



## MODEL OF THE PERMANENT COUNCIL FOR OAS INTERNS (MOAS/PC)

### BASIC DESCRIPTION OF THE MODEL OF THE PERMANENT COUNCIL FOR OAS INTERNS (MOAS/PC)

**Delegations:** 2 or 3 interns per country delegation

**Representing:** 34 Member States of the OAS and promoting their assigned country's policies, and reaching consensus about the topic(s) of the Agenda.

**Results:** Each committee drafts one (1) resolution on one of the topics of the MOAS/PC.

#### AUTHORITIES AND SUPPORT STAFF FOR THE MOAS/PC

**Authorities:** 1 Secretary General, and 2 Chairs of the MOAS/PC

**Support Staff:** 2 Committee Secretaries, and 2 Public Information Officers

The Chairs have the responsibility to comply with the MOAS/PC Modus Operandi and to ensure that it is followed at all times during the debate of resolutions. The Modus Operandi has been adapted to the MOAS/PC from the Permanent Council Statutes and Rules of Procedure. Since there are two (2) elected Chairs, one conducts the First Session of the MOAS/PC, and the other conducts the Second Session of the MOAS/PC. The MOAS/PC sessions (part **d.** below), is jointly conducted by the elected Chairs.

For clarification purposes, there is a **Glossary of Terms** at the end of this Modus Operandi.

## MODUS OPERANDI

### a. OPENING CEREMONY

1. During the Opening Ceremony the following people sit at the Main table: the Director of the Department of Human Resources (DHR); the Assistant Secretary General; the Chair of the Permanent Council as the Keynote Speaker (or another OAS authority); the Chairs of the MOAS/PC; and the Secretary General of the MOAS/PC.
2. The Director of the DHR welcomes the interns and introduces the Keynote speaker.
3. The Keynote Speaker (usually the Chair of the Permanent Council) offers his/her remarks. Afterwards he/she gives the floor to the Chair of the MOAS/PC, who officially opens the MOAS/PC and announces the beginning of the First Session.

### b. FIRST SESSION OF THE MOAS/PC

4. The Chairs of the MOAS/PC give each an Opening Speech that: (1) highlights the importance of the topics to be discussed during the MOAS/PC; and, (2) invites interns to actively participate in the debate and reach consensus.<sup>1</sup>

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<sup>1</sup> Throughout the negotiation process participants need to present the policies and interests of their assigned countries, and still try to reach consensus (as it is done in the Permanent Council.) If consensus cannot be reached, decisions will be made by a majority vote.

5. The Chair of the First Session of the MOAS/PC announces that the sessions of the MOAS/PC and its committees will be conducted according to this Modus Operandi, and reads some of the main items therein (especially part “c”).
6. The Committee Secretary verifies the quorum (for meeting and for adopting decisions). **This needs to be done at the beginning of each session of the MOAS/PC and of the Committees to establish the number of votes that constitutes majority.**
7. Consensus is reached when no delegation has objections to a motion, as per the following: Immediately after presenting a motion the Chair asks the delegates if ***somebody has any objection to that motion***, if nobody raises his or her placard, then the decision has been reached by consensus. If even one delegation objects, then the Chair must call for a vote, where the motion needs to pass by the vote of the majority (half of the delegations in attendance plus one).
8. The Chair presents the **Order of Business** of the MOAS/PC for approval.
9. The Chair presents the **Agenda** of the MOAS/PC for approval.
10. The Chair announces that the **Order of Precedence** will be established by lottery, to determine the order in which the country delegations will present their general statements and will sit during all sessions of the MOAS/PC. It is the responsibility of the Committee Secretaries to have a box with the names of the 34 active OAS Member States. The Chair will pick one ballot and read the name of the country that will be the first in the Order of Precedence. The next country in alphabetical order (in Spanish) will be the second in the order of precedence, and so on. This order applies for both committees and will remain in place throughout the MOAS/PC.
11. Once the Order of Precedence is established, the Chair announces the end of the First Session, and the participants proceed to meet in their Committees, according to the Order of Business.

### c. FIRST MEETING OF THE COMMITTEES

12. Committees meet in their assigned rooms.
13. During the Working Sessions, the OAS Specialists (if available), the MOAS Coordination team, and the Chairs will be available to support the work of the Committees.
14. Each Committee has a Chair to conduct its sessions with the support of a Committee Secretary.
15. The OAS Specialists, if available, offer a short presentation on the most relevant aspect(s) of the topic, as well as information on the work of the OAS on that issue, suggesting possible approaches, depending on areas that need attention, have a political mandate or have not yet been explored. If possible, the Specialists will also advise during the process of drafting the resolution, in coordination with the MOAS Program Team.
16. The Chair announces the presentation of the General Statements in each Committee, according to the Order of Precedence. Each Delegation has one (1) minute for the presentation of its General Statement, which should focus on the position of the represented country as it relates to the topic of the Agenda. The General Statements and all interventions during the Sessions of the MOAS/PC

must be made in the third person (example: the Delegation of Haiti wishes to express...) and are directed through the Chair.

17. After the General Statements, the Committee proceeds with the beginning of the Working Sessions.

#### **d. WORKING SESSIONS OF THE MOAS/PC COMMITTEES**

18. The Chair announces the beginning of a period of moderated discussions to establish the main approaches to be included in the resolution. Delegates who wish to propose ideas and suggestions may request the floor through the Chair. The Committee Secretary takes note of all the proposals. At this point, the Chair categorizes the main approaches and may consult with the MOAS Secretary General, OAS Specialist(s) and the MOAS Coordination Team to provide technical advice and/or suggestions, if necessary.
19. After establishing the approaches to be included in the resolution, Committees may subdivide into smaller working groups to discuss the various aspects of the resolution. Later in the process, they may subdivide to draft the preamble and operative clauses to be included in the final draft resolution. However, this is left to the delegates' decision.
20. Throughout the discussions in the working groups of each Committee, the MOAS/PC Secretary General intervenes to clarify, harmonize and support the work of the delegates, and may advise in the solution of controversies. The MOAS/PC Secretary General may help coordinate the work of both Committees to avoid overlapping or duplication of proposals.
21. Delegates propose and discuss initiatives for the resolution that may be presented in the form of, or adapted into, preamble and operative clauses for the resolution. (Please refer to document "[Instructions for Drafting Resolutions](#)" for information and guidelines on how to write resolutions.)
22. Through discussions and negotiation, the delegates in each Committee must agree, either by majority or by consensus, on one draft resolution per Committee.
23. The draft resolution is submitted electronically to the MOAS Coordination Team, including information on whether it was passed by consensus or majority. (This must be done according to the Order of Business).
24. Once each Committee has submitted its draft resolution, the Chairs make a presentation of his/her Committee draft resolution to the MOAS/PC at its Second Session.

#### **e. SECOND SESSION OF THE MOAS/PC – PROCEDURE FOR THE DEBATE OF THE DRAFT RESOLUTIONS**

25. During the Second Session of the Permanent Council each Committee presents its resolutions, which will be debated and approved by the delegates of the other Committee, acting as the Ambassadors (head delegates) at the Permanent Council, as follows:
  - a. The resolution to be debated first will be determined by lottery.
  - b. The Committee whose resolution is not to be debated will represent the Permanent Council in listening, debating, presenting amendments (if necessary), and voting on the approval or not, of the first resolution.

- c. The members of the Committee whose resolution is being debated will sit behind the “ambassadors” at the table, but will answer any question and clarify any doubt presented by these ambassadors.
  - d. Once the first resolution has been approved the members of the second committee change seats, and the process is repeated to debate the second resolution.
26. Throughout this Session, the MOAS/PC Secretary General may provide advice to the Chair in relation to the application of the MOAS/PC Modus Operandi.
27. Step by step procedures for the debate:
  - a. The Secretary of the Permanent Council verifies quorum.
  - b. The Secretary reads the title, the preamble and the operative clauses of the draft resolutions presented by the Committee whose resolution is to be debated.
  - c. The Chair of the MOAS/PC Chair recognizes the Committee Chair to present the resolution, he/she has one (1) minute for this presentation.
  - d. The floor is open for any questions, concerns, statements, or amendment(s) regarding the resolution. There is no limit in the number of statements, but the Chair will be responsible for managing the time.
  - e. During the discussion of a resolution, and before the vote, a delegation may propose changes to a draft resolution through an **amendment**. To submit an amendment: 1) the delegation proposing it presents it to the floor; 2) forwards the text of the proposed amendment to the Chair; 3) the Secretary reads it to the MOAS/PC and inserts it in the resolution, so that it can show on the screen; 4) the Chair opens the floor for statements about the amendment; 5) the Chair calls for a vote on the amendment; 6) the amendment must be approved by a 2/3 (two-thirds) majority of the votes in order to be included in the final resolution.
  - f. Once the statements are over, the Chair of the MOAS/PC conducts the vote on the resolution. Each resolution will be approved either by consensus or by majority.
  - g. After the discussion of a resolution, and before the vote, if there is a delegation that does not agree with a clause (or clauses) included in the resolution, it may request that a footnote be included in the text of the resolution citing the reasons for the Member State’s position.
28. Step by step procedures for the vote:
  - a. The Chair asks if there are “any objections” to the resolution. If none, the resolution is passed by **consensus**. If there are one or more delegations that object, then the Chair calls for a vote asking that the Member States that wish to vote **in favor** of the resolution to raise their placards; the Chair and the Secretary of the MOAS/PC count and record the votes. Then, the Chair asks that those delegations that are **against** the resolution to raise their placards; the Chair and the Secretary of the MOAS/PC count and record the votes. (Majority is reached by the vote of half of the delegations present in the session plus one vote).
  - b. The Chair announces the result of the vote.
  - c. Following the adoption (or not) of the first resolution, the Chair of the Committee whose resolution was debated, will preside over the MOAS/PC for the debate of the remaining resolution, following the same process.

## f. CLOSING SESSION OF THE MOAS/PC

29. The Closing Session of the MOAS/PC begins with a report by the MOAS/PC Secretary General on the work of the Committees and their discussions, as well as on the approved resolution(s). He/she may also present suggestions or proposals for the next MOAS/PC. A copy of the speech will be provided to the MOAS Coordination Team, to be posted on the MOAS Webpage and for future reference.
30. The Chair closes the MOAS/PC and announces the beginning of the Closing Ceremony.

## g. CLOSING CEREMONY

31. The Closing Ceremony will be conducted by the MOAS Program Coordinator, who will address the participants.
32. The MOAS Program Coordinator and the Internship Program Coordinator distribute the MOAS Certificates of Attendance to the participants.

## h. GLOSSARY OF TERMS

### 1. Agenda

Is a List of the topic(s) to be discussed during the sessions of the MOAS/PC. The Annotated Agenda is a document that includes links to information about the topic(s) to help participants during their research.

### 2. Amendment

An amendment is a proposal to change a clause of the Final Draft Resolution of the MOAS/PC. It may eliminate certain sections or words, change the wording of a clause or eliminate a whole clause. An amendment is approved by a 2/3 (two-thirds) majority of the votes.

### 3. Chair

The Chair(s) conducts the meetings of the MOAS/PC Sessions according to the Order of Business. In this capacity, the Chair(s) directs the discussions and debates, and conducts the voting procedure. The Chair has a voice but not a vote and may resolve issues regarding the Modus Operandi. Together with the Committee Secretary and, if available, the OAS Specialist(s) will support the drafting of his/her Committee final resolution. Please see the [Chair's Job Description](#) for all responsibilities and functions.

### 4. Delegation

A Delegation refers to the delegate(s) that represent a Member State to the OAS.

### 5. General Assembly of the OAS

The [General Assembly](#) is the supreme organ of the Organization of American States. It is comprised of delegations of the member states, usually headed by the 34 ministers of foreign affairs of the nations of the Americas. The General Assembly convenes once a year in regular session, and in special sessions which are convoked by the Permanent Council of the Organization.

### 6. General Statements

The General Statements have been introduced in the MOAS/PC as a mandatory statement by each of the participating delegations, so that they can state their countries' position in relation to the topics of the Agenda. The general statement is a short speech given by each delegation during the first sessions

of their Committees. The time allotted in the MOAS/PC for these statements is one (1) minute.

#### **7. Majority Vote**

Vote of half of the delegations present at any of the sessions plus one.

#### **8. Public Information Official (PIO)**

The [PIO](#) is responsible for writing an overview of the sessions and debates of the MOAS/PC to be included in a Newsletter. He/she represents the Press during the Model and has free access to all the sessions, but may not speak nor vote during the sessions. Additionally, the PIO conducts interviews with the MOAS authorities and delegates, as well as OAS authorities and speakers attending the MOAS/PC. The MOAS Program will provide the format for the newsletter, which must be sent to the MOAS Coordinator within five (5) working days after the Model has finished.

#### **9. Moderated Discussions**

Period of discussions during the Working Group sessions in which delegates are free to make comments, suggestions or questions on how to address the topic of the MOAS/PC, without following a particular procedure or protocol. Discussions are conducted by the Committee Chair, and are less formal.

#### **10. Modus Operandi of the MOAS/PC**

It is the set of rules that guides the debate and sets the manner in which delegates address one another during the MOAS/PC. These rules are adapted from the [Rules of Procedure of the OAS Permanent Council](#), and allow for an efficient and effective decision-making process.

#### **11. Negotiation**

Discussions between or among delegates with the purpose of reaching consensus through possible alliances, obtaining support to approve/reject a resolution (or part of it), or taking a course of action during debate. These negotiations must take place in each Committee on the first day of the MOAS/PC. It is necessary that delegates take into consideration the position of their assigned countries during these negotiations.

#### **12. OAS Member States**

The [OAS Member States](#) are the 35 independent nations of North, Central, South America and the Caribbean. Currently, there are 34 active Member States in the OAS, who participate in the General Assembly and in the Permanent Council and its Committees.

#### **13. Order of Precedence**

The Order of Precedence, at the MOAS/PC, is the order in which the country delegations will present their General Statements and their seating arrangement during all sessions of the MOAS/PC. It is decided by lottery during the Opening Session of the MOAS/PC, where the Chair picks one ballot from a box with the names of the 34 OAS Member States. The selected country will be the first in the Order of Precedence, followed by the next country in alphabetical order (in Spanish) and so on.

#### **14. Permanent Council of the OAS**

The [Permanent Council](#) is the permanent governing body of the OAS that functions throughout the year and is charged with following up and carrying out the mandates of the General Assembly, and adopting provisions for the functioning of the OAS General Secretariat. It also acts as the Preparatory Committee of the General Assembly, discussing the resolutions to be presented to the OAS General Assembly. The MOAS/PC is a simulation of the Permanent Council in this last capacity.

### **15. Permanent Missions to the OAS**

All Member States have a Permanent Mission to the OAS where an Ambassador represents that country before the OAS and constitute the Permanent Council of the OAS. The Permanent Missions of the Member States to the OAS are staffed with diplomats assigned by their countries. Some Permanent Observer countries also have a Permanent Mission to the OAS with a designated ambassador, but they only participate in the sessions of the political bodies of the OAS as observers.

### **16. Permanent Observers to the OAS**

States that are not members of the OAS but have an interest in following its activities and attending its meetings. This status is unique to the OAS and provides a way for non-Member States to keep up with OAS activities and provide cooperation for its development programs. In accordance with the respective Rules of Procedure, [Permanent Observers](#) may attend the public meetings of the General Assembly and the Permanent Council and of their principal committees and, when invited by the corresponding presiding officer, the closed meetings of those bodies. They may also speak at meetings provided that the corresponding presiding officer so decides.

### **17. Point of Order**

A point of order addresses a procedural error (if something is not in accordance with the MOAS/PC Modus Operandi). During the discussion of a topic any delegate may raise a point of order, upon which the Chair must immediately act and decide. While raising a point of order, a delegate may not go into the substance of the matter under discussion; points of order address only procedural questions and not the content of a discussion or a question.

### **18. Quorum**

Quorum is the presence of the majority of the delegations attending any session of the MOAS/PC. For a vote to occur, at least 2/3 (two-thirds) of the participating delegations must be present. If one or more delegations need to leave prior to the conclusion of the MOAS/PC, its absence must be taken into account when considering quorum.

### **19. Secretary of the Committee – Secretary of the MOAS/PC**

The Secretary assists and works under the direction of the Chairs, supporting his/her Committee and the Chair in drafting the final resolution of his/her committee, and later, of MOAS/PC. The post of Secretary is instrumental for including the input provided by all delegates during the discussions of the MOAS/PC and Committees. See the Secretary's Job Description for all responsibilities and functions.

### **20. Resolution**

A resolution is a written document addressing the topic of the MOAS/PC. It must offer solutions, new approaches and sources of finance to implement proposed initiatives regarding the issue at hand. In the MOAS/PC, resolutions are the result of negotiations to reach consensus, taking into consideration the policies of each Member State. Resolutions have two parts: the Preamble (introduction to the issue) and the operative part (offering the solution). See [instructions for drafting resolutions](#) on the MOAS/PC web.

### **21. Session**

A session is each of the segments of the meetings taking place during the MOAS/PC. The sessions take different formats depending on whether they are MOAS/PC sessions or Committee sessions, but their main purpose is the discussion and debate of the topic(s) on the Agenda, the production of one or more resolutions, and subsequent approval of the resolution(s).

**22. Speakers List**

This is a list drafted by the Secretary that includes those delegates who request to speak during the debates of the MOAS/PC leading to the approval of the resolutions.

**23. Topic**

The topic is the subject or issue for which the participants in the MOAS/PC must propose initiatives or solutions through a resolution. The delegates research and analyze the topic, both as a whole and from the standpoint of their assigned countries, and try to reach consensus on their proposals during the MOAS/PC.

**24. Working Group**

In the MOAS/PC, a Working Group is the meeting of several delegations within a Committee with the purpose of discussing and proposing initiatives on the topic of the MOAS/PC, to be included in one resolution.