

UNSC HANDBOOK



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1. FOREWORD

1.1 Letter from Head of Academy

Dear Delegates and Participants,

Welcome to the United Nations Security Council of Leaders Model United Nations.

This handbook is designed to be a valuable resource for all participants, assisting them in navigating the academic and procedural elements that are essential to this conference. It includes rules of procedure, expectations for debate, and an academic framework intended for use within this committee.

The Security Council is recognized as one of the most challenging and impactful entities in the realm of international diplomacy. The decisions made in this chamber can significantly affect global security and alter the trajectory of international relations. Therefore, achieving success in this committee requires not only experience but also thorough preparation, critical analysis, and a solid grasp of diplomatic protocols.

The regulations outlined in this handbook are intended to foster a structured, equitable, and engaging debate atmosphere where every participant is afforded an equal chance to contribute. Whether you are participating in your inaugural Model United Nations conference or are a seasoned delegate, we strongly urge you to review these guidelines meticulously.

Preparation is the cornerstone of effective diplomacy. The more acquainted you become with the procedures and agenda, the more substantial and fruitful the debate will be.

If you have any inquiries during your preparation or throughout the conference, please do not hesitate to contact your committee chairs or members of the academic team.

On behalf of the Secretariat of Leaders Model United Nations, I wish you a fruitful preparation period and a successful conference.

Sincerely,
Miraç Çağlayan Ekici
Head of Academy

2. General Considerations

2.1 Scope

These rules are based on the original rules of the Security Council as stated in the Charter of the United Nations. However, adaptations have been made to facilitate and ease debate during the Model UN conference. The rules are self-sufficient and shall be considered adopted in advance of the meeting. LeadersMUN Secretariat reserves the right to change the meeting rules.

2.2 Language

English is the official and working language of the conference.

2.3 Delegations

Each Member State will be represented by a single delegate and will have one vote in the committee. However, because of the unique structure of the United Nations Security Council, the five permanent members (China, France, the Russian Federation, the United Kingdom, and the United States) hold the right to veto all substantive issues. For a draft resolution or substantive decision to be approved, it requires nine affirmative votes and must not be vetoed by any permanent member. Procedural issues will be resolved by nine affirmative votes without the use of the veto power.

2.4 Participation of Non-Members

A guest speaker, expert witness, or representative of an entity that is neither a member of the committee nor an accredited observer may address a committee only with the prior approval of the Committee Board.

2.5 Representation and Credentials

The UN Security Council shall consist of fifteen members of the United Nations. There are five permanent (P5) member states in the Security Council:

- a. The People's Republic of China,
- b. France,
- c. Russian Federation,
- d. United Kingdom of Great Britain and Northern Ireland,
- e. United States of America.

The General Assembly shall elect ten other members of the United Nations to be non-permanent members of the Security Council for a two year period, due regard being specially paid, in the first instance to the contribution of members of the United Nations to the maintenance of international peace and security and to the other purposes of the Organization, and also to equitable geographical distribution. For the Security Council in the year 2025 the General Assembly has elected the following as non-permanent members (in alphabetical order):

- f. Bahrain,
- g. Colombia,
- h. Democratic Republic of Congo,
- i. Denmark,
- j. Greece,
- k. Latvia,
- l. Liberia,
- m. Pakistan,
- n. Panama,
- o. Somalia.

The credentials of all delegations have been accepted upon registration. The Secretary-General shall be the final arbiter of the validity of all credentials.

2.6 Dress Code

The official dress code of the conference is formal business attire. Dress code is mandatory for all participants, those who do not apply may receive an official warning by a decision made by the Secretariat.

2.7 General Powers of Committee Board

The Board will declare the opening and closing of each meeting and may propose the adoption of any procedural motion to which there is no significant objection. Subject to these rules, the Board will have complete control of the proceedings at any meeting. The Chairs will direct discussions, accord the right to speak, put questions, announce decisions, rule on points of order, and ensure and enforce the observance of these rules. The Chairs may temporarily transfer their duties to another member of the Committee Board. Committee Board members may also advise delegations on the course of debate. In the exercise of these functions, they will be at all times subject to these rules and responsible to the Secretary-General and to the Head of Academy.

2.8 Appeal

Any decision of the Chair, except those matters for which the Rules of Procedure explicitly prohibit appeal, may be appealed immediately by a delegate. The Chair may speak briefly in defence of the ruling. The Secretary-General has ultimate discretion on any ruling, whether it is appealed successfully or not.

2.9 Quorum

The Board may declare a committee open and permit debate to proceed when at least one-fourth of the voting members of the committee is present. The presence of a majority of the members will be required for a vote. A quorum will be assumed to be present unless specifically challenged by a point of order and shown to be absent. A roll call is never required to determine the presence of a quorum.

2.10 Courtesy

Delegates will show courtesy and respect to the committee staff and to other delegates. The Chair will immediately call to order any delegate who fails to comply with this rule.

2.11 Electronic Devices

No laptops, tablets, cell phones, or other electronic devices may be used in the committee room during formal debate or moderated caucus. Computers may be used outside the committee room at any time, or in the committee room during unmoderated caucus at the discretion of the Committee Board. Rule can be altered at the discretion of the Committee Board.

3. Rules of Governing Debates

3.1 Presidency

The Presidency shall preside over the meetings of the Security Council and, under the authority of the Security Council, shall represent it in its capacity as an organ of the United Nations. In case of a dispute over the interpretation of the Rules of Procedure, the Presidency or any person appointed by the President shall make the final interpretation of these rules and the United Nations Charter. The Presidency has the authority to overrule any procedural matters he deems not beneficial to the work of the Security Council.

3.2 Speeches

No delegate may address a session without having previously obtained the permission of the Chair. The Chair may call a speaker to order if their remarks are not relevant to the subject under discussion, or offensive to committee members or staff. Delegates who are absent when recognized by the dais automatically forfeit their time, and the debate will continue.

3.3 Communication

Written notes should be the only means of communication between members not recognized to speak. All notes have to be written in English and shall only concern issues related to the Council's work. Notes which fail to fulfill these specifications will be handed to the Presidency by the Admin Staff. Further consequences will be decided upon by the Presidency.

3.4 Debate

The questions brought before the Security Council shall be formally debated and led by the Presidency of the Security Council. Any member wishing to speak during debate should signal this by raising his placard. The Presidency shall then recognize a speaker.

At the start of the committee session, the Presidency opens the General Speakers List and will ask for delegations who want to be added to the list. Once the General Speakers List runs out, the Council will move into voting procedure.

Once the floor is open, the Presidency may ask for points or motions. If you are recognized by the Presidency you may stand up and state your point/motion. All motions need a Second to be recognized by the Presidency, if not stated otherwise. If there are objections to a motion, the motion will be put to a vote which shall be considered a procedural vote.

The Security Council, unlike all other Committees at LeadersMUN, discusses its Resolutions clause-by-clause. This means, once a Resolution is introduced, each clause will be negotiated with in a separate debate with a separated Voting Procedure. This shall be considered a closed debate, which means that the debate is separated into time in favour and time against. Amendments shall only be entertained in time against. Once a clause has been voted upon it can no longer be amended and the decision whether it will be part of the Resolution is final. However, after the clause-by-clause Debate the Council will also entertain again an open debate and a final voting on the Resolution as a whole. Whether the Resolution passes is only decided upon through the outcome of this voting, regardless how many clauses have been passed or failed before.

3.5 Unmoderated Caucus

An unmoderated caucus temporarily suspends formal debate and allows members to discuss ideas informally in the committee room. A motion for an unmoderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly explain the purpose of the motion and specify a time limit for the caucus, not to exceed twenty minutes. The motion will be put to a vote immediately, and a simple majority is required for passage. The Chair may rule the motion dilatory, and their decision is not subject to appeal. The Chair may prematurely end an unmoderated caucus if the Chair feels that the caucus has ceased to be productive, and this decision is not subject to appeal.

3.6 Moderated Caucus

A motion for a moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, a speaking time, and an overall time limit, not to exceed twenty minutes, for the caucus. Once raised, the motion will be voted on immediately, with a simple majority required for passage. If no delegates wish to speak, the moderated caucus will immediately conclude, even if time remains in the caucus. The Chair may also decide, subject to appeal, to suspend the caucus early.

3.7 Semi-Moderated Caucus

A motion for a semi-moderated caucus is in order at any time when the floor is open, prior to the closure of debate. The delegate making the motion must briefly specify a topic, and an overall time limit, not to exceed twenty minutes, for the caucus. During a semi-moderated caucus, delegates shall remain seated and may speak when recognized by the Chair after raising their placards. The Chair will grant the floor to delegates for the specified speaking time. Once the motion is raised, it shall be put to an immediate vote, requiring a simple majority to pass. If no delegates wish to speak, the caucus shall conclude immediately, even if time remains. The Chair may also decide, subject to appeal, to suspend the caucus before the allotted time has elapsed.

3.8 Motion to Retake Votes

A delegate may introduce this Motion directly after a Voting Procedure in order to decide whether the votes should be retaken. The Presidency may decide whether this Motion is in order. There must be a Second to the Motion for it to be considered by the Security Council.

3.9 Motion to a Roll Call Vote

A 'Motion for a Roll Call Vote' will force each member of the Security Council to explicitly state its vote in favour, against or an abstention after being called upon by the Presidency. It requires a Simple Majority or a decision of the Presidency to pass.

3.10 Closure of Debate

When the floor is open, a delegate may move to close debate on the substantive or procedural matter under discussion. The Chair may, subject to appeal, rule such a motion dilatory. When closure of debate is moved, the Chair may recognize up to two speakers against the motion. No speaker in favour of the motion will be recognized. Closure of debate requires a two-thirds majority to pass. If the committee is in favour of closure, the Chair will declare the closure of debate, and the resolutions or amendment on the floor will be brought to an immediate vote.

3.11 Motion to Suspend the Meeting

This motion is made to suspend the meeting for the purpose of a regular caucus or a moderated caucus, but its use also depends upon the conference you are attending. This motion requires an immediate vote.

3.12 Adjournment of the Meeting

Whenever the floor is open, a delegate may move for the adjournment of the meeting, to suspend all committee functions for the duration of the conference. The Chair may rule such motions dilatory; this decision is not subject to appeal. When in order, such a motion will not be debated but will be immediately put to a vote and will require a simple majority to pass.

3.13 General Speakers' List

The committee will have an open speakers' list for the topic being discussed. A separate speakers list will be established as needed for debate on amendments. Periodically, the Chair will call on delegations wishing to be added to the speakers list, and delegations may remove their names from the list via written request. If all motions on the floor fail, the committee will temporarily return to the speakers' list until a consensus on debate can be established.

3.14 Yields

A delegate granted the right to speak from a speaker's list may, after speaking, yield in one of three ways: to another delegate, to questions, or to the dais.

3.14.1 Yield to another delegate: Any remaining time will be given to that delegate, who may not, however, then yield any remaining time to a third delegate. To turn the floor over to another delegate is not considered a yield.

3.14.2 Yield to questions: Questioners will be selected by the Chair and limited to one question each. Follow-up questions will be allowed only at the discretion of the Chair. Only the speaker's answers to questions will be deducted from the speaker's remaining time.

3.14.3 Yield to the Chair: Such a yield should be made if the delegate has finished speaking and does not wish to yield to another delegate or to questions, and further does not wish their speech to be subject to comments. The Chair will then move to the next speaker. A yield to the Chair is in order, but not automatic, when a speaker's time has elapsed. Yields are in order only on substantive speeches and not during the moderated caucus.

3.15 Point of Personal Privilege

Whenever a delegate experiences personal discomfort that impairs their ability to participate in the proceedings, he or she may rise to a point of personal privilege to request that the discomfort be corrected.

3.16 Point of Information

If a speaker has opened himself to points of information, the Presidency shall select questioners which are granted one question each. A point of information has to be phrased as a question. A short introductory statement or reference may however precede the question. There will be no further dialogue between the delegates on the floor.

3.17 Point of Order

During the discussion of any matter, a delegate may rise to a point of order to indicate an instance of improper use of parliamentary procedure. The point of order will be immediately ruled upon by the Chair in accordance with these Rules of Procedure.

3.18 Point of Parliamentary Inquiry

When the floor is open, a delegate may rise to a point of parliamentary inquiry to ask the Chair a question regarding the Rules of Procedure.

3.19 Right of Reply

A delegate whose personal integrity has been impugned by another delegate may request a Right of Reply. The Reply, if granted, will take the form of a thirty-second speech. The Chair's decision on whether to grant the Right of Reply cannot be appealed, and a delegate granted a Right of Reply will not address the committee until requested to do so by the Chair.

3.20 Directives

A directive is a short and action-oriented document used primarily in crisis committees to address urgent developments. Unlike draft resolutions, directives focus on immediate actions and typically consist of operative clauses only. Once submitted and approved by the committee, directives serve as official decisions of the body and are implemented accordingly.

There are five types of directives:

a. Committee Directive

A Committee Directive is submitted on behalf of the entire committee. Committee Directives are typically used for substantive actions such as deploying peacekeeping forces, imposing sanctions, or initiating humanitarian operations.

b. Joint Directive

A Joint Directive is created collaboratively by two or more delegates, usually to coordinate shared actions. Examples include joint military operations, shared intelligence efforts, or coordinated diplomatic initiatives.

c. Individual Directive

An Individual Directive is authored by a single delegate to represent their country's unilateral actions. Individual Directives are commonly used for secret intelligence operations, diplomatic contacts, or national-level decisions.

d. Top Secret Directive

Top Secret is highly confidential and intended for limited circulation within authorized delegates or crisis staff. These directives often involve sensitive actions such as covert military operations, strategic planning, or intelligence-sharing. Top Secret Directives are never disclosed to the general committee or public.

e. Press Release

A Press Release Directive is issued by the delegates to communicate publicly. It is written in formal language suitable for media and general audiences. Press Releases are used to provide updates, make public announcements, or issue official statements on behalf of the committee.

3.21 Resolutions

Resolutions may only be introduced when signed by at least five members of the Security Council, including the main-submitter, and when distributed to all members of the Security Council. Upon introduction the resolution is debatable. Only one draft resolution can be subject to discussion at any given time. The Security Council debates on each clause of the resolution individually. Therefore, a Closed Debate for shall be established for the whole clause-by-clause Debate. During that time only amendments and speeches concerning this particular clause are in order. Once debating time for the clause elapses and no further motion to extend debating time is suggested by a member, the Security Council shall vote on the clause in question for it to be integrated into the final resolution or not. If affirmed, no further changes to the clause may be made through amendments. Once every clause has been debated, an Open Debate on the entire resolution shall be established for the purpose of introducing amendments, which add further operative clauses. When time on the Open Debate on the entire resolution has elapsed and no further extension is proposed, the Security Council shall commence with the voting procedure.

4. Rules of Governing Debates

4.1 Rights of Voting

Each member of the Security Council has one vote.

4.2 Procedural Matters

A procedural matter is a Voting on any Motion whatsoever. Decisions of the Security Council on procedural matters shall be made by an affirmative vote of the Simple Majority. Abstentions are not in order. A vote on procedural matters is only conducted if there are objections to the motion introduced.

4.3 Substantive Matters

A substantive matter is a Voting on the inclusion of an amendment, a clause, a final resolution. Decisions of the Security Council on substantive matters shall be made by an affirmative vote of nine members including the concurring votes of the permanent members. Abstentions by members of the Security Councils are in order. The Chair's decision whether to accept the motion for a roll call vote may not be appealed.

4.3.1 In a roll call vote, the Chair will call all countries noted by the dais to be in attendance in alphabetical order.

4.3.2 In the first sequence, delegates may vote "Yes," "No," "Abstain," "Pass," "Yes with rights," or "No with rights."

4.3.3 A delegate who passes during the first sequence of the roll call must vote "Yes" or "No" during the second sequence. The same delegate may not request the right of explanation.

4.3.4 A delegate may only request the right of explanation if their vote appears to constitute a divergence from his or her country's policy and if he or she votes "Yes with rights" or "No with rights" in the first round of voting. After all delegates have voted, delegates who stated their vote with rights will be granted 30 seconds each to explain their votes.

4.3.5. The Chair will then announce the outcome of the vote.

4.4 Veto Powers

The P5 members have the right to Veto. This right enables them to circumvent the usually necessary majority as the Veto is binding and has priority above all other votes. A Veto may be used e.g. to fail an amendment, strike out a Clause of a Resolution or even the Resolution itself. If a P5 member votes against in a Substantive Matter it is automatically considered a Veto. Therefore all Substantive Matters may only pass if all P5 members either vote in favour or abstain from the voting. The delegate may open him- or herself to Points of Information in order to clarify delicate points. If the Council fails to find a solution which will keep the P5 member from vetoing, the current matter on the vote will be considered to have failed and the Council will continue its work with the next issue. However, there is the possibility to move into a P5 Caucus.

4.5 P5 Caucus

A P5 Caucus can be introduced whenever a P5 member wants to veto a matter which one or more of the other P5 members decided to vote in favour of. To do this, P5 members must notify the Presidency via a note. This note must state the reason why they are requesting a P5 Caucus and must include the signatures of the delegates representing the P5 countries. The Presidency will then decide whether this is necessary or not. During a P5 Caucus all five permanent members leave the Conference room together with the Presidency of the Security Council; committee session is paused for the duration of the P5 caucus. The P5 members and the President of the Security Council will then entertain an informal session in which they try to find a solution for the current issue and state arguments why a certain Amendment or Clause should be part of the Resolution or why not or why the current Resolution should pass or fail. All participants of the P5 caucus are asked to act constructively and work towards a solution of the problem at hand. The President decides when the P5 caucus is over.

The LeadersMUN Secretariat reserves the right to amend or reinterpret any rules outlined in this handbook during the course of the conference. For any matters not explicitly defined herein, the relevant United Nations chapters and procedures shall apply. This handbook has been prepared and issued under the guidance of the Head of Academy, Miraç Çağlayan Ekici, to provide delegates with a comprehensive framework for their participation.