

## PREPARATION MANUAL 2021



## Washington E-Model of the Organization of American States – WMOAS

[www.wmoas.org](http://www.wmoas.org)

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**An addendum to this Manual will be issued before the e-Model to clarify some procedures**

# Washington E-Model of the Organization of American States – WMOAS

## Preparation Manual

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## I. Introduction to the WMOAS

The Washington Model of the General Assembly of the Organization of American States (WMOAS) is a simulation of the sessions that the Organization of American States (OAS) General Assembly holds according to the functions derived from its Charter. Accordingly, student Delegations of the participating universities represent a Member State upholding the positions and foreign affairs policies of each representative country in relation to different topics of the hemispheric agenda.

As a diplomatic exercise, the WMOAS includes the debate held in the General Assembly, along with the negotiations and work in the corresponding committees. Furthermore, the Model is the most effective means for the Inter-American System to share information about OAS activities and agenda with students of the Hemisphere. The goal is to foster real cultural exchange across the continent.

The WMOAS presents the opportunity for students from across the Americas to meet in the role of diplomats to debate and draft policies on the hemisphere's political, economic, social, and security issues that are of great interest to the Member States.

As in the real General Assembly, WMOAS is divided into five different committees as follows:

- *General Committee*: Political and General Interest Affairs.
- *First Committee*: Juridical and Political Affairs.
- *Second Committee*: Hemispheric Security.
- *Third Committee*: Integral Development.
- *Special Committee*: Special Issues.

### **What are the aims of the WMOAS?**

- Stimulate knowledge of foreign policies and of the impact of multilateral decisions.
- Promote interest in the activities, structure and priorities of the OAS.
- Analyze the impact of economic, social, political, educational, security policies on countries in the Hemisphere.
- Simulate the best practices of diplomacy, compromise, and negotiation in search of common solutions.
- Raise awareness about the most important political, economic, social, and security issues of the region.
- Encourage connections among faculty, students and universities in the hemisphere.
- Promote intercultural awareness among university students.

## II. The OAS and the Inter-American agenda.

In order to be prepared for the sessions of WMOAS, students need to learn how an international organization like the OAS works and the most noteworthy issues of the Inter-American agenda as they relate to the countries' regional interests. The following is a brief history of the Organization of American States.

The OAS charter was adopted on April 30, 1948, in Bogotá, Colombia, although multilateral relations among the countries of the Western Hemisphere far preceded the Charter. The International Conference of American States, held in Washington, DC, from October 1889 to April 1890, was the first in a series of periodic meetings among the nations of the Americas to establish norms and institutions to govern hemispheric relations and promote cooperation.

Participating nations agreed to establish the International Union of American Republics, renamed the Pan American Union in 1910. In 1933, the nations of the hemisphere signed the Convention on the Rights and Duties of States, which formally recognized the equality of states and the principle of nonintervention in one another's internal affairs. Close cooperation during World War II considerably strengthened hemispheric ties, which were reinforced in the post-war period with the adoption of the Inter-American Treaty of Reciprocal Assistance (Rio Treaty) in 1947. The OAS Charter and American Declaration of the Rights and Duties of Man were signed a year later by 21 countries in the region to legally codify the institutions and principles that had come to form the Inter-American system.<sup>1</sup>

Currently, the OAS has 35 Member States, but only 34 are active.<sup>2</sup>

The next chart summarizes the Pan American Conferences and their main agenda issues.

**Table 1 List of Pan-American Conferences**

Conference	Year	Place	Issues
I	1889 – 1890	Washington DC	Basis for continental cooperation. Trade cooperation. Settlement disputes (Monroe Doctrine discussions).
II	1901 – 1902	Mexico City	International arbitration (Drago Doctrine). Trade Office of the Americas.
III	1906	Rio de Janeiro	Roosevelt corollary to the Monroe Doctrine. Draft convention on pecuniary claims and foreign debt.
IV	1910	Buenos Aires	Convention on mandatory arbitration on pecuniary claims by common citizens.

<sup>1</sup> Peter Meyer, " Organization of American States: Background and Issues for Congress", Congressional Research Service, (2018)

<sup>2</sup> The Government of Cuba was suspended from 1962 to 2009. The current Cuban government has decided not to return to the Organization. Likewise, the current government of Venezuela has proclaimed its intention to leave the OAS.

Conference	Year	Place	Issues
			Reorganization of the functions of the Pan American Office.
V	1923	Santiago, Chile	Treaty to avoid conflicts among States (Gondra Pact) and provide for consequences where necessary. Creation of four advisor commissions: trade and economic relations; labor issues; hygiene and health issues; higher education cooperation.
VI	1928	Havana	Presentation of several draft treaties on: private international law code; conventions on diplomatic asylum and territory; convention on maritime neutrality; convention on diplomatic staff; Pan-American convention on civil aviation. Creation of the Inter-American Commission on Women. Creation of the Pan-American Institute on History and Geography.
VII	1933	Montevideo	Convention on Rights and Duties of the States (principle of non-intervention). Agreements related to trade issues (most favored nation clause), political asylum, political and civil rights of women. Signing of the Saavedra Lamas Pact to prevent military aggression and conciliation.
Special	1936	Buenos Aires	Inter-American Conference on Peace Consolidation. The Argentine government, due to the Chaco war between Paraguay and Bolivia, called this Special Conference. It reaffirmed the principles of solidarity, cooperation and peace among the American States.
VIII	1938	Lima	Meeting of Consultation of Ministers of Foreign Affairs. Declaration on the protection of human rights (the first one in the world).
Special	1945	Mexico City	Conference on war--problems and peace. In this conference Chapultepec Act was signed, which promoted mutual assistance and solidarity among States.
Special	1947	Rio de Janeiro	Conference to promote peacekeeping and security in the continent. Signature of the Inter-American Treaty on Reciprocal Assistance (TIAR).
IX	1948	Bogotá	<b>Adoption of the Charter and creation of the Organization of American States. Adoption of the American Declaration on the Rights and Duties of Men.</b>
X	1954	Caracas	Strengthening democracy across the continent.

During the Cold War, like many other intergovernmental organizations, the OAS did not play as active role in international affairs as it has more recently. The 1962 Summit Meeting, held in Punta del Este, Uruguay, was the last time Cuba participated in an Inter-American forum, as the country was suspended from the OAS in January 1962, a measure that was not officially reversed until June 2009. The United States also formally

established the Alliance for Progress at the 1962 meeting. This was launched by U.S. President John Kennedy to counteract the influence of the Cuban Revolution in the region and after his government's frustrated attempt to invade the island in 1961. After this Summit, the OAS suspended the participation of Cuban government from all Inter-American activities.

Once the Cold War was over, Inter-American relations were revived. By 1990, all the states in the Hemisphere, with the exception of Cuba, were ruled by elected governments (or were moving in that direction) and economies improved. In 1992, U.S. President George H.W. Bush launched the idea of creating a Free Trade Area from Alaska to Tierra del Fuego. The OAS accepted the challenge of assisting in the negotiations for this initiative. Christened the "Summit of the Americas" in 1994, all leaders of the hemisphere gathered in what has become a regular series of meetings on issues important to the region, although the Free Trade Area initiative failed.

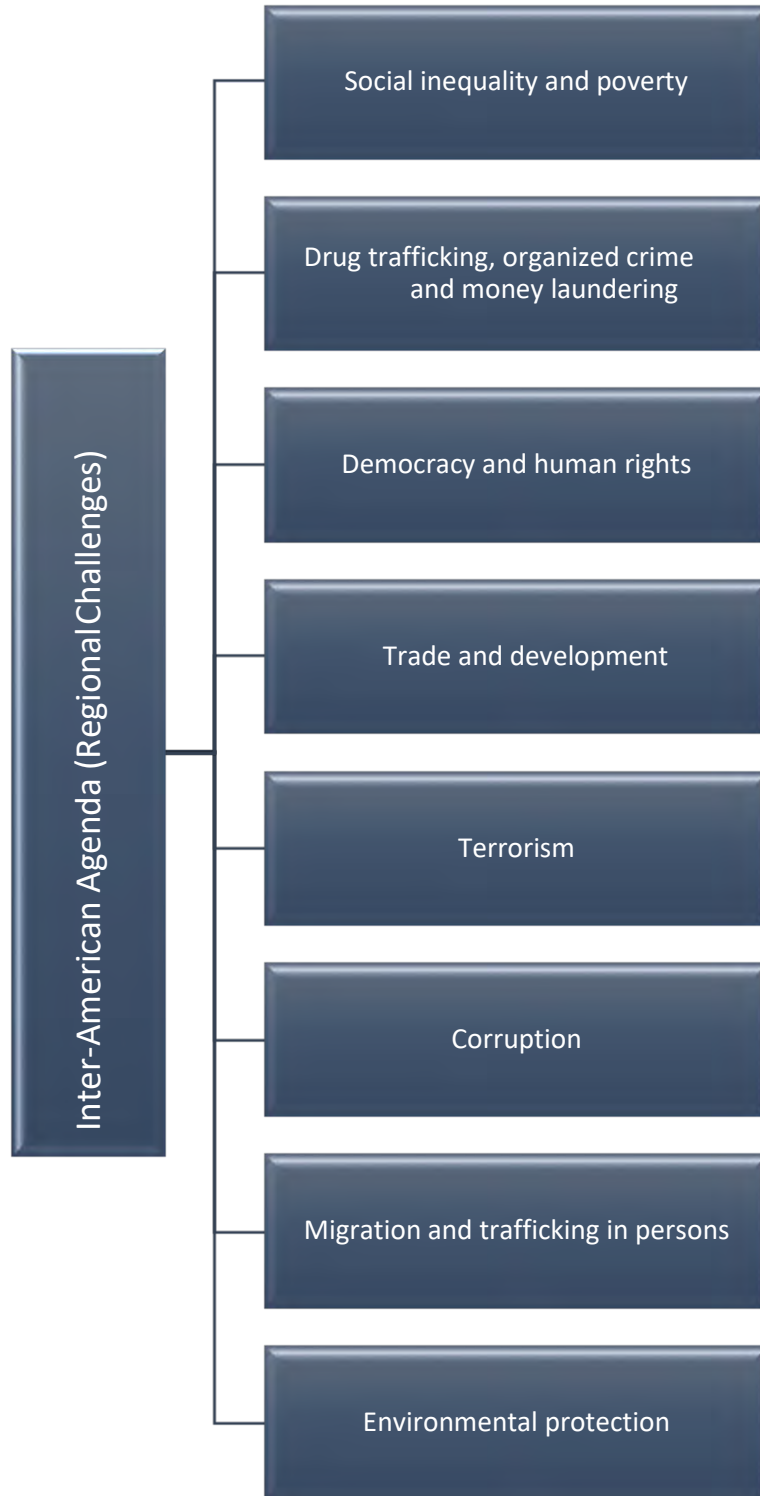
Regional challenges and common interests have led governments to pursue and agree on a regional agenda. Figure 1 summarizes some of the main topics discussed in the OAS Summits and meetings. There are three main charters of the OAS that form the basis of the Inter-American system:

- The Charter of the Organization of American States: this is the main juridical document, which sets out the creation of the OAS. It contains the Organization's principles and objectives, as well as the functions of its offices. The Charter was signed in 1948, at the Ninth Pan-American Conference, held in Bogotá, Colombia, and amended by the Protocols of Buenos Aires, Cartagena, Washington and Managua.
- The Inter-American Democratic Charter: this is the instrument whose main goal is to strengthen and uphold democratic institutions in the Americas. The Charter spells out what democracy entails and specifies how it should be defended when it is under threat.
- The Social Charter of the Americas: this refers to the social and economic rights of the peoples of the Americas, focusing on one of the OAS pillars--integral development.

To achieve the goals set out in these documents, it is important to understand the specific tasks of the different offices of the OAS.

The following organizational chart illustrates the relationship between the various OAS offices and their interactions:

**Figure 1 Key topics discusses in OAS Summits and Meetings**



To date, ten Summits have been held in different countries:

**Table 2 Summits of the Americas**

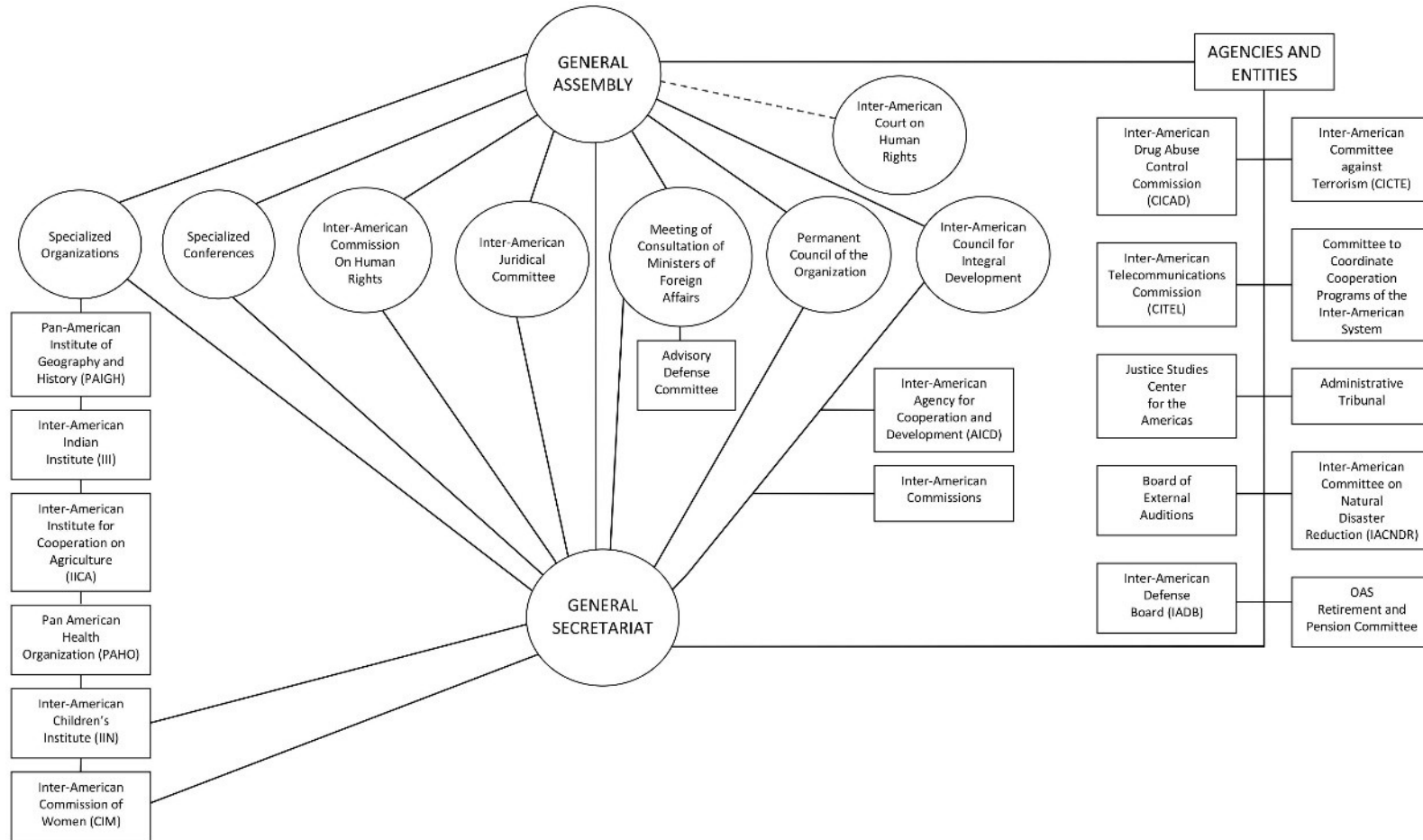
Summit	Year	Place	Issues
I	1994	Miami, USA	Established a pact for development and prosperity based on the preservation and strengthening of the community of democracies. Economic integration and the launch of the Free Trade Area of the Americas (FTAA) process began during this Summit in order to eradicate poverty and discrimination in the Hemisphere and to guarantee sustainable development.
Special	1996	Santa Cruz de la Sierra, Bolivia	Sustainable development.
II	1998	Santiago, Chile	Preservation and strengthening of democracy, justice and human rights; economic integration and free trade; eradication of poverty and discrimination.
III	2001	Quebec, Canada	Creation of an Inter-American Democratic Charter to reinforce OAS tools for proactive defense of representative democracy.
Special	2004	Monterrey, Mexico	Governments signed the Nuevo León Declaration, which focused on three areas: economic growth with equity to reduce poverty, social development, and democratic governance.
IV	2005	Mar del Plata, Argentina	The Summit took a narrower focus and concentrated on confronting the major challenges of the region in job creation and strengthening democratic governance. Additional issues discussed included: employment growth; job creation to fight poverty; work force training; micro, small, and medium-sized businesses as an engine of job growth; and framework for creating fair working conditions. .
V	2009	Port of Spain, Trinidad & Tobago	Focus on securing citizens' future by promoting human prosperity, energy security and environmental sustainability.
VI	2012	Cartagena de Indias, Colombia	Integration of physical infrastructure, poverty, inequality, disaster risk reduction and management, access to and use of information and communication technologies, citizen security and transnational organized crime.
VII	2015	Panama City, Panama	Issues discussed: prosperity with equity: cooperation for improvements in education, health, energy and the environment; and Hemispheric partnership for development.
VIII	2018	Lima, Peru	Democratic governance against corruption.

Source: <http://summit-americas.org>

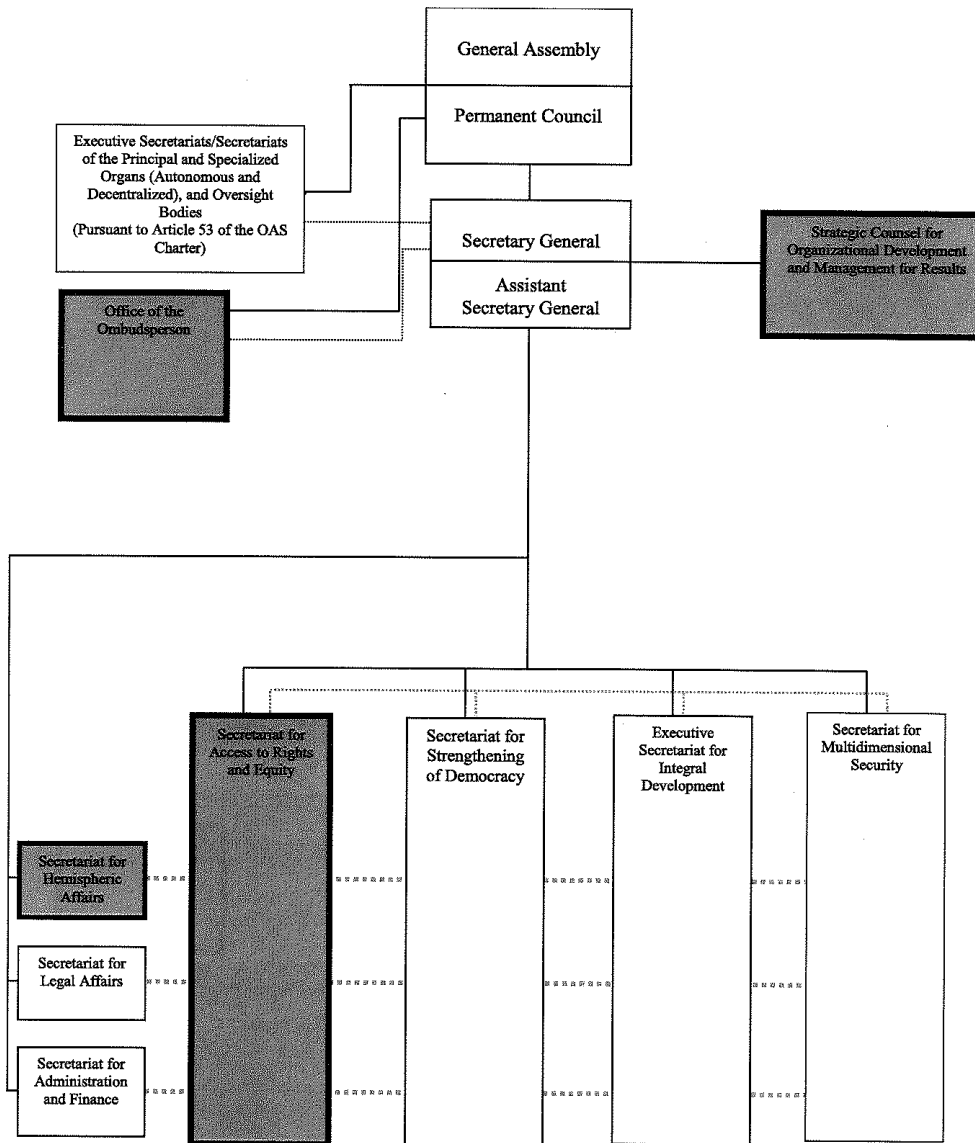


**Figure 2 Organizational Chart of the Organization of American States**

Source: <http://oas.org>



**Figure 3 Chart of the OAS General Secretariat**



Source: OEA/Ser. G CP/RES. 1055 (2036/15).

What ties these official bodies together is their commitment to the four pillars of the OAS which are: strengthening democracy; protecting human rights; multidimensional security; and integral development. The next section will cover these pillars though more information can be found at the OAS web page: [http://www.oas.org/en/about/what\\_we\\_do.asp](http://www.oas.org/en/about/what_we_do.asp)

### **A. Strengthening Democracy**

The Secretariat for Strengthening Democracy (SSD) supports the OAS mission to strengthen the political processes of the member states. The Secretariat, in particular, supports the principle that democracy is the best option for ensuring peace, security, and development. It focuses on strengthening the role of the Organization as the primary political forum in the Inter-American system and on actively helping to

maintain democracy in the member states. In pursuit of its objectives, it acts to increase the legitimacy of institutions in the political realm and to strengthen the means to maintain democratic institutions and practices. To carry out these tasks, the SSD develops its activities through the following bodies:

- The Department of Electoral Cooperation and Observation;
- The Department of Sustainable Democracy and Special Missions; and
- The Department of Effective Public Management.

## **B. Protection and Promotion of Human Rights**

The Inter-American System of Human Rights is comprised of two main offices: The Inter-American Commission on Human Rights and the Inter-American Court of Human Rights. These offices are tasked with ensuring the observance and compliance with the human rights treaties and conventions. The following is a list of the most important treaties and conventions:

- American Declaration of the Rights and Duties of Man.
- American Convention on Human Rights.
- Inter-American Convention to Prevent and Punish Torture.
- Protocol of San Salvador": Additional Protocol to the American Convention on Human Rights in the Area of Economic, Social and Cultural Rights".
- Protocol to the American Convention on Human Rights to Abolish the Death Penalty.
- "Convention of Belem do Pará": Inter-American Convention on the Prevention, Punishment and Eradication of Violence against Women.
- Inter-American Convention on Forced Disappearance of Persons.
- Inter-American Convention on the Elimination of All Forms of Discrimination against Person with Disabilities.
- Inter-American Convention Against Racism, Racial Discrimination, and Related Forms of Intolerance.
- Inter-American Convention Against All Forms of Discrimination and Intolerance.
- Inter-American Convention on Protecting the Human Rights of Older Persons.
- Declaration of Principles on Freedom of Expression.
- Principles and Best Practices on the Protection of Persons Deprived of Liberty in the Americas.
- Statute of the Inter-American Commission on Human Rights.
- Statute of the Inter-American Court on Human Rights.
- Form for Filing Petitions Alleging Human Rights Violations.

## **C. Multidimensional Security**

Through the work of the Secretariat for Multidimensional Security (SMS), the OAS promotes and coordinates cooperation among the member states and between

them, the inter-American system, and other bodies in the international system. This is in order to assess, prevent, confront, and respond effectively to threats to security and serve as the starting point for hemispheric cooperation and capacity-building.

The sphere of activity of the SMS is defined by the Declaration on Security in the Americas. Hemispheric security is defined as multidimensional and comprised of traditional and new threats, concerns, and challenges to the security of the states of the Hemisphere. In addition to the Executive Office of the Secretary for Multidimensional Security are the following related offices:

- Executive Secretariat of the Inter-American Drug Abuse Control Commission (at the department level);
- Secretariat of the Inter-American Committee against Terrorism (at the department level);
- Department of Public Security, and
- Department to Combat Transnational Organized Crime.

#### **D. Integral Development**

Through the Executive Secretariat for Integral Development (SEDI), the OAS supports, facilitates, and fosters integral development in the member states while also supporting measures to strengthen democracy, multidimensional security, and the promotion of human rights. SEDI also promotes intersectional dialogue, public-private partnerships and consensus-building in the integration of government policies on sustainable human development.

SEDI also endeavors to mobilize resources for the formulation, promotion, and implementation of policies for technical cooperation, programs, and projects in the area of integral development and for activities to strengthen human and institutional capacity throughout the Hemisphere. Also, SEDI is the office of the General Secretariat charged with supporting the Inter-American Council for Integral Development (CIDI), its subsidiary offices, and the Cooperation for Development Fund (CDF).

SEDI is comprised of the Office of the Executive Secretary for Integral Development and the following:

- Department of Human Development and Education;
- Department of Economic Development;
- Department of Social Inclusion, and
- Department of Sustainable Development.

## Preparing to Represent Your Assigned Country

The purpose of this chapter is to create a framework for students to prepare for their roles as representatives of their assigned country. This outline is in accordance with the Rules of Procedure of the WMOAS which should be consulted regularly for effective participation during the model.

### A. Topics

As students prepare to represent the assigned country, they should seek information on the following:

- **Domestic policy and internal affairs.** Students should learn about the country's political and administrative organization and current domestic political and economic issues. Understanding the country's constitution and the operation of the governmental framework is the basis of the country's main concerns regarding the regional and hemispheric agenda. Information about these topics may be found on the country's official governmental web sites.
- **Foreign Policy and external affairs.** Several topics should be studied:
  - **First**, the Regional Agenda, which describes the political and economic relationships between the country and its neighbors. Awareness about the economic agreements that your country has signed with its neighbors and other regional treaties is important.
  - **Second**, the Hemispheric Agenda. Students should determine what position the country assumes in regard to the main points of the hemispheric agenda, but also in accordance with a common position it may have with its partners or neighbors. Examples of this would be the current situations in Venezuela or Nicaragua, a natural disaster, or the problem of drug trafficking.
  - **Third**, the participation of the country in OAS activities and regional organizations. It is important to review OAS programs affecting your country (or not) and the alliances it could develop to reinforce its position.

In regard to foreign policy, it is possible to define topics that could be considered a priority. There are several areas for research and such topics might include:

- Political Relationships.
- Economic Relationships. (Trade, investment, financial affairs)
- Defense and national security.
- Education, science and technology.
- Environmental issues.
- Functional cooperation in other areas, such as human rights, democracy, and the fight against corruption.

## **B. Methodology and materials**

Research on the foreign and regional policies of your country should cover an analysis of the country's international policies and its domestic economic and social situations. Also important is the current political and economic situation in the hemisphere. The Lecture Series of the Americas is a useful tool to that end and available at the OAS web site: <http://www.oas.org/en/ser/dia/lecture/>

There is a list of links to official and non-governmental organizations with current and detailed information related to the hemispheric situation. Likewise, the OAS official documents constitute a fundamental tool to understand the OAS structure and its main functions. Some sources are listed below:

### *Official documents:*

- Charter of the OAS
- Inter-American Democratic Charter
- Social Charter of the Americas
- Conventions and Treaties on Human Rights
- Inter-American convention against corruption
- The Inter-American Treaty of Reciprocal Assistance or TIAR

### *Websites:*

- Organization of American States: <http://oas.org>
- United Nations Organization: <http://un.org>
- Inter-American Development Bank: <http://iadb.org>
- Economic Commission for Latin America and the Caribbean: <http://eclac.cl>
- Inter-American Dialogue: <http://thediologue.org>
- The Institute for the Integration of Latin America and the Caribbean: <http://iadb.org/intal>
- Canadian Foundation for the Americas: <http://focal.ca>
- The Carter Center: <http://cartercenter.org>
- Centre for Latin American Monetary Studies: <http://cemla.org>
- Migration Policy Institute: <http://migrationpolicy.org>
- Transparency International: <http://transparency.org>
- The United Nations Conference on Trade and Development: <http://unctad.org>
- Amnesty International: <http://amnesty.org>
- World Bank: <http://worldbank.org>
- International Monetary Fund: <http://imf.org>
- Council on Hemispheric Affairs: <http://coha.org>

The United Nations Environment Program: <http://pnuma.org>  
American Enterprise Institute for Public Policy Research: <http://aei.org>  
Center for Strategic and International Studies: <http://csis.org>  
Institute for International Economics: <http://iie.org>  
The Latin American and the Caribbean Economic System: <http://sela.org>  
Initiative for the Integration of Regional Infrastructure in South America: <http://iirsa.org>  
Council of the Americas: <http://counciloftheamericas.org>  
Latin American Development Bank: <http://caf.org>  
Pan-American Health Organization: <http://paho.org>  
World Health Organization: <http://who.org>  
International Labor Organization: <http://ilo.org>  
World Trade Organization: <http://wto.org>  
Organization for Economic Cooperation and Development: <http://oecd.org>

## On PDR elaboration

### Introduction: Approaching a PDR

In all international organizations, decisions are made based on different voting criteria, which may be through a simple or a 2/3's majority. These decisions are generally recommendations, and with some exceptions<sup>3</sup>, are not binding on Member States. This means that decisions issued by the OAS, through the General Assembly or the Permanent Council, do not constitute an obligation for States, but rather are recommendations. At the OAS, these decisions are normally made by consensus. However, this is not possible at the Model given our time limitations.

The decisions or recommendations take shape through draft resolutions which, once discussed and voted upon, become official OAS resolutions. Resolutions explain the position taken by the body on an issue or problem and how it intends to carry out a possible solution. For example, if addressing a problem resulting from a natural disaster, countries agree on positions on how to cope with the problem and state how the OAS might make a contribution towards solving it. This possible solution is put forth in a Resolution, or for the WMOAS, a Proposed Draft Resolution or PDR.

The purpose of this document is to explain how to prepare a PDR. It explains, in specific detail, how to develop a well-prepared PDR using appropriate content, proper formatting, and diplomatic language. The document is divided into six sections. Sections 2-4 outline the main steps in preparing PDRs. Section 5 addresses important issues to consider before PDRs are submitted and debated, such as amendments. Finally, sections 6 and 7 provide sample PDRs.

#### 1. PDR Defined

The presentation of a well-framed PDR for debate is one of the most important contributions a Delegation makes to its success at the Model OAS. A PDR reflects the depth of student research and shows the extent to which the author understands the nature and scope of a given agenda topic, the country-specific perspective on the issue, and the recommendations it puts forth.

A PDR expresses the position of a country according to a specific topic of the agenda of each committee. The PDR should reflect the main interests and concerns on a given issue that a country wishes to propose to the General Assembly.

PDRs consist of four basic sections. The **first section** is the Title, which should introduce the action proposed by the PDR. It is easy to imagine the title being the first thing you write down, as well as the last section you polish before submitting the PDR for review. The **second section** is the Preamble. This section details the background of the resolution; why it is important, what has been done in the past, and the extent of

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<sup>3</sup> Resolutions issued by the United Nations' Security Council are mandatory for Member States.



the problem. This is where offices of the OAS are referred to, as well as previous resolutions and documents issued by the OAS. This section sets up the rationale for the action called “operative” or “resolve” clauses, which is the **third section** of the resolution. These are the actual steps to be taken. The Resolves Clauses are your statements of what it is you hope to accomplish should this resolution pass, and they form the substance of the debate in the committee. The **fourth section** of the PDR is the signatures of those countries who support the proposed draft resolution.

Article 36 of the Rules of Procedure states that: “Items for consideration in committee sessions normally shall be in the form of Proposed Draft Resolutions (PDRs). Each Delegation may present one resolution per Delegation per committee. Delegations may have additional resolutions in waiting; if a Committee completes its consideration of all PDRs it may consider additional resolutions on a one resolution per Delegation basis. If a Delegation submits two items in one committee, the two items must focus on different agenda topics.”

#### **A. The PDR’s contents**

A PDR summarizes the essential and relevant information related to a specific agenda topic and reflects the country’s position on that topic. The information contained in a PDR must be organized into specific sections as outlined in this document. When developing a PDR, the author/s of a PDR, as well as the Faculty Advisor, must ensure that the PDR adheres to the following:

- PDRs must cite the OAS Charters, conventions, protocols, documents, passed OAS resolutions, and rationales. These documents must be quoted properly.
- When necessary, the PDR has to indicate appropriate sources and methods of funding.
- The PDR must be consistent with OAS issues, organizations, and regulations.
- The PDR must be consistent with current and existing statistics and data.
- The PDR must be consistent with the country’s, region’s and hemisphere’s concerns.
- The PDR must be pertinent to the Agenda Topic.
- The PDR must be specific, well-defined and workable, as well as realistic and creative.
- Finally, the PDR has to make clear what individual, body, or institution is to carry out the action.

The following is an explanation of the four sections of a PDR:

#### **1. The Title**

All PDRs begin with a title (**first section**), which refers to the main proposal and it is directly linked to the operative clauses. ***There must be a connection between the title and the Resolves clauses on a specific matter.*** The title has to be written in bold capital letters, 12 point font size and centered. Below are examples of titles:

**STRENGTHENING INTERNATIONAL DEMOCRACY DAY THROUGH  
EDUCATION**

**PROMOTE PEACE BUILDING THROUGH SPORTS PROGRAMS BY  
FOSTERING EDUCATION AND GENDER EQUALITY AMONG CHILDREN  
AND YOUTH**

**SUSTAINABLE DEVELOPMENT OF NEW BUILDINGS  
IN THE WESTERN HEMISPHERE**

**2. The Preamble.**

**Definition**

The Preamble refers to the background information about the issue being proposed by a country. It provides the reasons (the rationale) for the action to be taken.

**General Standards for Headings**

Special language introduces each statement of the Preamble and is specific to the situations and quotes presented. This language is called a “heading.”

The first heading which may be used is “**HAVING SEEN**”. This heading introduces the main OAS documents related to the agenda topic being proposed by the country. Here, the OAS Charter, the Inter-American Democratic Charter and other OAS Treaties and Agreements may be quoted. **Only treaties and agreements - not resolutions - are included in this heading.** Here is an example from the OAS:

**HAVING SEEN:**

Article 2(b) of the Charter of the Organization of American States (OAS), which establishes as one of its main purposes to: “promote and consolidate representative democracy, with due respect for the principle of non-intervention”;

Article 47 of the OAS Charter, which states that “The Member States will give primary importance within their development plans to the encouragement of education, science, technology, and culture, oriented toward the overall improvement of the individual, and as a foundation for democracy, social justice, and progress”;

Article 49 of the OAS Charter, which claims that “The Member States will exert the greatest efforts, in accordance with their constitutional processes, to ensure the effective exercise of the right to education (...);”

Article 16 of the Inter-American Democratic Charter, which asserts that “Education is key to strengthening democratic institutions, promoting the development of human potential, and alleviating poverty and fostering greater understanding among our peoples”;

Article 27 of the Democratic Charter, which emphasizes that “Special attention shall be given to the development of programs and activities for the education of children and youth as a means of ensuring the continuance of democratic values, including liberty and social justice”;

Another heading which is common to use is “**CONSIDERING**”. Under this heading, a description of a situation, a problem or an event from the past or present is commonly used. Other headings like “**REALIZING**”, “**BEARING IN MIND**” or “**NOTING**” are used in the same way to underscore a specific situation which might be positive or negative. If you wish to note something highly positive, you may use “**NOTING WITH SATISFACTION**” or “**FULLY AWARE OF**”. For instance:

**CONSIDERING:**

That the regular practice of a sport or a physical activity not only gives children the possibility to improve their health and nourish their mind, but also makes a more effective contribution to the inculcation of fundamental human values which are closely related to the exercise of democracy;

That physical education instills in minors the spirit of self-reliance, self-confidence, justice, fair play and teamwork and also enables them to follow other values such as discipline, honesty, integrity, loyalty and even patriotism;

**NOTING:**

That the PAHO provides technical cooperation and mobilize associations to improve health and life quality over the countries of the Americas, as approved by the Permanent Council in the Resolution CP/RES. 797 (1293/01);

Another frequently used heading is “**TAKING INTO ACCOUNT**” or “**TAKE INTO CONSIDERATION**” or “**ACKNOWLEDGING**” and introduces official documents from other international organizations, like the United Nations, the Pan-American Health Organization, the International Labor Organization, among many others. This is an example:

**TAKING INTO ACCOUNT:**

The Resolution of the United Nations AG/RES/63/217 (2009) “Natural Disasters and Vulnerability”, which recognizes that “each State has the primary responsibility for its own sustainable development and for taking effective measures to reduce disaster risk, ... and stresses the importance of regional and international cooperation and partnerships to support those national efforts;

Additional headings used frequently include “**REAFFIRMING**”, “**UNDERLINING**” or “**EMPHASIZING**”. These headings refer to something that expresses the willingness to do a special thing, something that was done before (an agreement, a meeting, a summit, etc.), or when you bring up the spirit of something done. Likewise, you can use the word “**RECOGNIZING**”, which is generally used to describe a negative situation or an unfinished task.

**RECOGNIZING:**

CISCO’s comprehensive research conveying the positive correlation between a country’s economic growth and increased education, and Edward L. Glaesar’s findings that stable education is necessary for the stability of a democratic government;

A CFBT study, in which it was found that on average every year in the Americas 5.4 million children repeat their grade each year and that the cost for every 1 million is estimated to be \$1 billion, and that according to the Unit for Social Development and Education’s report that a main factor for grade repetition is poor teacher quality;

That in Latin America there are estimated of 520 indigenous societies and they represent around million people, with 300 different languages, making necessary to further develop educational material and methods that responds to the primary education needs of indigenous communities;

On the other hand, the headings “**CONSCIOUS**” and those involving “**CONCERN**” are used to express a serious problem; that is to say, a negative reality which affects the Member States, their populations or a region:

**DEEPLY CONCERNED:**

Regarding the high risk of the 2015 Millennium Development Goals not being met acknowledging that currently “70 million school-age children are not in school”;

With the knowledge that illiteracy is still holding back more than 120 million young people globally,

Finally, the heading “**RECALLING**” is used to quote resolutions from the General Assembly, the Permanent Council, and other offices of the OAS. Reports and other official documents from the OAS offices are quoted under this heading as well. When referencing a Resolution, you quote it under “**RECALLING**” as follows: when citing a document from the General Assembly, use, for example, AG/RES. 1080 (XXI-

O/91). For documents issued by the Permanent Council, use the following: CP/RES 095 (XXI-O/96). Any such document so cited must also indicate the analytical connection of the document to the argument of the draft resolution. RECALLING specifically suggests precedence, or inherency, whereas HAVING SEEN implies direct, immediate use of the ideas contained therein.

**RECALLING:**

Report A/67/443, Agriculture development and food, UN General Assembly. Agenda Item 26. 17 December 2012, which....;

CFS 2012/39 Final report, Committee on world food security, Thirty-ninth Session, Rome, Italy, 15-20 October 2012, which....;

AG/DEC. 69 (XLII-O/12), Declaration of Cochabamba on “Food security with sovereignty in the Americas”, 5 June 2012, which....;

AG/RES.2757 (XLII-O/12), Excessive commodity price volatility and its consequences for food security and sustainable development in the Americas, June 5, 2012, which...;

### **Sources for the Preamble**

There are many sources of information to help students learn about their assigned country and research is essential. The OAS official documents are fundamentally important tools for understanding the OAS structure and its main functions. The OAS site includes all of the official information and updated documentation relevant to hemispheric affairs. For more information, read the previous chapter.

### **3. Operative Clauses**

#### **Definition**

This part of the PDR is linked to the actions to be taken as indicated in the PDR's title - the operative part of the draft resolution. With each clause, the resolution moves from the general to the more specific. Each operative clause begins with a verb in the infinitive form. The verbs used vary depending on the needs or purposes proposed and must accord with the OAS' purview.

## **Formal Language**

All operative clauses must be written in a formal language and in the third person. This means no use of the pronouns “we”, “you”, “I”, “our” or any derivations thereof. Furthermore, the diplomatic language used employs verbs of varying intensity. Some examples include:

- **Mild:** to congratulate, commend, acknowledge, praise.
- **Moderate:** to advise, ask, request, recommend, study, suggest, continue, reiterate, call upon, declare.
- **Active:** to propose, establish, form, create, amend, employ, set, provide, designate, instruct, initiate, increase, decrease.
- **Forceful:** remember that the OAS or any Member State cannot give **ORDERS TO GOVERNMENTS**. Common forceful verbs include: to strongly urge, require, authorize, eliminate, exempt.

Usually, active verbs are used to explain the main proposal. Moderate verbs are set to put into practice the main proposal, while mild verbs are commonly used to introduce the proposal itself and appear in the first or second operative clause. Forceful verbs are not recommended unless it is necessary to emphasize something especially important that involves the entire hemisphere or a significant number of countries or population. Here is an example:

---

### RESOLVES:

1. To congratulate the Inter-American Committee on Natural Disaster Risk Reduction (IACNDR) for the efforts and accomplishments made to reduce vulnerability and to increase the resilience of Member States.
2. To urge the General Secretariat and the Member States to continue to support the role of the IACNDR, as stated in resolution 1682 (XXIX-O/99), in its endeavors to expand the organization's role in natural disaster prevention, risk mitigation, and responses, in order to offer more efficient and specialized help to victims of natural disasters in the Western Hemisphere.
3. To recommend the creation of a new committee, the Natural Disaster Relief Budgetary Committee (NDRBC), as a subcommittee under the administrative supervision of the IACNDR, which will oversee the appropriate allocation of funds to Member States after natural disasters, and be characterized by oversight, transparency, and the effective coordination of funds and whose chief functions will consist of the following:
  - a. After the affected country(s) accepts the aid from this committee, and after these has been communication with all other organizations involved in the

- relief process, the subcommittee will then decide what action(s) to follow with.
- b. That the IACNDR, the Department of Sustainable Development (DSD) and respective Members States' departments concerning natural disaster risk management will aid the NDRBC to promote stronger relations for the purpose more efficient and well-used channels of communication and allocation of the funds by offering valuable input on previous natural disasters, their effects, and the efficient and successful programs and activities done thereafter.
  - c. The committee will, following their investigation, emit an “Emergency Plan of Action” (EPA) composed by specific recommendations addressed to the OAS and its Emergency Missions, that coordinate the adequate use of financial resources, ensuring that they will be spent exclusively on disaster relief and early response actions and that will be issued in order to create transparency within the committee.
  - d. The NDRBC shall meet once again after the emergency situation has been aided to the best of the committee’s abilities, in order to evaluate the policies applied and to collect lessons learned so that they may be implemented for future events. All of this information should be compiled in a “Post-Disaster Assessment” document.
4. To request that the NDRBC shall consist of a team of seven members who fulfill the following criteria:
    - a) Five independent experts, such as any member with prior experience in emergency response or disaster relief, and/or any member with budgetary or financial expertise, elected by simple majority at the General Assembly whose elections shall be considered among a pool of independent experts proposed by the IACNDR.
    - b) Two formal and non-permanent observers elected by the ambassador to the OAS of the affected Member State and a representative assigned by the IACNDR.
  5. To instruct all OAS entities, especially the Inter-American Committee for Emergency Situations, who handles the Inter-American Emergency Aid Fund (FONDEM), to cooperate to the fullest extent with the IACNDR and DSD to avoid duplicating work and to maximize resource allocation.
  6. To request additional funding come from volunteer donations from Member States, Permanent Observers, United Nations Development Program, World Bank, International Federation of Red Cross, Pan American Health Organization, Caribbean Development Bank, and other Non-Governmental Organizations.
  7. To recommend that the time frame for the proposed resolution be the creation of the subcommittee under IACNDR election proposals in the following two months and the general assembly election of the five members in the following three months with an absolute deadline set for DEC. 31, 2013.
-

#### **4. Signatures**

For a PDR to be considered in committee, it must have five co-signatories from Members of your committee, or, in the case of working group draft resolutions, the total of co-sponsors (authors) and co-signatories must total six.

Signatures for all resolutions may be obtained during the e-Model itself. Each Delegate who signs on to a PDR becomes a sponsor and is obliged to vote for it, unless it is amended (for more information, see the Rules of Procedure). It will be the responsibility of the committee Rapporteur to verify the signatures from the electronic PDR.

#### **B. Formatting of PDRs**

It is very important that each Delegation respect formatting and punctuation when writing a PDR. While the preamble and the operative clauses are the spirit of the PDR, the formatting constitutes the body, and it is intended to show the structure of the PDR.

Each section is indented on the first line, and is a single-spaced paragraph followed by a semicolon. Each section may have multiple clauses (paragraphs). Double spacing between sections is required. The next to last section includes an "and" after the semi-colon. The last section ends with a comma.

The Operative Clauses (Resolves) end with a period.

Acceptable fonts are Times New Roman or Arial. The PDR title font size must be 12 points with 11-point fonts used for the rest of the draft resolution.

Additional formatting requirements for PDRs:

##### **1. General Formatting**

Submit on US letter size paper (8.5" x 11"): Go to "page set-up" and switch to US letter. Do not submit resolutions formatted on A-4 paper.

Use default 1" left and .7 right margins. Do not change them.

If you cut and paste from other documents, use "paste special" and "paste and match style" or "paste unformatted text." Each PDR will be assigned a separate channel on the committee's Teams platform and will be in pdf format and will have a fill in signatory section. Once five signatures have been recorded (or six for a working group resolution), no additional signatures can be added.

##### **2. Formatting Operative Clauses (Resolves)**

ALL numbers are at the left-hand margin.



Do not use tabs in resolves or anywhere else when you can avoid it.

Use the default outline function that appears when you type a number in, hitting the tab key to move to numbered sub-clause (e.g. a,b,c, i, ii, iii.)

If the outline function does not appear when you type a number, go to “Format,” then “Bullets and Numbering”. Choose “Outlined Numbered” and then the appropriate outline number sequence.

Do not type in numbers and letters and then indent or tab to where it looks right. Always use outline format.

### **3. Final Signatures**

Each PDR will be assigned a separate Channel in the Standing Committee’s Teams platform. The channel will contain a PDF copy of the PDR text and a separate SIGNATURE FORM – a MS WORD document where delegates who support your resolution may sign in support of the resolution. Delegates will do this by typing in their name and the country they represent in the document and saving the document. Once five signatures (or the requisite number for a Working Group resolution) have been recorded no additional signatures can be added.

**NOTE:** *Check resolutions against the attached model (in the “PDR Sample” section below) for punctuation and formatting, especially for punctuation in the sub-clauses resolves. (You may wish to print both your PDR and the example to make certain your PDR is formatted correctly.)*

### **C. Beyond PDRs**

#### **1. Working Group PDRs**

A Working Group PDR means that two or more Delegations have proposed a similar action to be taken in reference to the same item on the committee’s agenda. If this is the case, the Delegations must work together (and use their negotiation skills) to create a single PDR.

Article 42 of the rules of procedure describes how these working group PDRs are to be treated:

*“Article 42 – Working Groups After Proposed Draft Resolutions are submitted, at the discretion of the faculty reviewer(s), two or more PDRs may be considered appropriate for a Working Group. In this case, Delegations in the Working Group will caucus together to produce a joint proposal in the form of a co-sponsored PDR. The resulting Proposed Draft Resolution will now be co-sponsored by at least two, and perhaps more, Delegations.*

*PDRs produced by a Working Group require a total number of signatures equal to at least six Delegations, which includes the members of the Working Group (who are the co-sponsors), plus sufficient other co-signatories to total at least six Member States. Co-signatories to a Working Group PDR are bound by the provisions in*

*Article 41.*

*Working Group Proposed Draft Resolutions, once prepared by the Delegations and signed by a Faculty Advisor from one of the Working Group Delegations, shall be reviewed by a Faculty Review Panel during the General Assembly.*

*Delegates assigned to a Working Group may not re-submit their original individual Proposed Draft Resolution. The members of the Working Group will select the primary presenter for the PDR; the primary presenter will give the Proponent Statement during debate on the PDR, and will normally respond to questions during the Question Period.*

**2. Amendments**

By definition, an amendment implies a change made to a PDR with the purpose of improving it. When a Delegation proposes an amendment to another Delegation's PDR, the intent is to change an operative clause (or a part of it) by adding, changing or deleting information. Amendments should not change the spirit of the PDR; they are used in a positive way to improve it.

Articles 59 to 63 of the rules of procedure describe the procedural treatment of the amendments during the debate in the standing committees.

*“Article 59 – **Amendments**. At any time during the consideration of a Proposed Draft Resolution, a motion may be made to amend it by a Delegate on the Speakers List speaking against the Proposed Draft Resolution. The text of proposed amendments must be submitted to the Rapporteur using the PDF fill in amendment form which is available on the Committee's amendment channel. The Chair will share the screen of the proposed amendment during debate if approved for form and substance.*

*If the amendment fails, the Delegate may continue to use his or her allotted time on the Speakers List. Normally consideration of an amendment should be consistent with Articles 45 and ff., as appropriate. A simple majority is required to approve draft amendments.”*

*“Article 60 – **Consideration of Multiple Amendments**. When multiple amendments to a PDR or amendment are presented to the Chair, as noted in Article 58, the consideration of each draft amendment shall be undertaken consistent with the Speakers List. All Delegations, regardless of their status as co-sponsors or co-signatories, may vote in favor of draft amendments.”*

*“Article 61 – **Amendments and Co-Signatories**. The adoption of an amendment to a Proposed Draft Resolution releases co-signatory from their obligation to vote in favor of the proposal.”*

*“Article 62 – **Excluding Amendments**. A proposed amendment shall be considered by the Committee only when it constitutes an addition to, or deletion from, the PDR, or if it seeks to change part of the PDR. A motion that would totally change the*

*original intent of the proposal or that is not directly related to it, shall not be approved for form and substance, at the discretion of the Chair. When a proposed amendment necessarily implies the exclusion of another previous amendment, as determined by the Chair, the newly proposed amendment shall not be put to consideration or a vote.”*

*“Article 63 – **“Friendly Amendments”**. All amendments must follow these procedures. No “friendly amendments<sup>4</sup>” are permitted.”*

#### **D. PDR template**

The next pages illustrate a template for formatting a PDR. Please note the arrangement and placement of each section and follow the instructions on punctuation (in red) for formatting a PDR.

---

<sup>4</sup> A friendly amendment is an amendment to a PDR under debate that is perceived by all delegates as an enhancement to the original PDR, but it only intends to clarify something, without amending anything relevant, which indeed may improve the PDR.

## TITLE BOLD AND CENTERED

XXXX Committee

Topic No. # of the Agenda

Draft Resolution Presented by the Delegation of **your country**

THE GENERAL ASSEMBLY, [followed by a comma]

SECTION HEADING: [followed by colon, then hard return]

[tab] “This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble.”; [ends in semi-colon, double return, space between clauses]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble; [ends in semi-colon, double return, space between clauses]

SECTION HEADING: [followed by colon, then hard return]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. [ends in semi-colon, followed by the word “and” when the next to the last section, double return, space between clauses]

SECTION HEADING: [followed by colon, then hard return]

[tab] This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble. This is preamble, [final clause ends in comma]

RESOLVES: [followed by colon, then hard return]

1. This is an operative clause that ends in a period. Each single operative clause always ends in period.
2. This is **one form** of operative clause that requires sub-clauses, so this first part ends in a colon:
  - a. This is a sub-clause within the operative clause ending with a period.

- b. This is a sub-clause within the operative clause that requires more sub-clauses and so ends with a colon:
    - i. These sub-clauses end in a period.
    - ii. These sub-clauses end in a period.
  - c. This is a sub-clause within the operative clause ending with a period.
  - d. This is the last sub-clause within the operative clause that ends with a period.
3. This is a **second form** of operative clause that requires sub-clauses, so this first part ends in a colon:
- a. This is a sub-clause within the operative clause that ends with a semicolon;
  - b. This is a sub-clause that requires more sub-clauses, so it ends in a colon:
    - i. These sub-clauses end in a semi-colon;
    - ii. These sub-clauses end in semi-colon, and as the second to last so has an “and”, **and**
    - iii. This is the final sub-clause so ends in a semi-colon;
  - c. This is sub-clause ends with a semicolon, and as the next to last so requires an “and”; **and**
  - d. This is the last sub-clause that finishes this entire operative clauses so ends with a period.
4. This is the final sub-clause.

Hit a hard return here and then insert “section break.” Cut and paste the signature segment below. Make sure it doesn’t end up alone on a page with no text. Be sure to upload the proposed amendment to the Amendment Channel on your committee before the start of debate on that PDR.

Approved for form and substance: \_\_\_\_\_  
(Signature of Faculty Advisor)

Cosignatories: 1. \_\_\_\_\_  
(Signature of Delegate) (Country Represented)

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Please refer to the information about how to attach your signature on pages 24-25.

**E. PDR sample**

**CONFERENCE ON THE PROTECTION OF MIGRANTS' HUMAN RIGHTS  
IN THE AMERICAS**

First Committee

Topic No. 2 of the Agenda

Draft Resolution Presented by the Delegation of Saint Vincent and the Grenadines

THE GENERAL ASSEMBLY,

HAVING SEEN:

The Preamble of the Charter of the Organization of American States (OAS), which affirms that the States' "welfare and their contribution to the progress and the civilization of the world will increasingly require intensive continental cooperation" and that "the historic mission of America is to offer to man a land of liberty, a favorable environment for the development of his personality and the realization of his just aspirations";

Article 2 (f) of the OAS Charter, which establishes as one of its main purposes "To promote, by cooperative action, their economic, social, and cultural development";

Article 3 (l) of the OAS Charter, which states that "The American States proclaim the fundamental rights of the individual without distinction as to race, nationality, creed, or sex";

Article 45 of the OAS Charter, which declares that "All human beings, without distinction as to race, sex, nationality, creed, or social condition, have a right to material well-being and to their spiritual development, under circumstances of liberty, dignity, equality of opportunity, and economic security";

Article 9 of the Inter-American Democratic Charter, which asserts that "The elimination of all forms of discrimination, especially gender, ethnic and race discrimination, as well as diverse forms of intolerance, the promotion and protection of human rights of indigenous peoples and migrants, and respect for ethnic, cultural and religious diversity in the Americas contribute to strengthening democracy and citizen participation";

Article 15(a) of the Social Charter of the Americas, which stresses that "Member States recognize the contributions of indigenous peoples, afro-descendants, and migrant communities to the historical process of the Hemisphere and will promote recognition of their value";

RECALLING:

AG/RES 2738 (XLII-0/12), "Strengthening the Topic of Migration in the OAS: Establishment of the Committee on Migration Issues", which creates the Committee on Migration Issues as the main forum of the OAS in charge of the migratory subject under the Inter-American Council of Integral Development;

AG/RES. 2729 (XLII-O/12), “The Human Rights of Migrants, Including Migrant Workers and Their Families”, which reaffirms the importance of guaranteeing the protection of migrants’ human rights, including migrant workers and their families;

AG/RES. 2608 (XL-O/10), “Migrant Populations and Migration Flows in the Americas”, which emphasizes not only the importance of the discussion of migrant populations and migration flows in the Americas, but also the need for the analysis of migration causes and its impact on Member States;

APPLAUDING:

The efforts made by the OAS Migration and Development Program (MIDE) to promote migrants’ rights through the fostering of public policies, legislation and the exchange of better practices among Member States;

The progress made by the OAS Special Committee on Migration Issues (CEAM) in educating and promoting the benefits of migration for development, in respecting migrants’ human rights, and enhancing cooperation among Member States regarding migration issues;

The work developed by the Rapporteurship on the Rights of Migrants, of the Inter-American Commission on Human Rights (IACHR), through the promotion and generation of awareness among Member States on the migrants’ human rights;

TAKING INTO ACCOUNT:

The American Declaration on Rights and Duties of Man, which proclaims that all persons are equal under the law and have the same rights and duties yielded in such Declaration, without distinction as to race, sex, language, creed or nationality;

The American Convention on Human Rights, which recognizes that “the essential rights of man are not derived from one’s being a national of a certain State, but are based upon attributes of the human personality”;

The Plan of Action of the Fourth Summit of the Americas, held in Mar del Plata, Argentina in 2005, which states to strengthen and establish collaboration mechanisms among countries of origin, transit and destination of migrant workers in the Hemisphere in order to disseminate information about the labor rights of migrant workers;

The Declaration of the Fifth Summit of the Americas, held in Port of Spain, Trinidad and Tobago in 2009, which reaffirms the importance of fully protection of human rights of migrants regardless of their immigration status, and observance of the labor laws applicable to them, including the principles and labor rights embodied in the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work;

The Universal Declaration of Human Rights, which states that “everyone has the right to freedom of movement and residence within the borders of each state” and that “everyone

has the right to leave any country, including his own, and to return to his country” according to his will;

CONSIDERING:

That migration is a universal phenomenon, which constitutes a manifestation of integration processes and globalization, and should be examined from a multilateral and multidimensional perspective, including the social, economic, political and cultural spheres;

That Member States should work together in order to seek an effective solution for illegal migration, which constitutes one of the most serious and controversial concerns currently faced by the nations of the Americas;

That migrant workers usually move to countries with higher levels of development, in searching of better job opportunities, a better quality of life and to overcome adversity;

That the OAS plays a substantial role in the protection and promotion of migrant workers’ rights, providing support to the integration process; and

EMPHASIZING:

That every country in the Hemisphere is a country of origin, transit, destination, and/or return for migrants and has the authority to regulate the migration of persons entering its territory in accordance with its obligations under applicable international law, including international human rights law and international humanitarian law;

That migration policies and initiatives should promote comprehensive approaches that take into account the causes and consequences of the phenomenon of illegal migration in the Hemisphere, as well as the full respect for the human rights and fundamental freedoms of migrants,

RESOLVES:

1. To congratulate the Inter-American Council for Integral Development (CIDI) for the efforts and accomplishments made to promote genuine cooperation among Member States to achieve integral development, through the Committee on Migration Issues (CAM).
2. To encourage Member States to renew the commitments endorsed in the Cooperation Agreement signed in October 2009, between the OAS and the International Organization for Migration, regarding international Migration Law, Labor Migration, Combat Human Trafficking; Human Rights of Migrants; Democracy Strengthening, Education for Migrant Youth and Children.
3. To convene an “Inter-American Conference on the Protection of Migrants’ Human Right in the Americas”, that shall be arranged by the Department of Conferences and Meetings Management within six months since the approval of the present draft resolution.



4. To suggest that the Conference address but not be limited to:
  - a) An in-depth discussion of the current situation of migration in the Hemisphere, recognizing the magnitude of migration on citizens and its development impacts.
  - b) The importance of the application of effective instruments to ensure the protection of migrants' human rights, including migrant workers and their families, with special emphasis on migrant women, children, and adolescents, regardless of their immigration status.
  - c) The urgent need of cooperation among Member States, through treaties and institutions involved, towards a future harmonization of legislation on migration.
  - d) The significance of database design for accurate and updated information on migration to foster the strengthening of institutional capacities, cooperation activities, and the exchange of best practices among States.
  - e) Member States' support to the Temporary Work Programs and Education of Migrant Children and Youth, both initiatives of the MIDE, by facilitating migrants and their families an easy access to work without distinction.
5. To request the IACHR to participate in the preparation of the Conference by offering its experience in this field.
6. To instruct the CEAM to prepare a report about the main causes of migration in order to understand international flows of people by identifying the connections between the social, economic, political and cultural factors related to them and to discuss it in the proposed Conference.
7. To invite all Member States, Permanent Observers, Governmental Organizations (GO's) and Non-Governmental Organizations (NGO's) dealing with these issues to participate in this Conference.
8. To request the Secretary General to produce a report on the Conference results that will be presented to the next General Assembly and to publish it in the OAS website.
9. To fund this Conference with resources allocated in the CIDI's budget.

Approved for form and substance

\_\_\_\_\_  
(Signature of Faculty Advisor)

Cosignatories: 1.

\_\_\_\_\_  
(Signature of Delegate)

\_\_\_\_\_  
(Country Represented)

2.

\_\_\_\_\_

\_\_\_\_\_

3.

\_\_\_\_\_

\_\_\_\_\_

4.

\_\_\_\_\_

\_\_\_\_\_

5.

\_\_\_\_\_

\_\_\_\_\_

## V. Guidance on debating PDRs

### A. Standard Modus Operandi for Delegates and Officers to debate PDRs

The following is a basic explanation of the *modus operandi* of a WMOAS debate<sup>5</sup>. This tool, together with the rules of procedure, among other documents, will help you to understand how the sessions are conducted.

Different colored fonts in the following paragraphs help to explain to explain the date: **RED** represents the Chair's dialogue, **BLUE** the Delegate's dialogue and in *Italics*, you will find some clarifications.

#### Chair:

Good Morning Delegates, the \_\_\_\_\_ Committee opens its session.

Rapporteur, please call the roll.

*The rapporteur will call the roll according to the order of precedence and when his/her country is called, the Delegate answers:*

#### Delegate:

##### Present and voting

*At this point, the Chair and/or Rapporteurs must check if there is a quorum to debate. At least 2/3 of the registered Delegations must be present and voting for debate to proceed.*

At this time the Chair moves to explain the *modus operandi* approved in the Plenary Session, which is based on:

- Two minutes for the main presentation.
- Three questions (with only one extension on the Question Period allowed).
- Three speeches in favor and three speeches against (no more than two minutes each).
- And the same procedure for amendments.

*The aforementioned modus operandi applies to all Committees. It may be changed only by the Coordinators.*

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<sup>5</sup> These sentences are not mandatory. They represent a general or basic structure of a debate.

**Chair:**

The first resolution to debate is: *PDR's Title* \_\_\_\_\_  
Presented by the Delegation of \_\_\_\_.

Rapporteur, please, read the resolves.

**Chair**

The Delegate of \_\_\_\_\_ has two minutes now to introduce the present draft resolution.

OR

The Chair now recognizes the Delegation of \_\_\_\_\_ to present its draft resolution. Delegate you have two minutes.

OR

The Delegation of \_\_\_\_\_ is now recognized to speak for the draft resolution for no more than two minutes.

*The Delegate has the floor and turns on their microphone and starts his/her speech. If the Delegation's speech is shorter than 2 minutes, the Delegate should state the following phrase at the end of the speech:*

The Delegation of \_\_\_\_\_ would like to yield its remaining time to the Chair.

*Once the proponent speech has concluded, the Delegate who has presented the PDR turns off their microphone and the chair calls for questions.*

**Chair:**

Are there any questions for the Delegation of \_\_\_\_\_?

OR

*Is there a question on the floor to the delegation of \_\_\_\_\_?*

Delegate of \_\_\_\_\_ (the Chair chooses three Delegates, according to the approved *modus operandi*). Then the Chair gives the floor to the first Delegate, and this Delegation turns on its microphone.

**Chair:**

To what point does the Delegate rise?

**Delegate 1:**

The Delegation of \_\_\_\_\_ wishes to ask/propose a question to the Delegation of \_\_\_\_\_.

**Chair:**

That's in order. Proceed.

*If the period of time is limited, the chair may simply invite the Delegate to state the question directly:*

**Chair:**

Delegation of \_\_\_\_\_, state your question directly to the Delegation of \_\_\_\_\_

*In both cases, once the Chair gives permission, the Delegate asks the question in a question form.*

**Chair:**

Does the Delegate of \_\_\_\_\_ understand the question and wish to respond?

**Delegate 2:**

Yes, Chair. (The Delegate answers the question.)

OR

No Chair, would the Delegate repeat/rephrase the question?

*In the second case, the Chair will invite the Delegate with the question to repeat or rephrase the question asked and will repeat the previous step. Once the question is understood, the Chair will give permission to the other Delegation to answer it, and will continue.*

**Chair:**

Delegate of \_\_\_\_\_, did the Delegation of \_\_\_\_\_ answer your question?

**Delegate 1:**

Yes, thank you Chair.

OR

No Chair, would the Delegation of \_\_\_\_\_ repeat/rephrase the answer?

*In this case, the Chair will ask the responding Delegate to repeat/rephrase the answer.*

*(If the same Delegate would like to ask another question, he/she may say “May the Delegation ask a follow up question?”. Then the Chair decides to give him/her the floor or not. Follow up questions must be linked to the immediate question asked before. The Chair will not accept unrelated questions at this point.*

*The Chair will repeat the same procedure in each case with the Delegates chosen at the outset of questioning.*

*Once the question period is exhausted, the Chair could call for motions. The chair may not initiate any motions him or her-self.*

**Chair:**

Is there a motion on the floor? (If several Delegates raise their placards the Chair will choose one of them.)

Delegate of \_\_\_\_\_?

**Delegate:**

The Delegation of \_\_\_\_\_ would like to propose a motion to extend the questions by 1-3 questions. (In the event that the Delegate does not say how many questions s/he is requesting, the Chair must ask him/her for that information.)

**Chair:**

Is there a second to this motion? Any objection?

*If there is an objection, the Chair must move to vote on the motion, which will be approved by a simple majority. If there are no objections, the Chair will continue. It is understood that the motion passes without voting on it.*

**Chair:**

The question period is now extended by \_\_\_\_\_ questions. (The Chair repeats the previous procedure.)

*Once the question period is exhausted,*

**Chair:**

Is there an objection to passing this resolution by Consensus? (The Chair waits the Delegates' answer. Generally, there are objections, allowing the PDR to be debated.)

Seeing there is an objection, the Chair now moves to open/create a Speakers' List. All those Delegates who wish to speak in favor of the present draft resolution please communicate this in the appropriate manner (TBD).

*The Chair chooses 3 Delegations (according to the approved modus operandi) to speak in favor and recognizes them alternately with delegates opposed.*

**Chair:**

Those Delegations who wish to speak against (or in opposition) to the present draft resolution, please communicate this in the appropriate manner (TBD).

*The Chair chooses 3 Delegations (according to the approved modus operandi) to speak against and identifies them. While it is ideal to keep a balance with an equal number in favor and opposed, this may not always be possible. If this does not happen, the debate may proceed according to the Rules without balance and delegates may even extend the Speakers List. The goal is to encourage debate not "balance" voices on a topic.*

**Chair:**

The Delegation of \_\_\_\_\_ has two minutes to speak in favor of the present draft resolution (or to speak against of the present draft resolution).

OR

At this time, the Chair recognizes the Delegation of \_\_\_\_\_ to speak in favor/against the present draft resolution for two minutes.

*If the Delegations speak for less than the 2 assigned minutes, they should remember to yield the remaining time back to the Chair. The Chair will choose one in favor and then one against, and respect that sequence until all of the chosen Delegations have spoken.*

### Amendments

*To present an amendment, the Delegate must get on the speakers' list **against the PDR** and send a written amendment to the Chair through the designated Amendment Channel. The Amendment must be submitted on the official Amendment Form. The Chair must approve the amendment for form and substance. Then the Chair recognizes the Delegation and the Delegate presents the amendment:*

#### **Delegate:**

The Delegation of \_\_\_\_\_ has presented an amendment.

#### **Chair:**

The amendment has been approved for form and substance. Rapporteur please read the amendment.

OR

The amendment has not been approved for form and/or substance. The Delegation may choose between yielding its time back to the Chair or speaking against the PDR.

*If the amendment is approved by the Chair for form and substance, the Chair will ask the Rapporteur to read the amendment. An amendment that would significantly change the original intent of the Proposed Draft Resolution or that is not directly related to it, shall not be approved in substance at the discretion of the Chair.*

*Next, the Chair asks if the Amendment proposed is clear. If not, the Chair will ask the Rapporteur to read it again.*

The procedure for the amendment is usually the same as that used for debate of a PDR (3 questions, 3 speeches in favor and 3 against). Again, balance is preferred but not mandatory

Once the question period and the speaker list are exhausted, the Chair conducts a Roll Call Vote on the presented amendment.

**Chair:**

All Delegations that wish to vote in favor of the present amendment please respond with “Aye?”. *(The Chair counts the votes.)*

All Delegations that wish to vote against the amendment please respond with “Nay”. *(The Chair counts the votes.)*

Abstentions? Please respond with “Abstain” *(The Chair counts the votes.)*

The amendment passes by \_\_\_\_\_ votes in favor. \_\_\_\_\_ Votes against and \_\_\_\_\_ abstentions

OR

With \_\_\_\_\_ votes in favor, \_\_\_\_\_ votes against and \_\_\_\_\_ abstentions this amendment fails/or does not pass.

*In the event that there is an abstention, the Delegation may, but **is not obligated**, to explain its abstention. If the delegation makes a point of order to explain its vote:*

The Chair now recognizes the Delegation of \_\_\_\_\_ to explain its abstention.

*Once the debate on the amendment has ended, the regular debate continues with the next speaker in the original list.*

*If the amendment passes, the Delegates and the Chair will refer to the as the “amended\_PDR”. If the PDR has been amended, the Chair will inform the co-signatories that they are released from voting in favor of the amended PDR.*

**Chair:**

Returning to the original Speakers’ List, at this time the Chair recognizes the Delegation of \_\_\_\_\_ to speak in favor of the amended PDR.

*Once the speaker list is exhausted, the Chair continues:*



**Chair:**

At this time, the speaker list is exhausted, is there a motion on the floor?

**Chair:**

At this time seeing none, the Chair now moves to a vote on the (amended) draft resolution presented by the Delegation of \_\_\_\_\_. (In case the PDR is amended, the Chair will identify both Delegations.) The Chair would like to remind the co-signatories that they are released from a vote in favor of the present amended PDR. (In the event of an amended PDR.)

The Chair will call for a Roll Call Vote. Delegations

All Delegations that wish to vote in favor of the (Amended) Resolution please respond with "Aye". (The Chair counts the votes.)

All Delegations that wish to vote against the (Amended) Resolution please respond with "Nay". (The Chair counts the votes.)

Abstentions? Please respond with "Abstain"

The resolution passes/fails by \_\_\_\_\_ votes in favor, \_\_\_\_\_ votes against and \_\_\_\_\_ abstentions (or by acclamation).

Congratulations Delegate of \_\_\_\_\_ (For a resolution that passes.)  
If the PDR is an amended PDR, the Chair will identify both Delegations.

*In the event that there is an abstention, the Delegation may, but **is not obligated**, to explain its abstention. If the delegation makes a point of order to explain its vote:*

The Chair now recognizes the Delegation of \_\_\_\_\_ to explain its abstention.

Is there a motion on the floor?

*The Chair will ask this question throughout the debate process as a way to regulate the debate. At the end of the debate, this question will allow the Delegates to introduce the following motions:*

The Delegation of \_\_\_\_\_ would like to propose a motion to suspend the debate for \_\_\_\_\_ minutes/hours.

OR

The Delegation of \_\_\_\_\_ would like to propose a motion to adjourn the debate until next session.

*In both cases, the Chair will ask for a second.*

*The Chair or a Delegate may make a motion to suspend or adjourn the debate including at the completion of debate on the packet of resolutions. These motions must be seconded and are approved by a simple majority.*

*To close the debate, the motion must be approved by 2/3 majority.*

*If none of these motions are presented, the debate will continue and the Chair will present the next PDR.*

**Chair:**

The next resolution up for debate is \_\_\_\_\_  
presented by the Delegation of \_\_\_\_\_.

*Immediately after that announcement, there shall be a brief interlude, to last no longer than three minutes. During this time, Delegates will remain in the committee's meeting room. At the conclusion of this brief interlude, Delegates will return to order immediately, to begin the discussion of the next announced PDR, or to propose reconsideration of a tabled PDR.*

The following table summarizes the main motions and voting procedures serve to organize debate.

**Table 3 Motions and Voting procedures**

Art.	Motion	Debatable	Approval	Other considerations
21	Consider a matter referred to the General Committee	No	2/3	-
27	Adopt or change the General Assembly Agenda	No	2/3	-
38	Approve a PDR with funding from the OAS budget	Yes	2/3	Debatable in their respective committees
42	Quorum	No	2/3	Attendance, not a motion
49	Limit / end the question period	No	2/3	-
49	Extend the question period	No	2/3	Only one extension
53	Extend the speakers list	No	MAJ	-
56	Appeal Chair's decision	No	MAJ	-
57	Suspension of debate on a PDR	Yes	MAJ	Tables the PDR
57	Take item from table	No	MAJ	Only when no PDR is being considered
58	Close the debate	Yes	2/3	Moves to vote the matter being considered
59	Amend a PDR	Yes	MAJ	May be made on the speakers list speaking against
64	Withdraw or reintroduce a PDR	No	Consensus	Only in the case of working group PDRs
65	Reconsider earlier votes	No	2/3	If roll call vote, only delegations that have voted affirmative
66	Suspend the session	No	MAJ	For a specified amount of time
66	Adjourn the session	No	MAJ	Until next scheduled meeting
67	Challenge Chair's decisions	Yes	MAJ	One speaker for and one against, no extension
70	Other motions	-	MAJ	-
71	Approve PDRs	Yes	MAJ	-
74	Vote by parts	No	MAJ	-

**Note:** There cannot be Roll Call votes on procedural motions

## B. More procedures

- No Delegate shall speak without being recognized by the Chair. The Chair shall call on Member States in the order in which they show their desire to speak in the appropriate manner when there are many simultaneous requests. The Chair shall bring to the attention of the Delegate if their remarks are not relevant to the subject under consideration or if the speaker has exceeded the allowed speaking time. If speaking time remains at the conclusion of a speech, the Delegate may yield his/her remaining time to the Chair and no one else.
- **Closing debate:** At any point during the debate, the Chair or Vice-Chair may entertain a motion to close the debate. Or, any Delegate may propose that debate be closed.
- A motion to suspend the session/debate, recesses the current meeting for an amount of time specified by the one who has presented the motion. This procedural motion shall be put to a simple majority vote immediately and without discussion.
- A motion to adjourn ends the committee session until the next scheduled meeting consistent with the requirement that committee schedules can be changed only by the Coordinators. This procedural motion shall be put to a simple majority vote immediately and without discussion.
- After the voting on a Proposed Draft Resolution or amendment has ended, any Delegate may request the floor, via a Point of Order, in order to give a brief explanation of the Delegation's vote.
- Delegations may also use a Point of Order, whenever they have a doubt about a procedure during the session. The Chair will give the floor to the Delegate who has requested it, and s/he will explain the concern.
- In the event that a Delegate arrives late to a session, the Delegate may not participate until being recognized by the Chair in the appropriate manner. If a Delegate leaves the meeting during a debate on a resolution, the Delegate may not vote on that resolution.
- In session, communication among Delegates is limited to private electronic chat.