

# 2016 Technical Staff Manual

## Introduction

At the Washington Model OAS, in addition to the delegates who act as student diplomats representing the member states of the OAS, some students serve in the Technical Staff in roles of Secretary General, Rapporteurs, an Election Management Specialist, and sometimes as other staff. In this document, you will find an overview of the duties and responsibilities of these roles. There are references (throughout) to the WMOAS Rules and Procedures document, and a script for conducting committee elections during the Model. A separate document, the 2016 Officer Manual, outlines duties and responsibilities for the Model's Officers, the President, Vice-President, Chairs, Vice-Chairs, and Crisis Scenario Specialist.

No diplomat goes to an important meeting without having prepared as thoroughly as possible, and likewise no member of the Technical Staff should arrive at the Model unprepared. This document, and others to which we will refer below, will help you prepare for what you need to do – and for what you can gain from your experience. The Secretary General, Rapporteurs, and the Election Management Specialist perform vital services, as you will see when you perform the tasks outlined in this document. At the same time, this is a wonderful opportunity to see the WMOAS as a participant-observer; it can provide invaluable experience for students who might become delegates in the future, or an opportunity to “give back” to the Model for more senior students who wish to return to the Model but not as delegates.

There will be an organizational meeting in Washington on Day 1 of the Model: see the Program for location and time. Your time at that meeting will be much more profitable if you are thoroughly familiar with this document you are now reading.

## The Technical Staff

Like the Organization of American States, the Washington Model OAS includes both diplomats and an administrative structure, the Technical Staff. Prior to the Model's General Assembly, the administrative work for the Model is carried out by a group of faculty advisors from various universities, led by the Coordinators who are two volunteer faculty members with overall responsibility for the Model. But during the Model itself, as much of the administrative work as possible is shifted to the Technical Staff. This means that the students in the Technical Staff are playing key roles in the Model, some of it in the committee rooms with the “diplomats,” and some of it behind the scenes in the Secretariat's Headquarters office. (See Article 16, Rules and Procedure)

The Technical Staff consists of from ten to fifteen members, usually university students from the same universities that are sending diplomatic delegations to the Model General Assembly. This includes the Secretary General, five to ten Rapporteurs, and an Election Management Specialist. There may be additional students serving as staff. These

students, while in Washington, are officially not part of any student diplomatic delegation as far as the Model is concerned, but instead are supervised by the Coordinators of the Model and another faculty advisor who acts as the Technical Staff Supervisor.

The Secretary General, a student elected at the previous Model, is the student administrator of the Technical Staff (see Article 15). **The Secretary General is the bridge between the staff and the officers and between those parties and the Coordinators.** Normally, there are two Rapporteurs for each standing committee, and The Secretary General has primary responsibility to oversee the working of the Rapporteurs, including serving as a resource for them and communicating with the Technical Staff Supervisor and the Coordinators regarding the Rapporteurs.

The Elections Management Specialist helps conduct the process for electing new Officers and Secretary General for the following Model.

Each committee's staff, therefore, will consist of Chair, Vice-Chair (President and Vice-President in the case of the General Committee), Rapporteurs, and the Election Management Specialist when elections are held. This staff will work together to accomplish the tasks described below.

Finally, as mentioned above, the Secretary General, the Rapporteurs and the Election Management Specialist are vital parts of the Model, and need to prepare before the Model in order to be able to perform the tasks for which the Technical Staff is responsible. The mantra for each member of the Technical Staff should be: "Prepare, Execute, Report." The sections that follow will help.

## **Technical Staff Tasks: An Overview**

There are basically four categories of tasks that need to be performed well if the Model General Assembly is to be a success and a valuable learning experience for all participants. Each of these is discussed here in general terms, and then in more detailed step-by-step sections below.

1. The first task is the organization of Committee sessions, a task with some pieces assigned to the Officers and some to the Rapporteurs. In brief, this means setting up and taking down the meeting room for the committee's sessions, making sure supplies are on hand, making sure all materials are returned to the Model office, etc. Details below.
2. The second task is to keep an accurate record of the business of the Model, a task that falls primarily to the Rapporteurs. The "business" of the Model is the presentation and disposition of Proposed Draft Resolutions (PDRs) prepared by student diplomats, debate on these PDRs, and then committee action: a PDR is either passed or defeated, and perhaps amended in the process. The Rapporteurs need to record details each step of the way. Without an accurate tally of passed, rejected, and amended PDRs, it is impossible to post a final packet of resolutions on the Washington Model OAS website. This also means that we will have

- nothing to present to the OAS Office of the Assistant Secretary General, our co-sponsor of the Washington Model. This is the only channel the “real” OAS diplomats have to see the innovative and creative solutions the delegates submit.
3. The third task is the election of new Committee Officers for the following WMOAS. These elections take place late in the Model, usually on Day 4 or Day 5, depending on the final Program. As is the case with the primary business of the Model, the Rapporteurs need to record the details of the electoral process as well, but the main responsibility here falls to the Election Management Specialist.
  4. Finally, the fourth major task is communication. The Rapporteurs and the Election Management Specialist work with the Technical Staff Supervisor. This is a difficult task to pin down in terms of details, but it is a task that relies on keen observation of the day-to-day activities of the Model and the ability to discuss these with the faculty. Again, details below.

## **Organizing Committee Sessions**

The five standing committees of the WMOAS meet in two kinds of sessions, formal and Caucus, and rotate among five meeting rooms. This means there are frequent instances of having to set up and take down meeting rooms. The Rapporteurs are responsible for this task, but all members of the committee team participate. Ultimately the Chair is responsible for the proper performance of these tasks, though the Rapporteurs perform most of the specific tasks.

### **Setting up (and taking down) a session**

The task here is to prepare the meeting room for a committee session, formal or Caucus. This means getting the paraphernalia from the Model office, and making sure it is ready and in place when the committee session is supposed to begin. The first piece of this needs to be done only once, but should be done ahead of time: find the Model office – usually in room Imperial I at the current meeting hotel. Note that, except for the General Committee, there will likely be no placards used on Day 1 of the Model, so most of the duties below begin on Day 2. Usually, the OAS provides placards for the GC, but the rapporteurs must still set the placards in the Order of Precedence BEFORE the start of the Plenary session.

- Rapporteurs should arrive at the office a good fifteen minutes ahead of time, pick up the committee’s box with the materials needed for the session:
  - placards in their holders,
  - gavel,
  - Rapporteur notebook, flash drives, amendment forms, etc. Check to make sure there are enough supplies.
- Take the box to the assigned committee room for this session. There is a master schedule of rooms in the Model’s program.
- Set up the placards according to the Order of Precedence – not in alphabetical order.

- If you are standing behind the Chair's seat and looking out at the room, the member state that is number one in the Order of Precedence will be the first seat on the left side of the meeting room's table setup.
- Number two is next to that, on the left, and so forth.
- The easiest way to do this is for the Rapporteurs, inside the table horseshoe, to use the Order of Precedence to pick out the next seat's tenant and then place the placard.
- The Chair's gavel should be placed at the Chair's seat on the main table.
- Rapporteurs are responsible for the paper supplies, and these should be kept accessible at the Rapporteurs' seats at the main table. One Rapporteur may also be setting up a laptop.
- The Rapporteur needs to set up a laptop, and needs to have a copy of the Packet under consideration, which at the beginning of the Model is the Electronic Packet of PDRs pre-approved for presentation to the committee. The Model's USB flash drive should be available and connected. (More details on the Rapporteur's tasks below).

Congratulations: you have successfully got your meeting room set up so its session can begin on time.

### **Taking down the meeting room**

As you can guess, this basically means collecting materials and reversing the order of steps you undertook when you set up the room earlier.

All committee materials, including placards, gavels, paper supplies, etc., must be collected by the Rapporteurs at the end of each session. (Article 86)

### **Caucus Sessions**

Setting up a Caucus session is similar, but in the caucus meeting rooms there is no horseshoe table setup, so the Rapporteurs have to be a little more creative in terms of the member state placards. We strongly suggest:

- First, that the Officers and the Rapporteurs visit the two caucus meeting rooms as early as possible in the Model, and then
- Second, discuss how the meeting room can be set up for maximum efficiency. The reason there are no tables in the Caucus rooms is because of fire code standards; a table arrangement simply cannot be allowed in those rooms and the hotel staff will be minding the set up of the rooms so as to be in compliance. Please understand this is a safety issue and act accordingly.

## **The Rapporteurs**

As mentioned above, the "business" of the standing committees centers on discussion and debate of Proposed Draft Resolutions that student diplomats will have prepared for the Model. There are basically two tasks here: assisting the Committee's Officers in running

the sessions, and recording the business of the Committee. The latter includes keeping a paper trail of what happens to each PDR, which includes its final disposition and any changes (amendments) along the way; and second, keeping a summary of the same record electronically, on a flash drive provided by the Model office. In other words, the Rapporteurs need to record what happened and communicate that to the Model's Coordinators. The Rapporteurs will likely divide up the duties described below, and probably should rotate in these tasks.

## **Assisting Officers**

In all committee sessions, Rapporteurs assist the Chair of the committee by performing the following tasks, in roughly the following order:

- Calling the roll at the start of each session, thereby determining the number of voting delegations attending. (At the start of the Model, there will be a form with all Member States listed according to the Order of Precedence, which was drawn by lot in a plenary session of the previous Model.) Please note that the quorum and voting numbers (majority, etc.) do not change based on how many country delegates are in attendance in any particular session. These numbers are set at the Opening Plenary and are not at the discretion of the Chair to modify.
  - We strongly urge Rapporteurs to practice reading this list of member states out loud, prior to their committee session. (For example, Grenada is pronounced grehNAYduh, not as the word might be pronounced in Spanish.) If there are any doubts about pronunciation, ask a faculty advisor for advice.
- Noting, and informing the Chair, of late arriving delegations, so that these may be recognized by the Chair at the appropriate moment and added to the list of voting delegations (Article 43).
- Reading the Operative clauses of a proposed draft resolution when it is presented for debate.
  - (Each Rapporteur should have a copy of each PDR: Rapporteurs should print out the Electronic Packet of resolutions prior to coming to Washington.)
  - Rapporteurs do not read the Preamble clauses, only the operative, or resolve, clauses.
  - We strongly urge Rapporteurs to read these aloud prior to the first committee session, using your copy of the Electronic Packet.
- Taking note of the delegations being added to each Speakers List, presenting this list to the Chair, and ensuring that the list is followed correctly, by noting in writing as each delegation speaks or yields its time.
  - Rapporteurs will be provided with a form that helps record the Member States on each Speakers List, as well as the disposition of amendments and of the final version of the PDR.
- Receiving proposed amendments, and making a preliminary recommendation as to their suitability and legibility, before passing the amendment to the Chair for the final decision (see Article 61).

- Each Rapporteur will have forms Delegates may use for submitting their proposed amendments.
- If the Chair approves the amendment for form and substance, the Chair will ask the Rapporteur to read the amendment out loud.
  - While the Chair is reviewing the proposed amendment, the Rapporteur should locate the amendment among the resolve clauses, and then when asked to read the amendment, will be prepared to say, for example, something like:
    - “The amendment changes resolve clause 3.a to read....” Or:
    - “The amendment adds the word \_\_\_\_ to resolve clause XX.” Or:
    - “The amendment proposes to delete operative clause number X.”
  - The Rapporteur will often be asked to read the amendment more than once, so delegates can note its contents accurately, and we urge Rapporteurs to speak as clearly and slowly as possible during this process. We urge all Technical Staff (and Officers) to have patience with delegates for whom English is not their native language.
- Assisting the Chair in the tallying of votes by counting placards along with the Chair (and Vice-Chair).
- Calling the roll of voting delegations when there is a roll call vote – the Roll Call follows the Order of Precedence, not the alphabetical list of member states.
- Keeping a clear record of the disposition of all proposed draft resolutions and amendments. (See more below in the paper trail section and the “electronic” section.)
- Ensuring that the proposed draft resolutions are taken up in the appropriate order, *per* the Packet of proposed resolutions.
- Ensuring that the committee follows its *Modus Operandi*, by informing the Chair of concerns on this question.
- Keeping an accurate record/log of sessions, proposed draft resolutions and amendments introduced, attendance, roll call votes, disposition of proposed draft resolutions and amendments, times of calling to order and recesses/adjournments, etc. (Note that forms for all these should be in the Rapporteur’s binder in the Secretariat office.)
- Cooperating with the Model Coordinators in communicating the disposition of proposed draft resolutions, per the procedures set up at the Model. (See below for more on this task.)

### **Recording Committee Business – Part One**

Each PDR is printed in one of the three “Packets” the committee will work with. These are the Electronic Packet, which is available online prior to the Model, and the Working Group and Washington Packets, which both become available during the Model. The Rapporteurs are responsible for reporting on what happens to each PDR in all three Packets, both as a paper trail and on the flash drive. Paper forms are available for each of the tasks outlined below.

As noted above, once the Chair has announced the title of the next PDR to be considered, the Chair will ask the Rapporteur to read the Resolve clauses. Again, as noted above, the Rapporteur records the details of Speakers Lists, checks (and reads out loud) amendments that are introduced, and helps in counting votes.

Recording Committee business means recording the disposition of each PDR once the debate begins. To begin, the Rapporteur should note, on the Resolution Ledger, which PDR is being discussed, using the PDR's unique identifying number and designation, available on the right hand corner of each PDR. The Coordinators cannot summarize the record of the Model if they cannot identify which PDR is being recorded. Then, while the PDR is being discussed, the Rapporteur should be:

- Noting on the Resolution Ledger who is speaking on each Speakers List;
- Keeping a record of amendments by collecting Amendment Forms and filling in the necessary information on the Amendment Ledger for each amendment;
  - Noting the composition of Speakers Lists on each amendment;
  - Noting the disposition of each amendment, that is, whether it passed by unanimous consent, or was adopted or defeated by voting.
    - If there is placard voting, record the vote totals.
    - If there is a roll call vote, keep and attach the form with the votes recorded.
- Recording the disposition of the PDR, that is, whether it passed by unanimous consent, or was adopted or defeated by voting.
  - If there is placard voting, record the vote totals.
  - If there is a roll call vote, keep and attach the form with the votes recorded.
- If there is “voting in parts” on any amendment or on the whole PDR, recording those vote results as well.
- If a PDR has its debate suspended (See Article 56 for details), recording these voting results, noting that the debate was suspended, and noting when (which session) the PDR was returned to the floor (assuming that happens);
- Keeping all the above materials for each separate PDR together, with paper clips, so no specific items are lost or misplaced;
- Ensuring, when there has been a final disposition of the PDR, that the PDR and its attached materials are identified with that PDR's unique number and identifying designation – information found in the Packet; and
- Returning the collected materials on each PDR to the Coordinators at the Model Office when there is a significant break in the schedule and/or at the end of every day.

## **Recording Committee Business – Part Two**

Besides the tasks described above, Rapporteurs must produce an electronic final version of each PDR presented for discussion.

The Coordinators will provide the Rapporteurs with an electronic version of each Packet of Resolutions, via a flash drive. Rapporteurs in each committee will maintain an electronic record of changes to all Proposed Draft Resolutions presented in committee sessions. This means, in essence, editing PDRs on a real-time basis, on an ongoing basis, using a laptop *during* the sessions, and then presenting the results via flash card (thumb drive) to the Coordinators after the sessions. (With these edited final versions of the PDRs, the Coordinators will be able to produce an accurate summary of each committee’s work – the Final Booklet – in a timely fashion, for retrieval by all Delegates.)

The steps in this process are:

- Obtain an electronic, editable, copy of each Packet of Resolutions for the assigned Committee via flash card/thumb drive; the WMOAS Coordinators will provide these electronic copies of each Packet of Resolutions.
- Load this file into a laptop;
- Edit, when necessary, PDRs after the debate has concluded – they will need editing if any amendments were approved. If a PDR has not been amended, the Rapporteur need only insert the voting results in the left hand corner of the first page of the resolution.
- Record the voting results on the overall Resolution, including results of Voting In Parts, should that occur. Do this immediately upon the disposition of the PDR, while the results are fresh in memory.
  - Roll call votes need not be recorded in terms of each Member State voting; only overall vote totals are needed in the electronic record.
- After each Committee session, or at least once a day, save the edited Packet document, transfer it to the thumb drive, and deliver the thumb drive to the Coordinators in the Model Office.
- At the conclusion of the Model, the flash drive for the committee should include a final edited version of each resolution that has been passed. These files should all be in one directory or folder named “Final approved resolutions.”
  - This folder will not include PDRs that were NOT approved by the committee.
  - The not-approved PDRs will continue to exist in the overall file of PDRs, with the record of votes, amendments, etc.
  - In other words, the Rapporteur will be editing ALL PDRs presented to the Committee, but copying only those that are Approved to the “Final Approved Resolutions” folder.

### **Recording Committee Business – Part Three: Caucus Sessions**

In Caucus sessions, Rapporteurs duties are greatly reduced. On the one hand, there will be very little in terms of “paper trail,” since formal action on PDRs or amendments happens only in formal sessions. There may be instances for a PDR being discussed with an extended Q&A period during a Caucus session if a PDR had its debate suspended in an earlier formal session (Article 56), but otherwise, the Caucus session is less formal.



On the other hand, a Caucus session is still a meeting that must be called to order, so the Rapporteur:

- Will call the roll:
- Will note time of beginning and adjourning of the session, and
- Will keep a record of the business transacted during the Caucus, which could include, for examples:
  - Any un-moderated caucus periods (start and stop times);
  - Any Q&A periods regarding PDRs whose formal debate was suspended (see Article 56);
  - Any discussion relating to the return of tabled PDRs in a the following formal session;
  - Other discussion related to the scheduling of PDRs.

As with formal sessions, the paper record of the Caucus session should be communicated to the Coordinators in the Model Office.

**Other notes:**

- If there are two Rapporteurs assigned to each Committee, they may rotate, so that each has experience at each type of role.
- The Coordinators will have thumb drives available for Rapporteurs, but cannot supply laptop computers. Rapporteurs must have a laptop at all committee sessions.
- At the beginning of the Model, a meeting of the WMOAS staff, including Rapporteurs, will go over procedures and details. See the Program for details.
- Coordinators will work closely, with the Rapporteurs during the Model, and the Technical Staff Supervisor will serve as coordinator and resource for the Rapporteurs. The Secretary General is also expected to monitor closely the work of the Rapporteurs.
- Sufficient quantities of blank forms will be available at the Model; these include Attendance Sheets, Resolution Ledgers, Amendment Ledgers, Voting Ledgers, etc. Please ask if you need more, before it is an emergency.

## **Elections**

Towards the end of the Model – see the Program for the exact dates for your committee – the standing committees hold elections for the Officers for the next WMOAS. See Articles 77 through 84 of the Rules and Procedures for details about the electoral process. As you will see when reviewing those Articles, there are Election Management duties before, during, and after the elections; these are the responsibility of the Election Management Specialist.

*Before the election*, the Chair of the Committee will have described the nomination and election procedures to the Committee, including the deadline for submitting nomination procedures. The Vice-Chair of the Committee will carry nomination petitions to the Model Office, for review and certification. Once the nominating process is completed,

the Coordinators, working with the Election Management Specialist and the Technical Staff Supervisor, will create an election committee for each committee, whose duties are to conduct and observe the election. The Election Management Specialist is the Chair of each election committee. The rest of the election committee is composed of individuals from universities who have no candidates in the election, and will include one Faculty Advisor and three students from the committee who are not Electors and do not have a member of their delegation running for office. The faculty advisor will help count ballots, but otherwise does not speak during the electoral process.

*During the election:*

- The Election Management Specialist (that is, the Chair of the election committee), serves as *ad hoc* Chair of the standing committee, and presides over the standing committee during the election process. (We have provided some sample scripts below.)
- When the *ad hoc* Chair opens the election session, the Rapporteur reads the roll for attendance, ascertaining that each Member State's Elector is sitting at the table.
- The three student members of the Election Committee will distribute and collect ballots for each round, at the direction of the presiding officer.
  - The *ad hoc* Chair, the Rapporteur, and the Faculty Advisor will count votes.
- The *ad hoc* Chair will announce the results for each election.
  - In these elections, "majority" means the Majority as established by the Coordinators on Day 1 of the Model. The number needed for a majority cannot be changed, regardless of the number of delegations actually attending any given session or voting in elections.
- The Rapporteurs should keep a paper trail of the Election process, noting the candidates for each position and the ballot results for each ballot (more than one ballot is often needed.)
- At the conclusion of the electoral process, the *ad hoc* Chair will hand the duties of running the committee back to the Chair of the committee.

*After the election*, the Election Management Specialist (Chair of the Election Committee), the Rapporteurs, and the Faculty Advisor should assure that the election results are delivered to the Model Office and given to the Coordinators. The Secretary General will also participate in this process, if available.

## **Scripts**

The following scripts should be useful to the Election Management Specialist, acting as *ad hoc* Chair of the Election Committee. They are intended to be guides, not rigid scripts that must be followed to the letter.

Opening the session:

- *“Will the Committee please come to order.”*
- *“Will the Rapporteur please call the roll, and determine that each member state’s Elector is seated at the Table.”*
- *“Thank you delegates, we will now proceed to the election of the committee’s Vice-Chair for next year’s Model.”*

During each election:

- *“There are \_\_\_ candidates for the position of Vice-Chair, representing \_\_\_\_\_ (name of country), \_\_\_\_\_ (name of candidate). (Name of candidate) is now recognized for two minutes. Will the candidate approach the podium.”*
- *“Thank you delegate. The next candidate for the position of Vice-Chair, (and repeat as above).”*
- *“Thank you delegates. We will now proceed to a vote on the position of Vice-Chair. Will the election committee members please distribute ballots to the Electors. Electors should vote by writing the name of the member state.”*
  - (NOTE: it is easier for the students distributing and collecting ballots if they are *inside* the table horseshoe.)
  - When the ballots are being counted, the ad hoc Chair should keep the committee in order, reminding delegates that there should be no talking during the election.

Announcing results:

- *“The winner of the election for Vice-Chair is \_\_\_\_\_ (name of candidate), representing \_\_\_\_\_ (name of member state). Congratulations delegate.”*
  - If there is no winner on the first ballot, which can happen when there are more than two candidates and no candidate gets a majority of the ballots:
- *“Delegates, there is no candidate with a majority on the first ballot. We will move to a second ballot, with the two candidates \_\_\_\_\_ (name of candidate), representing \_\_\_\_\_ (member state) and \_\_\_\_\_ (name of candidate) representing \_\_\_\_\_ (member state). Delegates are reminded to vote by writing the name of the member state.”*
- Note: the two candidates in the second round of voting will be those who received the two highest vote totals in the first round. There should be no third round of voting unless there is a precise tie between the two candidates in the second round.

When both the elections for Vice-Chair and Chair are finished:

- *“Thank you delegates for your cooperation during this electoral process, and congratulations to the winners. I now complete the electoral process by returning the gavel to the Chair of the committee. Thank you.”*

## **Communication**

As you can see from the previous sections, the duties of the Technical Staff are many. As a member of the Technical Staff, you have a unique window on the operations of the Model, and with far less pressure on you academically than the Officers and the student diplomats. You have a unique opportunity to see how the Model produces excellent educational outcomes for the participants. Communicating your observations remains your major final task.

We urge both the Election Management Specialists and the Rapporteurs to communicate with the Coordinators on a regular basis. The best opportunities for this occur in the early morning, before committee sessions begin, and in the late afternoon or around lunchtime, when committees are ending sessions – it is likely that short meetings of the Officers will be called during these times and Technical Staff are welcome to participate. We urge you to raise your concerns and/or note the good things you see happening administratively. The Specialists and the Rapporteurs (as well as the Officers) are crucial sources of information about how the Model is working and how it might be improved.

The Faculty Coordinators rely heavily on good communication from the Technical Staff. In short, in addition to the specific reporting tasks described in earlier sessions, we urge you to come to the Model Office and discuss the workings of the Model as you see them, even if there is no formal process involved.

## **Conclusion**

The faculty of the Inter-American Institute for Diplomacy thanks you for your support, and wish you an exciting and profitable week in Washington. We hope you have and interesting experience and learn how it important, and challenging it can be, to successfully run a conference. We are open to your suggestions for improving the administration and learning experience of the Model, so please give us your ideas.