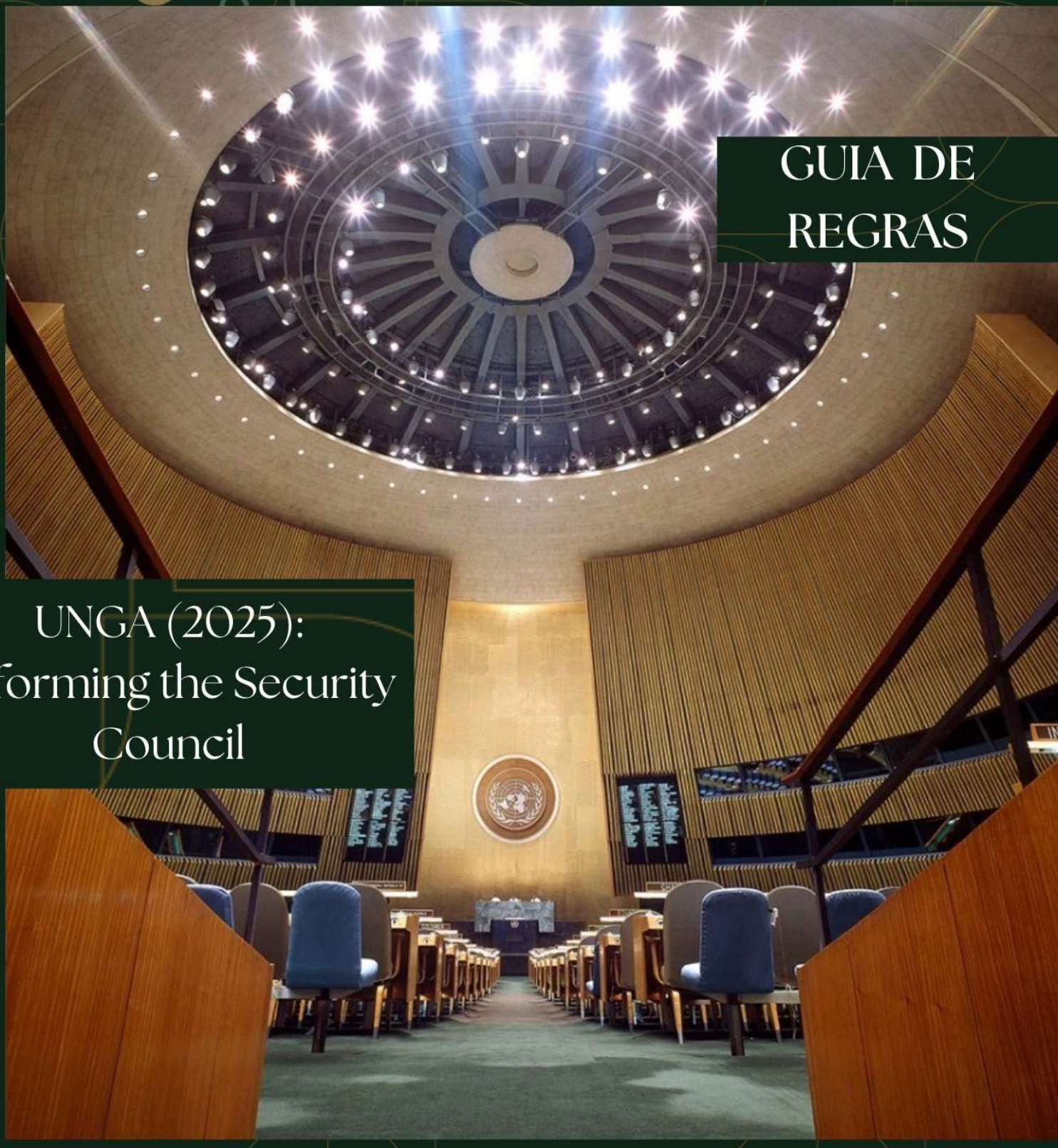
27ª edição

MINIONU

Saberes que florescem



GUIA DE REGRAS

UNGA (2025): Reforming the Security Council

DIRETOR
BERNARDO LEITE

DIRETORAS ASSISTENTES
GABRIELA PASCINI
MARIA BEATRIZ VOLPE

MINIONU

EX CORDE ECCLESIAE
PUC Minas

SUMMARY

1 INTRODUCTION 3

2 RULES OF PROCEDURE 4
2.1 Agenda 4
2.2 Quorum 4
2.3 Speech 5

3 RULES GOVERNING VOTING 6

4 RULES GOVERNING DEBATE 7

5 RULES GOVERNING POINTS 8

6 RULES GOVERNING MOTIONS 9

7 RULES GOVERNING DOCUMENTS 11
7.1 Draft Resolution 11
7.1.1 Writing the draft resolution 12
7.1.2 Introduction of the draft resolution 13
7.2 Working Papers 14
7.3 Official Position Paper 14

APPENDIX A – THE PROCESS OF APPROVAL OF A DRAFT RESOLUTION 16

1 INTRODUCTION

This document presents the rules of procedure that will be adopted during the activities of the committee UNGA (2025): Reforming the Security Council, during the 27th MINIONU, between October 10th and 13th, 2026. All participants should note that the rules exist to promote the smooth running of the committee, and small deviations may be acceptable when they contribute to dialogue, mutual understanding and the success of negotiations. However, although the rules may be flexible at times, any lack of decorum or disrespectful behavior will not be tolerated under any circumstances.

The official language to be used on the days of debate will be English – delegates may not address their speeches to the committee in any other language, unless it is a foreign expression necessary for the debate, whose use must be followed by a translation into the official language of the committee.

Due to security concerns, all delegates must carry their credentials for the entire duration of the event, with the consequence that they will not be able to participate in the debates if they do not. Delegates must behave diplomatically, maintaining politeness and decorum, and respecting the decisions of the Chair.

The Chair has the power to declare the opening and closing of each session of the committee, direct the debates, ensure respect for the rules and grant the floor to the delegations. The Chair will deliberate on the merits and precedence of points and motions presented by the delegations, and may also suggest them when it deems relevant. If any delegation objects to a decision of the Chair, that delegation may speak up and request a vote to review such decision.

2 RULES OF PROCEDURE

This section will cover some rules that pertain to the functioning of the committee. Thus, there will be an explanation of the role of the agenda, the functioning of the quorum and how to speak. In the last subsection, there will be a brief explanation of what it is and how it works.

2.1 Agenda

The committee agenda is a document established by the Chair to guide session discussions and to decide the order in which the topics will be addressed. The agenda is made up of three topics, containing points for debate on the theme of the committee and, for each of these topics, it should preferably contain a Resolution. Each topic shall have its own Proposal of Resolution to be voted at the end of each discussion.

Furthermore, the Chair must decide whether to draft a single Proposal of Resolution for the agenda as a whole, or a Proposal of Resolution for each item on the agenda, and delegates must respect and follow the Chair's guidelines.

2.2 Quorum

Quorum is the number of delegations present within the room at the present time. This number is important because it serves as a reference for the processes of starting and closing the session, as well as voting of all kinds. The quorum is counted at the beginning of the sessions, through the roll call, in which the delegations can declare themselves as “present”, which means that they will be able to actively participate in the debates and in all matters related to the progress of the committee.

For example, if the committee has 30 delegations:

- The sessions will be declared open when at least one third (1/3) of the accredited delegations are present, that is, in this case, 10 delegations;
- In voting, it is necessary that a simple majority of delegations (50% + 1) vote in favor for any decision to be taken within the committee. In this case, the simple majority would be 16 delegations. Also, it is important to note whether the delegation you represent is an observer or permanent member of the committee, because, if it is an observer, the delegation does not participate in the process of voting on substantial documents.

Delegates arriving after the beginning of the session and the end of the roll call may be recognized by the Chair through a formal motion of acknowledgment or by asking a volunteer to inform about your presence to the Chair. The timetable of the Committee's sessions is previously presented in the general schedule of the event, and it is essential to respect them.

2.3 Speech

The traditional length of a speech is 1 minute, but it may increase or decrease as the committee progresses. Also, this duration time can be suspended, if the table deems it necessary. When a delegate finishes its speech, it has to yield its remaining time – if there is any – to the Chair, or, alternatively, to another delegate who wishes to speak. If the delegate accepts the yield, the Chair will recognize the delegate for the remaining time (there has to be at least 15 seconds).

If the speech is interrupted, the Chair will immediately pause the timer and restore the time it deems necessary for the speaker – after order has been restored.

To be able to debate, the delegate must be recognized by the Chair first. It is the responsibility of the Chair to call to order any speaker if his speech is not relevant to the topic under discussion in the Committee.

3 RULES GOVERNING VOTING

Within a committee there are two types of voting: procedural and substantive

	What are they?	Example	Do Observer Members vote?	Number of delegations necessary for approval
Procedural Voting	These votes pertain to normal debate procedures within the committee, the course and manner in which debates take place, such as changes to the type of debate and voting on motions.	Approval of motions	Yes	50%+1
Substantive Voting	These votes are related to the adoption of decisions that concern the topic of discussion of the topic and final document produced, such as voting on resolutions and amendments.	Approval of the proposal of resolution	No	50%+1

4 RULES GOVERNING DEBATE

Debate Mode	How it works	How to solicitate
Traditional Moderation	The Chair will call delegations to add their names to the List of Speakers, through which the Chair will call to the floor the delegates who wish to make a speech following its order. A delegate may add its name to the Speaker's List at any time.	Traditional Moderation is the **standard** mode of this committee and does not need to be requested
Greek Moderation	The Chair will ask the delegations that wish to speak to raise their placards and choose a delegate to make a speech at random. After the speech, the process is repeated.	Through a motion
Unmoderated Debate	In this, the Chair does not moderate for a period of time, in which the delegates can move freely through the Committee. This motion is voted on.	Through a motion
Informal Consultation	It happens in a similar way to the unmoderated debate, however, in this mode the delegates must remain seated.	Through a motion

5 RULES GOVERNING POINTS

Points are requested outside of speaking time to clarify doubts, resolve procedural problems, or restore order and decorum within the committee. There are three types of points that can be requested in MINIONU:

Type of Point	What's it for?	Example
Point of Inquiry	It can be requested to solve any type of doubt of the delegate, whether about the progress of the committee's work, about the functioning, about the rules or procedures.	"Point of inquiry: how does voting on the proposal of resolution work?" "Point of inquiry: does this session end at 12:00 or 12:30?"
Point of Order	It can be requested when the delegate notices that the Chair made a mistake about some procedure during the work of the committee.	"Point of order: I believe the quorum is wrong" "Point of order: I was next in the Speaker's List and wasn't called to the floor"
Point of Personal Privilege	It may only be requested in situations where a delegate is **personally** offended by a delegation's speech. **Criticism of the policies of represented countries does not constitute grounds for a matter of personal privilege.**	Use of insulting language against skin color, sexual orientation, physical appearance, etc.

If a delegation wishes to raise a point, the delegate must raise his/her plaque when the Chair asks "Any points or motions?" after the end of one speech and before the recognition of another speech. The Chair will recognize delegations that express a desire to raise a point among the delegates' speeches.

Under no circumstances is a delegate allowed to interrupt another's speech, and all delegations must wait to be recognized by the Chair in order to make any point or ask any questions.

6 RULES GOVERNING MOTIONS

Motions are requested outside of speaking time and usually alter committee dynamics, such as the type of debate, the speaking time, the closing or opening of an agenda item, the adjournment or opening of a session, and so on.

Type of Motion	What's it for?	When the Chair asks "Any points or motions?", the delegate should raise his/her/their plaque and, when acknowledged, say:
Motion of Recognition	If the delegate arrives after the time of the roll call, he can request a formal motion to be recognized and added to the attendance list	"Motion of Recognition"
Motion to Increase Speaking Time	If the delegate wishes to increase the speaking time, they can request this motion, suggesting an amount of time and a reason/excuse for it.	Exaple: "Motion to increase speaking time to 1 minute and 30 seconds, given that many delegates are being interrupted by the Chair"
Motion for Topic Introduction	This Motion changes the type of debate, which moves, for example, from "Initial Speaker's List" to "Topic 1"	Example: "Motion to introduce topic 1"
Motion to Close Topic	When delegates deem it pertinent to move from one agenda item to another, the current topic must first be closed and the next topic opened later through a Motion to Introduce the topic. Has to be requested with an excuse/reason.	Example: "Motion to close topic 1, given that we already drafted a resolution for it and are ready to move on to the next topic"
Motion do End Topic	When delegates deem it pertinent to move from one agenda item to another, but wish to end a topic for the whole duration of the simulation, without the possibility of debating it again, they can request it through a Motion to End Topic. It has to be requested with an excuse/reason.	Example: "Motion to end topic 1, given that we do not have much time to finish drafting the resolution and it's taking too much of our time"
Motion to Adjourn the Session	When close to the closing time of a session previously established in the event's schedule, the Chair will announce that it will be open for Motions to Adjourn a Session.	Example: "Motion to adjourn the session"

Motion to introduce working paper	Allows the delegate to present the working paper to the committee after the Chair has reviewed the paper and notified the committee about its approval	Example: “Motion to introduce the working paper”
Motion to introduce draft resolution	This motion can be requested for the draft resolution to be formally introduced and read line-by-line to the committee, after the Chair’s review	"Motion to introduce the draft resolution"
Motion for unmoderated debate/informal consultation/Greek moderation	Can be requested to change the type of debate. Has to be requested with a suggestion of time and an excuse/reason	Example: “Motion for unmoderated debate for 10 minutes to finish the draft proposal”

7 RULES GOVERNING DOCUMENTS

This section will present the different types of documents, their purposes and the process of introducing them to the Chair and the committee.

7.1 Draft Resolution

The draft resolution, or final document, is considered the most important document of a committee. Through it, delegates expose the consensus reached during the debates and propose courses of action to solve the problem that motivated the meeting. A draft resolution requires the review and approval of the Chair and the signatures of at least 1/3 (one third) of the delegations present. By signing a draft resolution, the delegation is expressing its support for most – if not all – of the terms of the proposed text.

The draft resolutions must observe the format adopted by the UN bodies, so the documents must contain two parts: the preambular paragraphs and the operative paragraphs.

The first part of a draft resolution is the preamble, in which considerations are made about the topic discussed and what has been done so far. The preamble is structured in paragraphs beginning with verbs in the gerund. Each clause will have the first word or phrase in italics and end in a semicolon.

The second part of a draft resolution consists of operative paragraphs, which indicate the decisions that were reached in that committee and the actions to be taken. Here, too, the outline structure is respected, but these are started with verbs in the affirmative. Operative clauses must always be numbered and must always end with a semicolon, except for the last one, which will end with a period.

Table 1 shows examples of expressions commonly used in preambular and operative paragraphs:

Table 1: Expressions commonly used in draft resolutions		
Preamble paragraphs	Affirming	Noting
	Recognizing	Noticing with concern
	Bearing in mind	Seeking out
	Believing	Observing
	Wishing	Having reviewed
Operative paragraphs	Accepts	Encourages
	Adopts	Proclaims
	Approves	Reaffirms
	Authorizes	Recommends

	Decides	Rejects
	Determines	Suggests

7.1.1 Writing the draft resolution

The process of formulating the draft resolution normally takes place through unmoderated debates and informal consultations, which allow for more efficient communication between delegations and the alignment of positions in search of agreement. All delegates should keep in mind that the purpose of the process is to reach a resolution that is satisfactory to all committee members so that it can be adopted by consensus.[1]

Delegations will be encouraged to meet in groups, organized based on the positions of the representations. Each group will then prepare a draft resolution that reflects the positions of the delegations gathered there, paying attention to the words chosen, the values expressed and the proposals that are being put forward. The groups are not isolated and can, at any time, communicate with other delegations, to consult on the positions and demands of other actors. At the end of each topic on the agenda, all groups should send their proposal to the board of directors.

Once the groups have drafted their respective resolutions for all topics, all the texts will be merged into one grand unified draft resolution. Paragraphs proposed by different groups can be distinguished by colors or by signs, to make it easier to organize the debates. Then, the delegations will have to debate (usually by unmoderated debate) the unified text, analyzing line-by-line the wording of the proposal, evaluating clauses that can be eliminated, rewritten or merged.

At the end of this process, the unified draft resolution must be submitted to the Chair, along with the list of signatories that express their support for the resolution. In cases of deep disagreement within the committee, more than one proposed resolution may be submitted to the Chair, but this is strongly discouraged. The Chair will then circulate the motion for a resolution to all delegations.

The resolution submitted will be reviewed line by line, and non-signatory delegations that disagree with any part of it may propose amendments.[2] In this line-by-line review process, delegations should again seek consensus, indicating the paragraphs that have already been

[1] In most of the bodies that make up the UN system, resolutions are adopted by consensus. This is because, in general, it makes no sense to pass resolutions by vote, as the resolutions could be completely ignored by all countries voting against. It is necessary to be aware that the UN does not have the capacity to force States to respect rules. Thus, it is more productive to formulate recommendations that are widely accepted and that, therefore, will have concrete effects in terms of the behavior of States.
[2] Signatory delegations cannot propose amendments, since they have already expressed their agreement with the text presented.

provisionally approved with the expression agreed [ad ref] in parentheses at the end of the paragraph. In paragraphs where consensus is not provisionally reached, suggested changes should be indicated in square brackets. Reading the text can be repeated as many times as necessary, until provisional approval is obtained for all paragraphs, or until delegations choose to proceed to a voting process if consensus cannot be reached.

Once the delegations have reached as much consensus as possible, they should ask the Chair to formally introduce the resolution, for approval by the plenary, as described in the following section.

7.1.2 Introduction of the draft resolution

When the process of discussing the paragraphs that make up the resolution is completed, and when a final text as consensual as possible has been agreed, the delegations should ask the Chair to introduce the resolution. At this point, the Chair will give the floor to the delegation that submitted the request for introduction, so that the delegation reads the entire text. The Chair must be informed, in advance, whether the proposal will be adopted by consensus or whether it will be put to a vote. Accordingly, delegations wishing to request a Roll Call Vote on the proposed resolution should make such a request in writing to the Chair.

The delegate who presented the motion will be guaranteed time to read the document to the Committee. No comments or considerations regarding the content of the document will be allowed at this time; the reader of the Draft Resolution must only read the document as presented to the Chair.

Once introduced, the document has formal status and must be listed by the Chair according to the order of introduction of documents of the same size. After reading the draft, the Chair will proceed to the introduction of the proposed amendments, giving the floor to the delegations that have submitted them.

After all amendments have been introduced and read, the committee shall decide on each amendment in the order in which they were introduced. Amendments can be accepted by consensus, if all delegations are in agreement, or by vote. The delegations that have proposed amendments may withdraw their proposals at any time, if all the signatory delegations are in agreement, informing the Chair and the other delegations.

After deliberations on all proposed amendments, the committee will proceed to consider the resolution as a whole. At this time, if the Chair has been informed that delegations want a Roll Call Vote on the resolution, delegations may request a vote on a specific paragraph of the resolution. This vote takes precedence over the vote on the full resolution.

Upon completion of deliberations on amendments and votes on separate paragraphs (when requested), the Chair will consider the full text of the resolution.

At this time, the Chair will open the space for delegations that wish to explain their vote (if a vote was requested) or their position (if the resolution is adopted by consensus). This explanation is done in the format of a moderated debate, that is, the delegations that wish to speak must raise their plates and will be recognized by the Chair. Signatories of the proposed resolution cannot explain their vote or their position, since they have already expressed (by signing) their agreement with the full text. The explanation of vote or position is a moment for the delegate to present small reservations to the text, or to wave to some pressure group within his country.

After the finalization of the explanations of the vote or position, the Board will proceed to the finalization of the decision-making process. If the resolution is adopted by consensus, the Chair will simply ask whether there are any objections, and if not, the resolution will be approved. If a vote has been requested, the Chair will announce to the committee that a Roll Call Vote has been requested, and will proceed to conduct that process, calling each delegation in alphabetical order. Delegations must express themselves in favor, against, or abstention. The resolution will pass if it reaches the approval of a simple majority (50%+1). When the process is completed, the Chair will announce the result of the vote.

After the conclusion of the vote or the adoption of the resolution by consensus, the Chair will offer a last chance to delegations that wish to explain their vote or position, following the same process described above (again, delegations' signatories to the resolution cannot explain themselves). At this time, any non-signatory delegation may inform that it chooses to dissociate itself from any paragraph of the resolution.

Upon completion of this process, the Chair will announce the end of work on the agenda item under consideration, closing the committee's work.

At the end of this guide, there is an attachment with this process in a flowchart.

7.2 Working Papers

Delegations may present provisional documents, which are informal in nature and serve to assist the group in the discussion. A working paper can be an image, a video, plain text, etc., but must be approved by the Chair for distribution to the other delegations of the Committee, and can be introduced at any time by any delegation.

7.3 Official Position Paper

The Official Position Paper (OPP), as its name implies, is a document that expresses in detail how the delegation will position themselves in that committee, as well as their objectives, what they have to contribute and how they can benefit from that discussion. Despite containing some detail, the OPP must be an objective, clear and direct document, containing a maximum of 1 page. MINIONU asks all its participants to write this document in advance and send it to the board of directors on the first day of the simulation, so that other delegates can consult it and understand more about their delegation, if necessary.

In a very direct way, the OPP has the following structure:

1. Brief introduction regarding its representation, presenting information that is really relevant to the committee's theme

2. How the delegation represented is affected by the topic in question;

3. Quotations from leaders of your representation regarding the topic addressed (optional);

4. If any, actions already taken by the representation regarding the topic;

5. If any, conventions and resolutions signed and ratified by its representation;

6. UN actions supported or rejected by its representation;

7. What are the parameters that your representation considers reasonable to deal with the theme;

8. What objective(s) does your representation hope to achieve in the resolution that will result from the committee discussions;

9. Whether the position of other representations affects your representation and how it does.

This is a suggested structure that can be followed, but isn’t mandatory. Each delegation is unique and has its specificities that must be conveyed in some way in the OPP. Furthermore, delegates are free to put whatever else they think is necessary in the OPP, as long as it does not exceed the limit of one page.

APPENDIX A – THE PROCESS OF APPROVAL OF A DRAFT RESOLUTION

