delegate of **(he or she says the name of the nation, entity, organization, etc., of the delegate with the lifted placard who has been conceded the word)**, you are recognized.

**Delegate:** motion to **(mentions the motion that wishes to use)**.

**President:** delegate **(he or she defines if this motion is or not in order)** this motion is in order or not delegate, this motion is not in order.

*If the motion is in order, it has to be voted lifting the placards, otherwise, another motion in order has to be suggested.*



**President:** delegates, there is a motion to **(the suggested motion is said again)** on the table. Delegates on behalf/in favor? Delegates against? **(the votes are counted and depending on it, it gets determined whether or not the motion is approved).**

For a better understanding of the moments and motions in the commission's work, we invite you to observe the following outline:

i. Roll Call

Before opening the session and after coming from break, the Chair must call attendance. The delegations will be called in alphabetical order and can answer with "present" or "present and voting". If a delegation is not present when it's called, once it arrives at the room it must notify to the Chair. If a delegate arrives late to the session, it will receive a verbal warning.

- Present

If a delegation answers "present", it has the option of not voting on substantive matters. Once the session is reopened and names are called again, the delegate can change their answer.

- Present and voting

If a delegation answers "present and voting", it is giving up the right of abstaining from voting on substantive matters. Once the session is reopened and attendance is called again, the delegate can change their answer.

ii. Open session

The motion to open session can only be in order after the roll call of the first day on every commission and it proceeds once the Chair determines that there is the necessary quorum for it.

iii. Agenda adoption

After the roll call and opening session, the motion to adopt the topic assigned to the commission must be done.

iv. Opening speeches

A motion to pass to the reading of speeches must be done at the beginning of the first session on each commission, once the roll call has ended, the session is open and the agenda has already been adopted.

The opening speeches should refer to the interests or position of the country that each delegate represents related to the proposed topics for the commission to work. The duration of the opening speech is determined for each simulation; it is usually one minute. The speech must be read in physical and at the end of its reading, it has to be delivered to the Chair.



v. General debate

Once the opening speeches have been presented, it is time to start with the commission work. The debate allows to speed up the discussion of certain critical points in the debate. The delegates that propose the motion must establish the debate's time. This motion requires a simple majority to pass. If the motion is approved, the delegation that made the motion will be the first to be recognized in the debate.

After the first intervention, the delegates must raise their placards to be recognized, taking into account that there is no maximum time for each intervention more than the entire time of the previously established debate. This debate can be extended in case no concrete solutions have been reached or delegates consider it necessary for the development of their work. A motion to extend the debate time will not be accepted if it is held once the general discussion time has culminated.

vi. Informal consultations

During the time of informal consultations, delegates can freely debate without having to lift the placard and be recognized. In this moment, delegates form blocks of countries depending on their interests and the agreements that have been built on the commission to subsequently write, discuss and vote the working papers. The delegates that propose the motion must establish the time of the informal consultation time. This motion requires a simple majority to be approved.

vii. Drafting working papers

The purpose of the debate is to get to discuss and write working papers that consolidate the main results of the commission work. Taking into account that the preparation of the working papers takes place within the time frame of informal consultations, it is not necessary to present a motion to proceed with the drafting of these documents.

The working papers must be drafted once the discussion of the problems has been completed by the commission. In its elaboration it is key to take into account the following information:

- Description of the problem/situation

In this section, the delegates should describe the context of the problem or situation. Several ideas are written in the form of a complete sentence. It seeks to answer questions such as: what is the situation? who is affected? where does it have an impact? how long has this situation occurred? why is this situation occurring? The use of figures, dates, specific data is recommended.

- What has been done so far?

This section should address the programs, agreements, plans that have already been developed by the United Nations, the international community or their countries to try to resolve the issue by briefly describing its impact. It is recommended the use of specific dates in which the initiatives have been developed and reference the resolutions or full names of documents.



- Proposals or course of action

This section should include the work plans or proposals that the block has to solve the problem/situation. Several ideas are written in the form of complete sentences. It is necessary to include the responsible, times, the UN agencies, other agencies, programs or UN funds that will be in charge and, especially, where the resources will come from to carry out the proposed actions.

viii. Presenting working papers

Once the working papers have been drafted, the delegates must send the document to the Chair.

ix. Reading working papers

The reading of the working papers is done depending on the order of arrival of the documents to the Chair. The countries at the head of the block, those that represent the countries which elaborated the document and those that are selected by the delegates that belong to the working group, are responsible for presenting the document to the entire commission.

x. Amendments

Amendments are modifications that are made to a working paper or a draft resolution in the process of their discussion and must be presented by means of a note sent to the Chair. The amendments will be made public once the Chair approves it and it will not entertain an amendment to another amendment.

Any delegate can propose an amendment to the work papers. There are two types of amendments:

- Friendly Amendment: if an amendment receives the support of all of the worksheet writers, it becomes part of the worksheet immediately.
- Unfriendly Amendment: if an amendment does not have the support of all of the worksheet writers it is considered an Unfriendly Amendment. Its incorporation into the worksheet will depend on the voting of all of the present delegations. To achieve this, the Chair would have to open a voting session.

xi. General debate/informal consultations

Delegates can make a motion for a general discussion or a period of informal consultations for an unfriendly amendment. If the motion to hold a general debate is approved, the Chair should define the number of delegates needed to discuss the Amendment. Those who speak in favor or against an amendment can open themselves to information points. The Chair can limit the time for each intervention.



If there are no motions to extend the debate on the amendment, the debate time is ended and the Chair proceeds to the voting process of the working paper that is being considered at that moment. To extend the debate of an amendment, a simple majority is needed. If this is the case, the Chair will accept the additional interventions which it considers as necessary.

xii. Voting

The voting process is developed through a roll call where delegates can declare their position related to the statements expressed on the working paper to be voted. Delegates may vote in favor, against or abstain.

xiii. Suspending and continuing the session

The commission work is stopped in a determined time by a motion to suspending the session. The motion is in order only at the end of the day or when going to break time. When doing this motion, the suspension's time must be specified. When returning from break time, a motion for continuing the session must be done.

xiv. Close the agenda

When all the points established in the agenda have been addressed, it must be done a motion to close the agenda. This motion goes before the motion to close the session.

xv. Close the session

Through this motion, the session is closed. It is in order only at the end of the last day of debate and ends the work of the commission.

### 3. REQUESTS

While the development of each session, delegates might use some of the following points or requests:

 Right to reply

If a delegation has been directly and explicitly offended by another delegation, it may request a right of reply. The first right of reply is uninterruptible and the Chair must recognize it immediately. From then on, it is necessary to express this request through a written message addressed to the Chair who will decide if it is appropriate and grant the right of reply. If the request is considered valid, the Chair will recognize the delegate a suitable time to expose to the commission the reasons why the delegation felt offended. Shortly after, it will be bestowed the time to the delegation who receives the reply, either to defend itself or present excuses, if the delegation finds it relevant.

A right to reply cannot be demanded against another right to reply. A disagreement of arguments is not considered as a justification for the request of a right to reply. In case the right to reply is wrong and it is a violation of the substance of the right itself, the delegate that has required it will receive a verbal warning, by consideration of the Chair.



#### Point of order

A point of order refers to an immediate violation of procedural matters. The Chair is responsible for keeping the order of the debate. If the Chair makes an error of maintaining the order or in abiding by parliamentary procedure, delegates can raise to a point of order. This point has to refer to a violation immediately after it took place. It cannot refer to a violation which occurred earlier in the debate. However, points of order cannot interrupt a speaker.

#### Point of personal privilege

A point of personal privilege refers to a delegate's discomfort which prevents him or her from focusing on the debate. It can only interrupt a speaker if it is due to audibility and cannot pertain to the content of the speech or the debate in general. The Chair can state out of order any point of personal privilege if it is considered to delay the debate or if it is unsuitable at the moment.

#### Point of Inquiry / Point of Information

A point of inquiry is a question directed to the Chair, asking for a brief clarification about rules of procedure or parliamentary language. Delegates can use the Point of information to the Chair with no need of approaching to Chair, if the matter concerns all the commission, for example, to ask about times or motions to be considered. In any case, this point is interruptible.

#### Point of Information to the Chair

Delegates might use this point to approach to the Chair and inquire about a specific question, seek permission to leave the room for an instant and also ask for indications about the dynamic used to work on the commission. In any case, this point is interruptible.

