

2016 WMOAS Officer Manual

Introduction

The Washington Model Organization of American States (WMOAS) for universities is an annual simulation of the General Assembly of the Organization of American States (OAS). The WMOAS takes place in late March or early April, and has met since the early 1980s. The Model is sponsored by the Institute for Diplomatic Dialogue in the Americas (IDDA) and is supported by the OAS itself.

This Manual is designed to help prepare the Model's elected Officers, who consist of the President, Vice-President, and Secretary General, and the Committee Chairs and Vice-Chairs for the First, Second, Third, and Special Committees.

The President, Vice-President, committee Chairs, and Crisis Scenario Specialist are directly responsible to the Coordinator(s), they are not part of the Member State delegations from the Universities they represent. The Secretary General and Rapporteurs, as well as the Election Management Specialist, are members of the Technical Staff and under the supervision of the Administrative Staff Supervisor. The Staff Supervisor:

1. Helps prepare Rapporteurs at the beginning of the Model – see below for more on this;
2. Supervises the Election Management Specialist, who conducts the elections of Officers for next year's Model (following procedures in the WMOAS Rules and Procedures); and
3. Reports to the Coordinator(s) and the Model's Faculty Council at the conclusion of the Model.

Officers at the Model all have at least one year's experience attending the Model as delegates, so they know how important the work of Officers is for a successful learning experience for the delegates. This Manual will help you prepare before getting to Washington, and hopefully will be a helpful guide during the Model itself.

In the pages that follow, we offer suggestions – sometimes very specific ones – for helping the standing committees work smoothly. These suggestions are organized into four sections:

1. Officer Ethics;
2. Top Ten Things to Keep in Mind;
3. A more detailed look at the duties and responsibilities of Officers, based on the Rules and Procedures document; and
4. Sample scripts, with annotations, which we urge officers to use for maximum consistency from one committee to the other during the Model.

Officer Ethics

Serving as an elected Officer of the Model brings with it great responsibility, and requires certain ethical considerations.

- Officers should remember that they are there to serve their committee, not rule the delegates.
- Officers should do as much as possible to assure that all delegations are allowed to participate. A consistent failure to recognize delegates from certain delegations is both undemocratic and undiplomatic.
- Officers are bound to follow the Rules of Procedure and to assist delegates when these need to be explained.
- Officers must meet regularly with the Coordinators or their designated Faculty Advisor during the Model.

Officers are ethically required to become as proficient as possible in presiding over a committee sessions before they come to Washington for the actual Model itself. At the very least, this means working with your Faculty Advisor in mock-committee sessions at your home institution, and discussing the Rules with your Advisor. If your Faculty Advisor cannot help you in this, you should contact the Model Coordinators early, so an alternate way of preparing you can be set up. It is crucial that come to Washington prepared in advance, in other words.

Top Ten Things to Keep in Mind (Plus Three)

1) The job of the Officers is to facilitate the work of the committee through the use of the Rules of Procedure. Chairs are responsible for ensuring that PDRs are debated in an orderly and coherent fashion. The Chair is not a ruler; he/she is first among equals and should be considerate of the members of the committee. Chairs should be fair in choosing which delegates will speak. Keep a tally of who you have recognized to speak on the resolutions or ask questions so that you can make sure to give everyone a chance. If you have delegates who are not speaking, talk to them during a break and encourage them to participate. (Review the Ethics section above.)

2) Officers should be fluent with the Rules of Procedure. Nobody will memorize the Rules, and the Rules will not cover every single situation, but they are good guidelines and must be followed. For example, Chairs should know which procedural motions require a two-thirds majority, which only a simple majority. If the Chair has doubts in any given situation, he or she should consult with the Vice-Chair who is the Parliamentarian for the Committee: better to consult than appear arbitrary. If there are still questions or doubts, these should be raised with the Coordinator(s) and/or with the Faculty Council Chair. It is permissible to call for a short recess or un-moderated caucus in order to consult with the officials.

3) Each delegate has worked hard on his or her PDR. Give each due time and consideration. However, keep the meeting moving – the worst thing that can happen is for the meeting to get bogged down in procedural matters. Delegates who continue to make procedural motions one after another are either attempting to disrupt the meeting or are woefully lost. In either case, the Chair or Vice-Chair should discuss the issue *privately* with the delegate during a break in the meeting.

4) Officers must follow the Modus Operandi, Agenda, and Order of Business established by the Coordinator(s) in the opening plenary session. **Chairs and Vice-Chairs cannot change the schedule of Committee Sessions, nor may they change the Order of Business for the Proposed Draft Resolutions submitted by student delegates.** Officers cannot turn Caucus sessions into formal sessions, nor *vice-versa*. Items not on the Agenda may not be introduced during Committee Sessions.

5) There is generally no need to ask your committee if there are any points of order or motions on the floor. If delegates wish to raise a point of order, they should do this on their own initiative, not at the request of the Chair. In other words, Chairs should generally **not** use the phrase: “Are there any points or motions on the floor?” Conversely, the Chair should always be alert to possible points of order: if there is no need to seek these, neither is there an imperative to ignore them.

6) A common problem early in the Model is the use of personal pronouns by delegates speaking on a PDR. Usually, a quick call to order by the Chair will be sufficient, but if it persists, the Chair or Vice-Chair should speak privately with delegate(s) who cannot or will not amend their ways, perhaps mentioning that you, the Chair, will not likely call on them to speak if they cannot use the proper diplomatic language.

7) We are a diverse group – and that is fitting of an international organization. We need maximum tolerance and proper demeanor. The hallmark of diplomacy is tolerance. Aggressiveness, intolerance, racism, sexism, ethnocentrism, derogatory speech, belittling, bullying, etc. have no place in our Model. Delegates whose actions or demeanor exhibit any of these need to be called “out of order” and admonished by the Chair. If a problem in this regard persists, the Coordinators need to be informed immediately. Send the second Rapporteur, if there is one, to inform the Coordinator(s), or ask a faculty advisor to do that.

8) Try to think ahead. Be mindful that there is probably a long list of items to be considered by your committee. Looking ahead, try to plan what the committee should be doing in an upcoming Caucus Session, for example, so that you don’t open a Caucus session without a clear idea of what is to happen. Officers should keep a running log of the business transpiring in the Committee, including noting when items from the formal sessions will need to be addressed in a Caucus session, and vice-versa. It is important to keep this record on an ongoing basis, as it will form the basis for your report to the Coordinators at the end of every day.

9) Question and answer periods are for questions, not debate. If you determine that a delegate is not asking appropriate questions, first ask them to rephrase in the form of a question on the content of the resolution. For example, a question like “Does the delegate know that his proposal will lead to the end of the world?” is not an appropriate question. If the delegate persists, call them out of order and ask them to be seated.

10) Chairs must strictly enforce the Code of Conduct and Dress Code. Delegates may not eat or drink (except water as provided) during meetings. No computers may be used at the Committee tables except by the Rapporteurs. Movement in the room during sessions should be kept to a minimum - faculty will be coming in and out of sessions and that is more than enough disruption. Delegates should remain in their seats.

11) In Caucus sessions, Chairs can announce un-moderated caucus time if delegates need to secure signatures on PDRs – for example on Working Group joint resolutions or for PDRs in the Washington packet – or if delegates need to negotiate particular points in a PDR. Moderated caucus time should be used to address questions dealing with PDRs if the debate was suspended in the formal sessions, or for delegates to explain their votes on specific PDRs, or for seeing if there are questions for upcoming PDRs. While the procedures are less formal in Caucus sessions, Chairs should nevertheless maintain order and manage the discussions. Chairs may not cancel caucus sessions without the express permission of the Coordinators. Chairs may use their discretion when it comes to using the country placards in caucus sessions: it may be a good idea to do so early on, in spite of the fact that the caucus meeting rooms don’t lend themselves to an easy display of placards. Name tags must be worn by all at all times.

12) Chairs, Vice-Chairs, and Rapporteurs are responsible for returning gavels, placards and holders, Rapporteur Ledgers, and important documents (disposition of PDRs, amendments included) to the Secretariat Office after each session (unless told otherwise). These documents should include the paper trail disposition of each PDR, and the flash drive should include the electronic version of the record. See the Technical Staff Manual for details. The Chair should exercise a leadership role in making sure this happens.

13) Faculty organize the Model and prepare the students, but during the Model itself, faculty should step back and rely on the good work of the elected Officers. Indeed, the Model General Assembly cannot function as a valuable educational opportunity for its participants if the Officers do not live up to their responsibilities. If Chairs encounter any problems they cannot solve they should get in touch with the Coordinators and/or the Faculty Council Chair. There is usually a faculty member in each committee session acting as an observer, and that person will facilitate proper communication.

The Officers and the Rules of Procedure

This section discusses the duties and responsibilities of the Officers by looking at the Rules and Procedures for the Model. Nobody is going to memorize the Model's rules and Procedures document, but Officers must be very familiar with its contents, since the rules and procedures are the structure within which the Officers must work. What follows in this section is a discussion of duties, responsibilities, and suggestions, based on the Articles in the Rules and Procedures document, available online at the wmoas.org web site.

Article 7: introduces Rapporteurs, your fellow facilitators for a successful model. You will need the Rapporteurs, so be nice to them from the outset. You share some responsibilities with them, for example, making sure the table is set up according to the Order of Precedence and making sure all placards, holders, the gavel, and documents are returned to the Secretariat staff office after your sessions. Ultimately, the Chair and Vice-Chair are responsible for these sorts of administrative tasks, so you will need to exercise leadership in dealing with the people sent to your committee to assist you.

Article 9: Officers are responsible for ensuring that delegates have credentials (name tags) while in session.

Article 11: As mentioned above (Article 7), Officers need to make sure that the seating arrangement in the committee reflects the Order of Precedence. In the caucus sessions, this is a little harder because of the configuration of the rooms the Model uses for caucus sessions, but the Officers need to do as much as possible to have delegations maintain order. Chairs can use discretion in terms of using the country placards or not, but official ID tags are required.

Suggestion: Given these tasks, it is really a good idea for the Officers to appear ten or fifteen minutes before the scheduled start of any session. Officers should strongly encourage the Rapporteurs do the same, so that materials can be picked up at the Secretariat office in a timely fashion and set up in the meeting rooms before the scheduled start of the session. The organizers of the Model try very hard to ensure that every PDR has a chance to be presented and discussed in a formal session; if the Officers can be ready to start sessions at the right time, this helps a lot.

Articles 12-16 describe the duties of the Officers and the Secretariat – you should become very familiar with all of these duties.

The Faculty Coordinators strive to organize the Model so that it will be an excellent education opportunity for students. During the Model itself, of course the faculty are present, but less directly involved in the conduct of the Model itself, although there are Faculty Observers assigned to each committee session to assist the Officers in their duties. (Officers should receive a schedule of which faculty will be in each session – if you do not receive that schedule, ask for one.) But the Model

should be run, to the extent possible, by the students, and in particular, by the Officers.

The Secretary General is crucial if we are to achieve these educational goals. The SG has a very important leadership and diplomatic role in the Model, including being a liaison between the Coordinators and the other Officers. The SG is a very important conduit of information, reporting to the Coordinators and Supervisor of the Secretariat if there are problems that might impede the mission of the Model, and counseling students when there is behavior that needs to be corrected. The SG can help assure that standards of behavior are uniform across the five standing committees: if one committee is not following a particular rule while others are, this quickly becomes an issue for delegates. The SG should be encouraging Chairs to start on time, etc., as suggested above. Generally, the faculty will not want to intervene in most issues that might arise during the Model, and will want to rely on the SG to take on that role. The SG will want to establish good communication with the Coordinators early in the Model.

Article 16 describes the duties of the Rapporteurs (and the Election Management Specialist). The Secretary General is the student leader of the Secretariat, and therefore is responsible for the behavior of the Rapporteurs. The SG should ensure that the duties in Article 16 are being fulfilled. This is an opportunity for the SG to practice managerial and organizational skills, not to mention, again, helping the Model achieve its educational mission. The Secretary General reports to the Technical Staff Supervisor – see details in the Technical Staff Manual – and to the Coordinators.

Article 22 describes how Chairs and Vice-Chairs may split the workload of presiding over the committee. The Chair should establish the general working atmosphere early in the Model, and at that point ask the Vice-Chair to preside for a session, or part of a session, so that the Vice-Chair gains some early experience. Vice-Chairs are also the official parliamentarians for the committee, so they must learn the rules.

Article 23 is brief, and focuses on the Model's Agenda.

Article 27 describes the Crisis Scenario. No information on the specifics of the Crisis Scenario is available to any of the delegates prior to the opening of the Model. Similarly, the Crisis Scenario Specialist will have no advanced knowledge of the specific crisis that will be announced. The specific Crisis Scenario is presented to the General Committee in a plenary session, but it may affect any other committee as well. The President of the Model and the Secretary General will keep the other Officers informed, but all Chairs and Vice-Chairs should be ready to interrupt the normal proceedings in order to devote some time to the Crisis Scenario. Chairs of standing committees might consider delegating some of these duties to the Vice-Chair.

The President and the General Committee will be assisted by the Crisis Scenario

Specialist, a student appointed by the Coordinator(s). The Crisis Scenario Specialist will prepare him/herself in how the Organization of American States addresses crisis of various kinds and assist and advise the President and General Committee on the procedures to be followed in attempting to resolve the crisis confronting the Organization. The Crisis Scenario Specialist will also provide research services to the President and Committee relating to the crisis and function as the liaison between the President and the Coordinators regarding the crisis. The Crisis Scenario Specialist reports directly to the Coordinator.

Consequently, the Crisis Scenario Specialist should be a “generalist.” In preparing for this role, a student would likely, for example, try to see how the OAS has responded to crises in the past, including how those responses might differ with the type of crisis that occurred. Responding to disasters would presumably be different than responses to political situations such as a coup d’état. The Crisis Scenario Specialist should know which agencies of the OAS get involved, what their roles might be, etc. He or she should also study the institutional processes in the OAS, including the role of the Permanent Council and its President, the role of the Secretary General, and other authorities of the OAS.

The Crisis Scenario Specialist is a resource for the Model’s Officers and Delegates. The quality of that resource depends heavily on advance preparation and on maintaining a good working relationship with the Model’s President, Vice-President, and Secretary General. The Technical Staff supervisor may also be a good resource for the Specialist.

The Crisis Scenario Specialist should keep a record of meetings and instances of contact with the Model’s officers, and provide a final report to the Coordinators after the disposition of the Crisis Scenario and before the end of the Model. The Crisis Scenario Specialist will present a report to the Faculty Council towards the end of the Model session.

Article 29 describes the Closing Plenary Session. Note that each Chair will be introduced and will have the opportunity to Move that all the PDRs from his or her committee be adopted by the General Assembly. Each Chair will deliver short remarks about the work of his or her standing committee, and then make that motion. These remarks should:

- summarize the substance of the committee’s work – including the number of PDRs approved;
- highlight notable PDRs, and
- reference PDRs that sparked interesting debate.

Articles 31 and 32 describe the first two sessions of each standing committee, which are normally held at either the OAS Headquarters building or the OAS General Secretariat Building (on F Street). Be sure to locate your relevant meeting room early in the process, so you can be ready for these sessions. There may not be

placards in place for these meetings, so Chairs may have to recognize delegates with a little less formality in these two sessions. These two sessions are informal.

Article 33: note that each delegation's Elector must be designated early in this session, with the information given to the Rapporteur to organize. So: call the committee to order, take attendance per the Order of Precedence, and then before introducing the first PDR, direct the delegations to write (legibly) the name of their Elector and their Member State on a slip of paper, and direct the Rapporteur to collect those slips. When they are all collected, the Rapporteur will compile the list. Do **not** call a caucus for this process – hold the committee in order during this process. As soon as the names are collected, introduce the first PDR on the schedule.

Article 34: when it comes time for elections for next year's Officer positions, the Electors should be seated at the table. The Election Management Specialist, not the committee Chair proper, should verify, from his or her list, that the delegate sitting at the table is the delegate whose name is on the Elector list for the Committee.

Article 35: Committee Business. The third paragraph is important: the Order of Precedence governs the order in which committee business takes place. Yet, there are interruptions, and the Officers must take note of these in order that PDRs are considered properly.

For example, the PDRs in the Working Group packet will be introduced at some point in the schedule, as listed in the Program. At that point, the Electronic Packet's flow of PDRs is interrupted, and the Order of Precedence – beginning at the beginning of the Order – is used to organize the flow of Working Group PDRs. When those Working Group PDRs are finished, the committee returns to the Electronic Packet's workflow, at the point where it was interrupted.

A second interruption might occur consistent with Article 56, suspension of debate. In this instance, a PDR is "tabled," perhaps (probably) because there remain many questions delegates may wish to ask but which cannot be asked in formal session. There are limits on the number of questions that can be asked in formal session – see Article 48 – and the committee should not shift into caucus mode in these situations. So, a PDR might get tabled, per the steps in Article 56. If this happens, the Officers must note that break in the Order of Precedence, and should also note that the specific PDR needs to be addressed in the committee's next Caucus session. If there are multiple PDRs in this situation, they should be discussed in the next Caucus session according to the Order of Precedence.

Article 37 deals with PDRs that have fiscal implications. When PDRs that have fiscal implications are going to be discussed in formal committee sessions, the discussion would again be organized along the Order of Precedence.

Article 40. Rapporteurs need to verify that the paper copy of the PDRs being considered for the Electronic Packet match exactly the text of the PDR in the Electronic Packet itself, addition to verifying the signatures required.

Article 41. Officers should be aware that more than one person may answer any questions posed during the Question period. All of the possible responders should remain standing for the duration of the Question period.

Article 42. Note that the Quorum, Majority, and Two Thirds Majority are part of the Modus Operandi and cannot be changed, even if some delegations are not in attendance at a specific session. (The quorum is set by the Coordinators on the first day (plenary) and cannot be changed.)

Articles 44 and 45. These articles outline the steps in the consideration of a PDR. As part of these steps, there may be Points of Order raised by delegates. Officers need not seek out these Points of Order. For example, there is no need to say routinely: “Are there any points or motions on the floor?” or words to that effect. Chairs should let the Points and Motions arise from the delegations. See also Article 47.

Articles 47 and 48. The Question Period. Officers should note the bullet items in Article 47 and be ready to rule delegates out of order if that should be necessary.

Again, note that more than one person may respond to questions. Once the question period has begun, there need not be any motion concerning the asking of a question; when a delegate holds up a placard, it should be presumed the goal is to ask a question. Hence there is no need to ask the delegate “to what point does the delegate rise?” or words to that effect. The Chair should simply recognize the delegate to ask a question. If a delegate wishes to make a Point of Order aside from asking questions, it will be up to that delegate to state “point of order” when raising the placard.

There are limits on the number of questions that can be asked, outlined in Article 48. If the limit is reached and there still seem to be many more questions, there are two options for the Chair. One is to cut off the questions and ask if there is any objection to passing the PDR by consensus (see Articles 44 and 49), and then proceed through the steps outlined in Article 44. The second option is to recognize that there are more legitimate questions and to provide the committee with the chance to ask these questions. To do this, the Chair or any delegate may propose suspending debate (see Article 56). Since Chairs cannot make motions, the Chair would “do” this by asking the committee if there is a motion to suspend debate. This, if approved, tables the PDR and gives the PDR’s proponent(s) time in the committee’s next Caucus session to engage in Q&A, where there are fewer limits on questions.

Although suspending debates is an interruption, it is preferable to the greater interruption caused by moving a formal session into caucus mode. The Officers should be prepared to track these decisions, so that the proponent (or any delegate) can have the item return to the floor for debate (Article 56, second paragraph). Chairs will have to be alert to a Point of Order on reconsideration of the PDR – again, no need to ask if there are any points or motions on the floor: simply let the delegate

who intends to make a Point of Order raise his or her placard and say Point of Order. The Chair asks what is the Point of Order, the delegate responds that his delegation moves to take PDR X from the table. The Chair will call for a second, and then move to a vote, as this is not a debatable procedural motion. (More details in Script section, below.)

Articles 51 through 54. These articles discuss the Speakers List procedures. Officers are urged to be judicious and as fair as possible in calling on a variety of speakers, keeping in mind that there may be particular issues of greater relevance to particular delegations.

Article 55. Points of Order. To repeat points made above, Chairs and Vice-Chairs do not routinely need to seek out Points of Order. The phrase; “Are there any points or motions in the floor?” should be dropped from the vocabulary.

Articles 58 through 63: Amendments. Since the process of going through amendments can be confusing, the Chair should be ready at any time to remind the delegates where precisely the committee is at. When calling for votes, for example, it is often helpful to say: “All those in favor of the amendment ...”, as opposed to just “all those in favor?” Second, if the Chair senses confusion, it is often helpful to ask the Rapporteur to re-read the provisions of an amendment. Finally, though the need to do this occurs rarely, Officers should be prepared to rule an amendment out of order, per Article 61.

Article 65: suspending or adjourning. If it is time to adjourn and there is no motion to adjourn coming from the delegates, again, do not ask if there are any points or motions on the floor. It is better to say: “Is there any objection to adjourning the session at this time?” If there is, follow the steps in Article 65. If there isn’t, proclaim the session adjourned. Or, the Chair may ask if there is a motion to adjourn or suspend – the Chair cannot make that motion, s/he can only ask.

Article 72. Roll call votes. Officers might be reluctant to refuse a request for a roll call vote on a PDR or amendment. But in the interest of time, and fairness to proponents of PDRs who are further down the list of the Order of Precedence, Chairs should be ready to deny these requests if there are either weak explanations from a delegation when a roll call is requested, or repeated requests from the same delegation. Explanations must be relevant to the substance of the PDR. Remember that the Chair can ask a delegate who asks for a roll call vote why the delegate seeks the roll call vote, and after hearing the explanation, make a ruling.

Article 75. Note that after a PDR is acted upon (or tabled via Article 56), the interim caucus is automatic: no motion need be made nor sought. After noting which PDR is next on the docket, Chairs should simply announce that a two or three minute interim caucus is beginning, so delegates may switch seats. Chairs should be alert to Points of Order requesting a vote to remove an Item for the Table (Article 56) as this can happen only after debate on one PDR is finished and before the next PDR’s debate is started.

Article 86: The second paragraph speaks to missing supplies. Officers should please take note of this, and try to ensure that all placards, holders, the gavel, and the paper documentation from the committee, including the flash drives, are returned to the Secretariat Office at the appropriate times. Since there are frequent meetings between officers, Rapporteurs, and the Coordinators, this can be monitored on an ongoing basis.

Article 93: Note in the third paragraph that Faculty Advisors are not allowed to address the committee nor speak with delegates during formal sessions. Officers should feel free to rule a Faculty Member out of order should this occur; the Coordinators will support the Officers in these instances. If the Faculty Advisor tries to speak directly with the Chair, the Chair should immediately (with decorum) ask the Faculty Advisor to wait until a better time, and then, at a good break in the action, turn the committee over to the Vice-Chair and then leave the room with the Faculty Advisor.

The Coordinators, may pass written notes to the Officers, Rapporteurs, and other Staff. Only the Coordinators have the right to speak verbally to Officers during a session. The Coordinators can suspend a session.

III - Sample Scripts for Officers

(Adapted from an essay by Liz Moore (Providence College, class of 2012), based on her preparation and experience as a Chair.)

Introduction

This is a general script, skeletal in nature, and allows for particular choices and styles from Officers. Throughout this script, any reference to Chair also applies to the Vice-Chair, if the Vice-Chair is presiding over a session. No attempt has been made here to present an exhaustive list of situations, but the script sections below cover the important concepts; Chairs will be able to extrapolate into other specific suggestions. Officers should definitely connect the items below with appropriate references in the Rules and Procedures, some of which are included in this text.

The Scripts

Opening a Session

Chair: *“Good Morning delegates, welcome to the _____ session of the _____ Committee. The Rapporteur will now call the Roll. Delegates please respond ‘present and voting’ when called upon.”*

At this point the Rapporteur will take roll by calling out each country based on the Order of Precedence. After the roll is taken, the Chair, Vice-Chair, and Rapporteur will count the roll, and if there are enough delegations present then the session proceeds. If a Quorum (as set by the Modus Operandi) is *not* reached, the session cannot begin and the Chair will announce this. If any Officer observes new delegations entering the room, the Chair can call the Committee back to order and have the Rapporteur call the roll a second time.

If a Quorum is reached, continue as follows:

Chair: *“Delegates, we have a Quorum and can begin the session. The agenda today follows the Order of Precedence. We are discussing Proposed Draft Resolutions from the _____ Packet at this time. The first resolution on this session’s agenda is presented by the delegation of _____ and is titled _____. At this time will the rapporteur please read the operative clauses.”*

Note that the preceding statement by the Chair may be interrupted by a Point of Order, for example if a delegation has arrived late. The Chair should be alert to possible points of order on this. If this happens, use the following section on late arriving delegates. If it does not happen, skip to the subsequent section, on consideration of an item of business.

The Case of the Late Arriving Delegate

Note: if a delegation arrives *during* the roll call, they can ask to be recognized *before* the first item of business is introduced. If a delegation arrives *after* the first item of business has been introduced, the delegation cannot speak or vote during the debate on the resolution, unless formally recognized: if a delegation enters the meeting while an item of business is under consideration, a motion (Point of Order) can be raised in order to recognize this delegation. (For an overview of these provisions, see Articles 42 and 43 of the Rules and Procedures.) This process goes as follows:

A delegate will raise his/her placard.

Chair: *“Delegation of _____, to what point does the delegate rise?”*

Delegate: *“The delegation of _____ would like to move to recognize the delegation of _____.”*

Chair: *“Thank you, delegate. That is in order at this time.”*

NOTE: See Articles 43 and 46 to see how arriving late, even when recognized, impacts voice and vote for the late delegation.

Consideration of an Item of Business

At the beginning of the session, after the Quorum is set and any issues regarding late arrivals are resolved, the Committee begins consideration of the first (or next) PDR on the docket. If there *has* been discussion on recognizing late arrivals, the Chair may wish to announce for a second time the title of the new item of business. OR, if the Chair has just read the title of the PDR and there have been no intervening procedural motions, the Chair need not re-read the title of the PDR and instead continue, once the Rapporteur has read the Resolve clauses and named the Co-Signatories. (For an overview of the procedures, see Articles 44 and 45.)

OR

Once into the session, when a resolution has been passed, defeated, or debate has been suspended (see Article 56), the Chair announces the title, and proponent delegation, of the next PDR, and then announces an interim un-moderated caucus of three minutes prior to the introduction of the next resolution. Delegates should not leave the room during this caucus.

Chair: *"The committee is now in a two minute un-moderated caucus for purposes of having delegates switch seats."*

After this caucus ends, and the Chair should be prompt – these mini unmoderated caucuses are to change seats, not take a break – the Chair calls the committee to order and introduces the next resolution:

Chair: *"The next resolution on the agenda is presented by the delegation of _____ and is titled _____. At this time the Rapporteur will please read the operative clauses."*

[Rapporteur reads the resolve clauses and names the Co-Signatories.]

Chair: *"Thank you Rapporteur. At this time the Chair recognizes the delegation of _____, who will have two minutes to give the proponent statement for the resolution. Delegate, please rise to present the statement."*

When the delegate has finished the proponent statement, the delegate should remain standing, and the Chair may need to remind the delegate of that.

The committee then moves to the question period, and the Chair announces this (see below).

Question Period Procedure

Chair: *"We now move to the Question Period: are there delegations wishing to pose questions to the delegation of _____?"*

If there are *no* questions, the Chair will immediately move to the **Consensus** section below. If there *are* questions, as evidence by delegations raising their placards, the Chair will call on one of these delegations. NOTE: the selection of delegations to ask questions is at the discretion of the Chair, but the Chair should spread the opportunities among as many delegations as possible. (See Article 47.)

When selecting a delegation to ask a question the Chair will name a delegation with its placard raised and say: *"Delegation of _____: to what point does the delegate rise?"*

The delegate will answer: *"The delegation of _____ would like to pose a question to the delegation of _____."*

Chair: *"That is in order at this time. Please ask your question."*

NOTE: A change in the Rules for 2016 eliminates the need for delegations to ask questions "through the Chair." This is to increase the ease of communication, especially for delegates for whom English is not their first language. (And hence hopefully to save time.) Chairs will need to monitor the questions and answers just as carefully, however, if not more so.

The delegate asks the question. After the question has been asked, the Chair says: *"Does the delegate of _____ understand the question and wish to respond?"*

The delegate will give one of three possible responses:

1) *"Yes. Thank you Chair."* At which point the delegate will begin answering the question. When the delegate has answered the question, the Chair will say:

- To the delegate that answered the question: *"Thank you delegate."* AND
- To the delegate that posed the question: *"Has the delegation of _____ answered your question?"*

The delegate that posed the question will then give one of these three responses:

- a) *"Yes, Chair, thank you."* And sit down; OR
- b) *"Yes, but the delegate would like to pose a follow up question at this time."* To which the Chair would say: *"That is in order at this time."* The Chair then follows the same procedures as above. OR
- c) *"No. May the delegate pose a follow up question?"* To which the Chair would say: *"Yes, that is in order at this time."*

NOTE: The Chair can use discretion when granting, or not, a delegation's wish to ask a follow up question. That is, follow-up questions are not allowed automatically. If some delegations tend to over-use the follow up option, the Chair may deny the request, for

example. (See Article 47 for other examples or reasons a follow up request might be denied.)

(2) - *"No, the delegate does not understand the question."*

At which the Chair would turn to the delegate who posed the question and say, *"Could the delegate please re-phrase the question and repeat it in a clear and audible manner?"*

NOTE: this situation often poses a problem for delegates for whom English is not their first language. In this situation, the Chair, and native English-speaking delegates, should show patience. OR

(3) - *"The delegate understands the question, but does not wish to respond at this time."*

In the case of this third response, the Chair will tell the delegate who posed the question to please take a seat: *"Thank you delegate, you may be seated."*

After THREE questions (or earlier, if no placards are raised) the Chair will say:

"At this time the Question Period has been exhausted, and we will move to the question of consensus." [See Unanimous Consent Procedure section below.]

NOTE: the Question Period may be extended for an additional three questions. Any delegate may move to extend the Question Period by raising a point of order. The motion is not debatable and requires a two thirds majority to pass (Article 48). There can be only one extension of the Question Period, and see the section below, on suspending debate.

Suspend Debate Procedure

Note: there is a strict limit on the Question period, BUT, the Model organizers encourage dialogue by providing an opportunity for delegates to ask more questions during Caucus sessions. In other words, formal sessions are earmarked for formal debate rather than lengthy question and answer periods. Under Article 56, a delegate can, as a Point of Order, move to suspend debate on a resolution. If after the normal three (or six) questions and answers there are *no* signs of additional questions, then there is no need to consider such a motion, and the Chair would turn to the question of unanimous consent. But, if the Chair, while selecting the delegate who will ask the third (or sixth) question, notices that there are still many placards raised seeking to ask questions, the Chair might well conclude, out of fairness to the proponent and in the spirit of diplomacy and consensus, that these questions should be addressed in a Caucus session. In that case, the Chair might note that there are apparently more questions and ask if there is a motion to suspend debate. Or, a delegate may simply propose this motion, as a Point of Order from the floor.

If a motion to suspend is made, the Chair should be alert to the need to explain the procedure, since this procedure has not been used frequently in earlier Models, and even experienced delegates may be less familiar with it. The Chair might explain to the committee that the purpose of the motion to suspend debate is to allow for more extensive Q&A on the resolution, during an upcoming Caucus session. The Chair might also note that the Coordinators do not wish formal committee sessions to switch to caucus mode unless absolutely necessary (for example, if there is no future Caucus session in the program for the committee). The Chair might also note that if the motion to suspend debate is passed, the committee will consider the resolution as the first order of business in the next Caucus session. Finally, the Chair can point out that there is a clear procedure for bringing an item back to the floor after debate has been suspended, outlined in Article 56 of the Rules and Procedures. (Informally, the goal here is to help the proponent delegation by having doubts and concerns worked out in a Caucus session, as opposed to possibly being turned into negative votes or abstentions on the floor. Suspending debate allows a proponent delegation to build support.)

Chair: "Seeing evidence that many delegations still wish to ask questions of the proponent, the Chair at this would ask if there is a motion to suspend debate on this resolution."

OR: a delegate may propose this via a Point of Order. In this case, the Chair will say: *"That is in order at this time,"* and immediately ask for a second.

OR: the Chair might say, in this and other similar situations: *"The Chair would entertain a motion to suspend debate."*

Chair: *"Is there a second?"*

If there is *no* second, the motion fails and the Chair will announce that the motion has failed for lack of a second, and then move to the Unanimous Consent Procedure (next section). OR

If there *is* a second, the Chair will then seek consensus by asking if there is any objection to the motion to suspend debate (See the Unanimous Consent section below):

Chair: *"Is there objection to suspending debate on this resolution?"*

If there is *no* objection, debate is suspended by unanimous consent, which the Chair announces; and the Chair then announces the title of the next resolution to be presented, followed by the two minute un-moderated caucus, as described above in the Consideration of a new item of business section. OR

If there *is* objection to suspending debate, the Chair moves to create a Speakers List on the motion to suspend debate, per Article 56. (One-minute speeches, two in favor of suspending debate, two against, then voting. No extension of this Speakers List is allowed. A simple majority is required to pass this procedural motion.) The

Chair conducts this debate and the voting according to procedures outlined in other sections below.

If after a vote on the procedural motion to suspend debate *fails*, the Chair moves immediately to asking for unanimous consent to pass the resolution (PDR) on the floor; see the following Unanimous Consent Procedure section. OR

If the motion to suspend debate *passes*, the Chair announces that, and then announces the title and proponent of the next item of business, and then announces the automatic interim two-minute un-moderated caucus.

Note: the Chair might also summarize what has happened in terms of the debate being suspended, and mention the procedures for bringing an item back to the floor after debate has been suspended, referring delegates to Article 56. Note also that the Officers should record this suspension of debate in their running log, in order to assure that the resolution is considered in the next Caucus session. Chairs need to be alert to any procedural motion to bring the resolution back to the floor for consideration in a formal session. Note that when a motion is made (and passed) to bring a resolution back for consideration, the Order of Precedence is interrupted and the tabled PDR is considered as the next item of business.

Unanimous Consent Procedure

When the Question Period on a PDR or amendment has been exhausted (and no motion to suspend debate has been considered – see previous section), OR when a procedural motion has been made via a Point of Order, the Chair seeks unanimous consent to approve the PDR (or amendment) or procedural motion on the floor:

Chair: *“Are there any objections to passing the resolution (or amendment or motion) by unanimous consent?”*

If there are *no* objections the Chair will say, *“Seeing none, the resolution (or amendment or motion) passes by unanimous consent.”*

If the question on the floor is a PDR, the Chair should add: *“Congratulations delegate.”*

If there *is* any objection to unanimous consent, the Chair will say: *“Seeing objection, we will now move to the creation of a Speakers List.”*

Speakers List and Debate Procedures, Part 1

Note: on all procedural motions and PDRs (and amendments), at the appropriate moment the Chair will ask if there is objection to passing the question by unanimous consent, as outlined above. If there *is* objection, then one of the following happens:

- If it is a procedural motion that is not debatable, the committee proceeds to a vote: Chair: *“Seeing objection and seeing that this motion is not debatable, we will now proceed to a vote on the motion to _____.”* (See Voting Procedures section below);
- If it is a procedural motion that *is* debatable, the Chair proceeds to create a Speakers list for the procedural motion, following procedures in this section; OR
- If it is a PDR or an amendment to a PDR, the Chair proceeds to create a Speakers list.

At these kinds of moments, if the Chair perceives that there is confusion in the committee, it is permissible, even desirable, to take a moment to clarify the situation for the delegates. If, for example, when the Chair announces that there will be a Speakers List, a delegate rises on a Point of Order and moves for a moderated or unmoderated caucus, the Chair – as described above – must recognize the point of order but can speak to the fact that the Rules state that there not be caucusing during formal sessions, so that there will be enough time for all PDRs to be considered, out of fairness to delegations at the lower end of the Order of Precedence. The Chair will remind delegates that it is possible to Suspend Debate on a resolution or amendment, and then ask the delegate to withdraw the motion to move into a caucus period. If the delegate refuses to withdraw the motion to caucus, the Chair, who has voice but no vote, may rule that the motion is out of order because of the Rules and Procedures.

Chair: *“We will now move to create a Speakers list on the resolution (or amendment). All those wishing to speak in favor of the resolution (or amendment), please raise your placards.”* [Pause while the Chair scans the room.] *“The Chair recognizes the delegations of _____ and _____.”*

Note: The Rapporteur will note the names of the delegations that will be speaking for (and against). The Chair has discretion when choosing who will speak, but should be fair to all delegations when choosing; it is not appropriate to choose the same delegations over and over, or to regularly ignore particular delegations.) Choose up to TWO Delegates. The rapporteur will record these.

“All those wishing to speak against the resolution (or amendment), please raise your placards.” [Pause while the Chair scans the room.] *“The Chair recognizes the delegations of _____ and _____.”* (Same note as above in terms of discretion.) Again, the Rapporteur will keep the list of who is selected to speak.

Once the Speakers List has been established, the Chair will recognize the first delegate chosen to speak in favor of the resolution. (When that first speaker has finished, the Chair chooses the first delegate chosen to speak against the resolution, and then alternates until the Speakers List has been exhausted.)

“The Chair recognizes the delegation of _____ to speak for two minutes in favor (or against) the resolution (or amendment).”

Note: the Chair should not gavel down a speaking delegate exactly at the two minute mark, unless the Chair has noted frequent violations by that delegate earlier. Asking the delegate to finish quickly is appropriate, however, when the time limit is reached.

This section continues below, after the discussion of the Amendments Procedures.

Amendments Procedures

Note: often, delegates speaking *against* a resolution are doing so in order to introduce an amendment to the resolution. When this happens, the delegate, when recognized by the Chair, will announce that fact immediately. The delegate says: *“The delegation of _____ moves to amend the resolution and has sent the text of the amendment to the podium.”*

When an amendment to a resolution is proposed, it should already be written out clearly and sent to the Chair prior to the delegation being recognized to speak against the resolution. The Chair and/or Vice-Chair should review the amendment to see if it is appropriate in terms of form and substance (see Articles 58 and 61).

If the amendment *is not* acceptable in terms of form and substance, the Chair says: *“The Amendment is not acceptable in terms of form and substance.”* The Chair should be prepared to explain why that is the case, and then say: *“The Delegate continues to be recognized to speak for two minutes against the resolution.”*

If the amendment *is* acceptable in terms of form and substance, the Chair says: *“The amendment has been approved for form and substance and is in order at this time. Would the Rapporteur please read the amendment.”*

At this point the Rapporteur should read the amendment, locating it precisely among the operative clauses of the resolution. The Rapporteur should speak slowly and clearly at this point, since delegates will be trying both to understand and write down the details.

When the details of the amendment are clear, the Chair will say: *“The Chair recognizes the delegate of _____ [the proponent of the amendment] to speak for two minutes as the proponent of the amendment.”*

At the conclusion of the proponent statement on the amendment, the Chair asks: *“Is there any objection to passing this amendment by unanimous consent?”* Either there is or there is not any objection, and the Chair will respond as indicated in earlier sections above: that is, either announce that there is no objection and that the amendment has been approved OR note that there is objection and move into the

creation of a Speakers List on the amendment, following the same procedures as above.

Once an amendment has been resolved, either by consensus or by voting, the committee returns to the original Speakers List:

1. If the amendment has *passed* the Chair will say: *“At this time the amendment has passed. We will now move to continue the Speakers List.”*

Note: if the amendment has passed, the delegate who proposed the amendment loses his or her time to speak and therefore the Speakers List continues with the next positive speaker. The Rapporteurs must keep an accurate record of amendments proposed and their disposition, in formal committee sessions.

Note also that if an amendment has passed, the co-signatories to the original resolution are no longer bound to vote in favor of the resolution, in which case the Chair should say: *“The Chair reminds the delegates that all co-signatories are no longer bound to vote for the resolution.”* And then:

“The Chair recognizes the delegation of _____ to speak for two minutes in favor of the amended resolution.”

2. OR: If the amendment *has failed* after the voting procedure, the Chair will say: *“At this time the amendment has failed. We will resume with the Speakers List and the delegate of _____ will have two minutes to speak against the resolution.”* Note that this speaker is the same delegate who proposed the amendment that failed. This delegate still has his or her two minutes to speak against the resolution.

Speakers Lists and Debate Procedures, Part 2

After the Speakers List (on a resolution, amendment, or procedural motion that is debatable) has been exhausted the Chair will say, *“At this time the speakers list has been exhausted and we will move to vote on the resolution (or amendment).”* Note that the Chair should be alert for Points of Order at these moments, since it is often the case that a delegate will move to extend the Speakers List, adding a specified number of speakers for and against. If a delegate makes this motion, the Chair will say:

Chair: *“The delegation of _____ has moved to extend the Speakers List (how many) speaker(s) for and against. That is in order at this time. Is there a second to this motion?”*

The Chair then follows the procedures described above regarding whether there is a second or not, etc. The procedural motion to extend the Speakers List is not debatable, so if there is *not* unanimous consent when the Chair asks for that, the committee moves immediately to a vote on the extension of the Speakers List.

Voting Procedures (Including Roll Call Voting)

When the Speakers List has been exhausted, the Chair says:

“We have exhausted the Speakers List and we will now move to vote on _____ (the amendment or the resolution or procedural motion.)”

Note: if the question is a non-debatable procedural motion, the Chair wouldn't say “we have exhausted the Speakers List.)”

Also note: if the Chair senses confusion in the committee, it is permissible and desirable to clarify the situation so that delegates know on what specific question they are voting.

There can be no roll call votes on procedural motions, but there can be roll call voting on resolutions and amendments. To have a roll call vote, a delegate rises on a Point of Order, by raising his or her placard, and requests a roll call vote. This request is usually granted automatically, but see Article 72: the Chair has discretion on this question.

If a roll call vote has been requested, the Chair will say: *“That is in order at time. The rapporteur will take a roll call vote. When called upon a delegate must say. Yes, No, or Abstain.”* OR, the Chair will say: *“That is not in order at this time and we will proceed to a vote by placards.”*

For a vote by placards, the Chair will say:

“At this time all those in favor of the resolution (or amendment) please raise your placards.” (Both Officers and the Rapporteur should count the placards, and then compare totals until all three agree on the number of placards raised in favor of the question.)

Chair: *“All those against the resolution (or amendment) please raise your placards.”* (Same instructions)

Chair: *“All those abstaining, please raise your placards.”* (Same instructions) (Note that delegations cannot abstain on procedural motions.)

The Officers will tally the votes and then the Chair will announce the results to the committee:

Chair: *"The resolution (or amendment) has passed, congratulations, delegate."*

OR: *"The resolution (or amendment) has failed, thank you delegate."*

Note: before moving to the next item of business, any delegate who abstained during a roll call vote must be ready to explain that abstention (see Article 74). The Chair – assisted by the Rapporteur, who will have noted who abstained -- will recognize each of these delegations and ask for an explanation of their vote to abstain:

Chair: *"The Chair recognizes the delegate of _____ to explain the delegation's vote to abstain on this question."* (The delegate will have one minute to explain the abstention.)

Note: the Chair may also hear Points of Order by other delegates wishing to explain their positive or negative votes on any question (see Article 74). These delegates should be recognized and given one minute to explain their vote. In the interest of time and fairness to delegates whose resolutions are further down in the Order of Precedence, the Chair may use discretion on this motion, perhaps asking the delegate to present his or her explanation during the Committee's next Caucus session. In this case, both the Chair and the Rapporteur should make a note of this (in their running log) and turn to that explanation as soon as the next Caucus session is called to order.

At the conclusion of the voting procedures and the decision on the resolution has been reached, the Chair announces the next order of business and then announces that the committee will move into the interim two minute un-moderated caucus for purposes of switching seats. See sections above for details and to begin consideration of the next item on the docket.

Voting by Parts (Article 73)

Occasionally, a delegate may request that voting on a resolution be done "by parts," as described in Article 73. The delegate's request will be via a point of order, and this procedural motion is non-debatable. When the motion is made, the Chair should seek a second, and then if there is a second, seek unanimous consent by asking if there is any objection: if there is none, the motion is passed. If there is objection, the Committee moves to an immediate vote on the procedural motion.

If the procedural motion to Vote by Parts is approved, the following happens:

1. The Chair announces that Voting by Parts is in effect;
2. The Chair then asks the Rapporteur to read the first operative clause (which may or may not have been amended);
3. After the Rapporteur has read the operative clause in question, the Chair calls for unanimous consent;
4. If there is *no* objection, the operative clause is accepted and the Chair moves to the next operative clause, repeating steps 2, 3, and 4;
5. If there *is* objection, the Chair conducts a vote on that operative clause, and announces the results. The Chair then resumes at step 2 above;
6. Once all clauses have been resolved, there is a final vote on the total resolution, which now contains *only* the operative clauses that were approved via Voting in Parts.

Caucus Sessions Procedures

Caucus sessions are less formal than the formal committee sessions, but these sessions are vital to the learning mission of the Model, and Chairs should strive to make the Caucus sessions as valuable to the delegates as possible. In Caucus sessions, the “scripts” to be followed by the Chair are roughly similar to those outlined above, with perhaps less formality, less concern about personal pronouns, etc. These are, nonetheless, important meetings for the Model, and proper dress and decorum should be observed at all time.

Chairs should consider opening each Caucus session with a listing of the tasks at hand, and invite suggestions from delegates who may wish to add to that list.

Caucus sessions can be used:

- In un-moderated caucusing,
 - To allow delegates to seek signatures on resolutions introduced in Washington (Working Group and Washington packets),
 - To allow delegates to negotiate informally on amendments, questions that need to be answered, etc.
- In moderated caucuses:
 - To hold more extensive question and answer periods on “tabled” and/or future PDRs;
 - To have delegates explain votes on earlier PDRs;
 - To answer procedural questions that delegates (or the Chair) may raise.

The Caucus sessions should not be used simply as a rehearsal for subsequent formal sessions, but as an opportunity for genuine dialogue, compromise, and, in sum, diplomacy.

Other Situations

Chairs will know, because of their prior experience, that there are other situations that call for accurate procedures, for example, adjourning a session, reconsideration of a decision by the Chair, motions to move into caucus mode – which is discouraged above – and other unforeseen situations. If Chairs are following the scripts and procedures included above, most of these additional situations will be easy to deal with. And, Officers should remember that they have faculty members near at hand if they wish to consult on any of these procedures.

Conclusion

Good luck at the Model, and thanks for your help in making the Model a great success year after year.