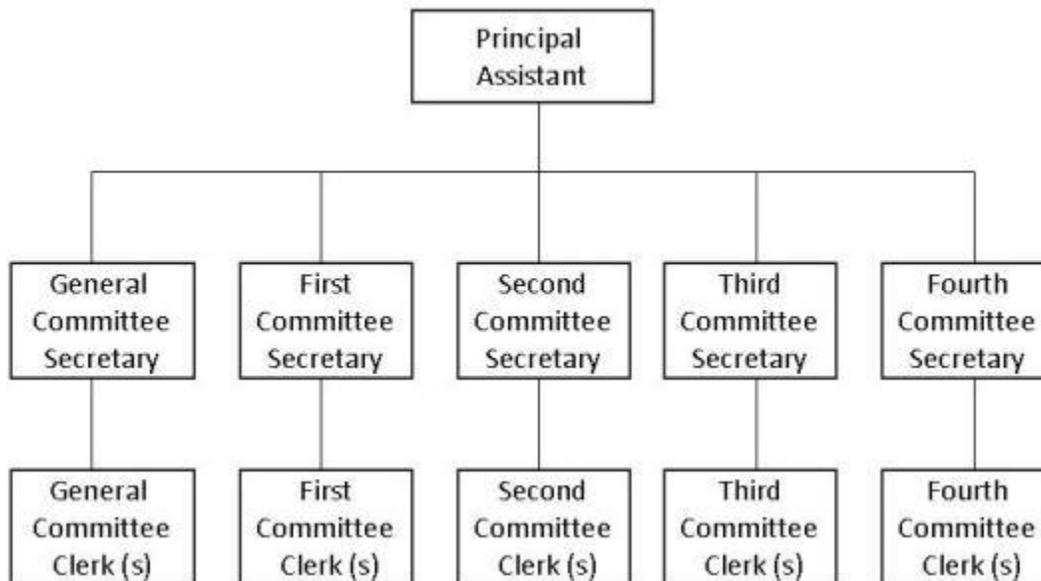


## MOAS GENERAL SECRETARIAT



The MOAS General Secretariat provides key support to the work of the committees by performing duties aimed at ensuring an efficient operation. This unit is in constant communication with the MOAS Coordination Team and works under the supervision of the MOAS Secretary General.

It is comprised of one (1) Principal Assistant, five (5) Committee Secretaries, and at least five (5) clerks.



### Committee Secretary

The Committee Secretary's main function is to coordinate and bring together the work of his committee. A minimum of five (5) Secretaries is required, one (1) for each of the five (5) committees. Their responsibilities are the following:

- Assist the Committee Chair and Vice Chair when necessary, especially regarding the application, use or interpretation of the rules of procedure.
- Read the resolutions to be debated in the committee.
- Support the process of drafting resolutions within his/her Committee and, if needed, organize the work of the Working Groups
- Maintain an accurate record of attendance and a ledger of all resolutions, whether they pass or fail

in committee, according to their assigned number. These ledgers are to be submitted to the MOAS Coordination at the end of the Model.

- e. Record all proposed amendments that may arise during debate in the committee and include these amendments in the final version of the resolution to be included in the Final Book of Resolutions.
- f. Must be prepared to direct the transition for the designation of a Chair and Vice Chair of his/her committee in the event of temporary absence of both officers.
- g. In the General Committee, receive and process, and return to the MOAS Coordination all courtesy resolutions presented during the plenary session.
- h. Distribute and receive the nomination forms for the elections in their respective committee, ensuring that the necessary information is filled out (full name, address, email and telephone).
- i. In the General Committee, distribute and receive the nomination forms for the positions of Secretary General and Committee Chair, as appropriate, verifying that they fulfill the necessary requirements and contain all of the relevant information (full name, address, email and telephone).

### **Principal Assistant**

Works directly with the MOAS Coordination as a liaison during the entire exercise, and works closely with the staff of the MOAS General Secretariat to supervise and coordinate the reproduction, distribution and editing of all documents going to and originating from the committees. Responsibilities include:

- a. Serve as the liaison between the MOAS General Secretariat and the MOAS Coordination, and assists the MOAS Coordinator, as needed.
- b. Maintain the MOAS Coordination informed of all matters related to the work and performance of the MOAS General Secretariat.
- c. Coordinate the work of the committee clerks to ensure efficiency in the processing of documents.
- d. Consolidate the Final Book of Resolutions electronically and reproduce a copy to be adopted during the plenary session on the last day of the Model.

### **Clerks (minimum of 1 per committee)**

Support the work of the committee Secretaries and attend the needs of the committee authorities and the delegates during the debates. Their responsibilities are the following:

- a. Reproduce the books of resolutions to be debated at the committees, providing one book per country delegation, one for each of the committee officials and three additional books for the faculty advisors that attend the sessions of the committees.
- b. Prior to each session, ensure that the committee rooms are ready for the debate (country placards, seating arrangements according to the order of precedence, and enough chairs for delegates and the faculty advisors).
- c. Distribute the books of resolutions to be debated among the delegates in the committees.

## Instructions for Clerks

### **1. GENERAL INFORMATION:**

Clerks will support the MOAS Coordination Team. Generally, requests for help will be made through the Principal Assistant. However, if there is immediate need for help, the clerks should be always prepared to assist.

### **2. REGISTRATION TABLE:**

During the registration period two (2) clerks will support the MOAS Coordination Team with the distribution of the MOAS Registration Envelopes. They will also assist the MOAS Coordination Team in any registration-related task that may arise, for instance when additional documents or materials are required.

### **3. ROOMS' SET-UP**

#### **– For the Plenary Sessions:**

- Place the placards for the authorities on the Head Table.
- Place country placards on the tables, following the alphabetical order in Spanish and observing the Order of Precedence (after it is established during the First Plenary Session).
- At the Opening Ceremony and Plenary Session one (1) clerk must be standing on the side of the Hall of the Americas close to the Head Table. Another clerk must be standing by the audience and will report to the MOAS Coordination Team about any problem, or pass on any message from any of the Faculty Advisors to the MOAS Coordination Team. They must pay attention to the MOAS Coordinator in case she needs their support during these sessions.
- For the final Plenary Session of the MOAS the General Committee Clerks must have squares of blank white paper (approximately 150) to be used by the delegates for the election of the authorities for the next MOAS. They need to distribute them, and after the vote, one (1) of the clerks will collect the ballots using a voting box, which will be taken to the Head Table for counting.

#### **– Committee and Working Group Sessions:**

- The clerk assigned to each committee will place the country placards according to the Order of Precedence, as well as the placards for the authorities.
- During the meetings of the committees, the clerks will not allow delegates from other committees to enter his/her assigned meeting room.
- During the discussions in the Working Groups (WG) the clerks will be at hand in case any WG needs to call its Committee Authorities or a member of the MOAS Coordination Team.
- If the Working Groups finish their draft resolutions before 4:30pm, the clerks will make their committee copies, and prepare the Books of Resolutions for the delegates and authorities of their respective Committees.
- During the meetings the clerks will pass messages from the delegates to the Head Table. The clerks may ONLY pass messages from one delegate to another if they are related to the debate.
- **IMPORTANT:** For the election period the clerks must have squares of blank white paper (approximately 150) to be used by the delegates for the election of the authorities for the next MOAS. They need to distribute them, and after the vote, one (1) of the clerks will collect the ballots using a voting box, which will be taken to the Head Table for counting.

- The MOAS Coordination Team, the Principal Assistant, the MOAS authorities and the Committee Secretaries are the only persons authorized to request the support of the clerks.
- The clerks should be in constant communication with the Committee Secretary of their respective Committees.