



Organización de los Estados Americanos
Organização dos Estados Americanos
Organization des États Américains
Organization of American States

17th and Constitution Ave., N.W. • Washington, D.C. 20006

DCER/MOAS/006/2005

June 23, 2005

TO: Faculty Advisors and Participants of the Model OAS General Assembly

FROM: Irene Klinger, Director, Department of Communications and External Relations

SUBJECT: Instructions for preparing draft resolutions

One of the most important contributions that a delegation can make to the success of a Model Assembly session, and one of the best ways to demonstrate its degree of preparation, consists in the presentation of well-framed draft resolutions for debate. As such, the draft proposal submitted by a delegate gives evidence of the depth of his/her research and shows whether the author understood the nature and scope of a given agenda topic, whether he/she has developed a well-defined position in its regard, and whether he/she has a good recommendation to make for dealing with the issue at hand.

Meaningful debate is entirely dependent on the availability of clearly worded, logically developed suggestions for action on a given topic. There should be no doubt regarding the aim of any proposal or of the pertinence of the measures indicated to achieve the goal pursued. Every proposal should be clearly and directly related to one of the topics on the approved agenda. In addition, all material included within the draft resolution should be to the point and systematically linked together. In other words, the draft resolution should be specific, properly ordered, and lacking in no essential detail.

Attached to this memorandum you will find detailed revised instructions for the preparation of draft resolutions. Read them carefully and follow them closely in writing proposals for presentation at the upcoming Model Assembly. By so doing you will increase the standing of your delegation at the session and make a positive contribution toward ensuring that the debates in which you engage are a meaningful experience for all.

In addition to the material covered in the instructions you should also note the following:

- a. Each delegate will draft a single proposal for one agenda topic of his/her committee;
- b. All draft resolutions should be submitted in typewritten form, double-spaced;
- c. All draft proposals should deal specifically with a topic on the agenda of his/her respective committee;
- d. All draft resolutions should conform to the stylistic standards of the Model OAS; (See attached sample as well as those of past OAS General Assemblies' resolutions on the OAS website: www.oas.org)
- e. **(NEW)** All documents (conventions, resolutions, reports, etc.) cited in either the Preamble or Operative paragraphs, should be attached to the draft resolution. If such document exceeds four (4) pages, attach only the cover page (where the title and document number appear) and the pertinent page.
- f. Each draft resolution should have the signatures of 5 delegates other than the proponent's who are committed to support the resolution as it was originally submitted;
- g. There is no limit on the number of draft resolutions a delegate can sign as long as the additional resolutions to be signed do not oppose a previously signed one. Remember, a delegate's signature means his/her support to a proposed resolution.
- h. All draft resolutions should bear the delegation's Faculty Advisor's signature indicating his/her approval for both form and substance; and
- i. Each draft resolution should include the Guidelines and Checklist Form attached, signed by the Faculty Advisor and the proponent delegate. Faculty Advisors should make sure that all draft resolutions conform to the instructions outlined in the said Form.

Enclosures.

**MODEL OAS GENERAL ASSEMBLY
INSTRUCTIONS FOR PREPARING DRAFT RESOLUTIONS**



**Sponsored and Coordinated by the
General Secretariat of the
Organization of American States**

Washington, D.C.

INSTRUCTIONS FOR PREPARING DRAFT RESOLUTIONS

Matters of Substance

- Every draft resolution should be clearly related to one of the topics on the agenda. If it is not, it should be excluded from consideration at once.
- If a delegation wishes to make a proposal that does not relate to any of the topics of the agenda, it may, at the first plenary session, request that the agenda be amended to include as a new item the topic it considers of interest. If the Assembly approves the request and the agenda is amended accordingly, the proposal may then be presented in the form of a draft resolution for consideration in the pertinent committee.
- It would be advantageous for each student delegation to profit from its briefing session with the Permanent Mission of the country it is to represent to learn that country's official position with respect to the topics on the proposed agenda. Draft resolutions, presented by the student delegation, should reflect the country's special interest (e.g., access to world market for one of the country's major exports) and reasoning should follow the lines taken by the Permanent Mission in its discussion of the matter.
- If a draft resolution calls for action of some sort, the operative section should make clear the individual, body, or institution, which is to carry it out. The General Assembly, as supreme organ of the OAS, may give instructions to subordinate organs, such as the Permanent Council, the Inter-American Economic and Social Council, the Inter-American Council for Education, Science, and Culture, and the General Secretariat. In the case of the Inter-American Specialized Organizations, which have their own deliberative bodies made up of representatives of the governments, the Assembly generally issues no more than requests. The General Assembly cannot give orders to the governments; it can go no further than to "urge" them to take action.
- It should be recalled that almost any decision for action implies expenditure, if only the costs of a meeting. It is desirable therefore that the resolution indicates a source of funding—savings to be realized from a particular budgetary appropriation, voluntary contributions to be made by governments, etc. It is unrealistic to direct that the Secretary General seek funding from private sources, unless the activity is one in which some particular area of the private sector might have a special interest.
- When several draft resolutions of similar nature are presented on the same topic of the agenda, it is desirable that the pertinent committee of the General Assembly designate a working group, made up of representatives of the countries that have submitted the proposals. The purpose of the working groups is to negotiate differences among proponents and to present a single joint proposal, sponsored by all of the countries in question, for consideration by the committee. A committee that presents a few well-thought-out draft resolutions for approval to the plenary session is doing a much better job than one that presents a large number of ill-considered proposals which may duplicate, or in some cases conflict with, another one.

Matters of Form

- A resolution normally consists of two sections: A **preamble** and an **operative** section.
- The preamble provides the reasons (the facts or the opinions) for the action to be taken; the operative party contains the decision reached by the deliberative body in question, in this case the General Assembly.
- In English, the preamble normally begins with the word “whereas,” followed by one or more statements.
- Each statement (e.g. “The price of sugar has reached new lows on world markets”; “It is desirable that all children receive six years of elementary education at state expense”) appears as a separate paragraph. The paragraph is not numbered. Each paragraph, save the last one, ends with a semicolon; the final paragraph ends with a comma. Note that the word “whereas” appears only once, no matter how many supporting statements follow.
- If the preamble is presented in this form, it is followed, on a separate line by the name of the deliberative body in question, in this case “the General Assembly.”
- On a separate line there follows the verb corresponding to the decision taken. Usually it is “resolves.” Sometimes “recommends” is preferred, as more appropriate. In the case of a pronouncement, the word is usually “declares.” All that follows this verb constitutes the operative section of the resolution.
- If the operative part contains more than one decision, each is presented as a separate, numbered paragraph, terminating in a period. Each paragraph begins either with “to” followed by an infinitive, or by “that” followed by a complete clause (e.g. “To instruct the Secretary General to...” “That the Secretary General be instructed to...”).
- Sometimes it is not convenient to cast the preamble in the form given above. In this case, the resolution begins with the name of the deliberative body (“The General Assembly”), followed by a comma. The supporting material is then introduced by an appropriate participial verb form, the most common of which is “considering.”
- “Considering” has the advantage that it may be followed either by a complete clause introduced by “that” (e.g. “That the price of sugar has fallen to new lows”) or by a noun (e.g. “The fall in the price of sugar on world markets”).
- If the evidence cited consists in a document or documents, then “having seen” is the appropriate introduction. It is followed by the name of the document in question (e.g. “The Draft Convention on Terrorism” prepared by the Inter-American Juridical Committee).
- Occasionally, some other introductory word such as “recognizing” may be used.
- Note that in these cases the preamble may consist of several sections, each introduced by the

appropriate expression (e.g. “HAVING SEEN the Report of the Inter-American Commission on Human Rights; and CONSIDERING the increased number of violations registered during the past year ...”).

- Note that none of the introductory expressions mentioned above may be combined with “whereas.”
- Each item following “considering,” “having seen,” etc., is presented as a separate, unnumbered paragraph, and each except the last terminates with a semicolon. The very last paragraph before the operative part terminates with a comma.
- The operative part, introduced by “resolves,” “recommends,” “declares,” etc., follows immediately, in the same form as previously indicated.
- Occasionally a resolution has no preamble, thus, it is understood that the action taken requires no justification. A good example is a courtesy resolution, in which the General Assembly congratulates the President upon his conduct of the meeting, or thanks some institution for service rendered or hospitality provided.
- The value of clear, precise expression and logically developed thought cannot be overemphasized. A short, closely reasoned proposal is far superior to one with a long rambling preamble (much of which may well be irrelevant to what follows) and a vaguely worded operative section whose provisions could not realistically be carried out.
- The resolutions for the Thirty-fifth regular session of the OAS General Assembly, held on June 5 to 7, 2005, in Fort Lauderdale, Florida, USA, are samples which will give an idea of how to incorporate the preceding instructions when writing draft proposals.
- The attached resolution sample should be used as the only format for purposes of the Model OAS General Assembly.

COOPERATION BETWEEN THE ORGANIZATION OF AMERICAN STATES AND
THE UNITED NATIONS SYSTEM, THE GENERAL SECRETARIAT OF THE
CENTRAL AMERICAN INTEGRATION SYSTEM, AND THE
GENERAL SECRETARIAT OF THE CARIBBEAN COMMUNITY

Committee: _____

Item No: _____ of the Agenda

Draft resolution presented by the delegation(s) of:

Name of country or countries

THE GENERAL ASSEMBLY,

HAVING SEEN the report of the Secretary General on the implementation of resolution AG/RES. 1956 (XXXIII-O/03), "[Cooperation between the Organization of American States and the United Nations System, the General Secretariat of the Central American Integration System, and the General Secretariat of the Caribbean Community](#)" ([CP/doc.3868/04 corr. 1](#)),

RESOLVES:

1. To take note of the report of the Secretary General on the implementation of resolution AG/RES. 1956 (XXXIII-O/03), which outlines the activities carried out under the cooperation

agreements between the General Secretariat of the OAS and the secretariats of the United Nations, the Central American Integration System (SICA), and the Caribbean Community (CARICOM).

2. To request the General Secretariat to implement, within available resources, the recommendations of previous general meetings and to consider the possibility of holding meetings of this type in 2005 with the United Nations, with SICA, and with CARICOM in an effort to define new and updated modalities for cooperation between the General Secretariat and the secretariats of these organizations.

3. To request the Secretary General to continue and to strengthen activities involving cooperation between the General Secretariat of the OAS and each of the following organizations: the United Nations system, the General Secretariat of the Central American Integration System, and the General Secretariat of the Caribbean Community.

4. To request the Secretary General to facilitate increased intersectoral contacts with the heads of the technical areas of the three organizations mentioned above.

5. To request the Secretary General to present a report on these actions to the General Assembly at its thirty-fifth regular session.

Approved for form and substance: _____

(Signature of Faculty Advisor)

Cosignatories:

1. _____

2. _____

3. _____

4. _____

5. _____

(Names of delegates)

(Countries represented)

GUIDELINES AND CHECKLIST FOR MODEL OAS RESOLUTIONS

FORM:

- ___ 1. Plain white paper - No symbols, flags or school references
- ___ 2. Double-spaced

Preamble:

- ___ 3. Title - all caps, no underline
- ___ 4. General, First, Second Committee "A" or "B", Third Committee
- ___ 5. Topic No. ___ of the agenda
- ___ 6. Draft resolution by the Delegation(s) of _____
- ___ 7. THE GENERAL ASSEMBLY
- ___ 8. Headings - separate and unnumbered; except in cases where the heading is followed by one paragraph, you indent and run the text as one paragraph
CONSIDERING: can be used only once; BEARING IN MIND;; RECALLING;;
NOTING;; AWARE;; TAKING INTO ACCOUNT;; RECOGNIZING;; HAVING SEEN;; etc.
- ___ 9. Each paragraph ends with semicolon (;)
- ___ 10. The next to the last paragraph ends with semicolon then "and" (; and)
- ___ 11. The last paragraph ends with comma (,)

Operative:

- ___ 12. RESOLVES:/RECOMMENDS:/DECLARES:
Use diplomatic language with verbs and clauses of varying intensity
- ___ 13. Numbered, General to specific, End each with a period (.)
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: (NO ORDERS TO GOVERNMENTS)
to strongly urge, require, authorize, eliminate, exempt
- ___ 14. Advisor's signature
- ___ 15. 5 Cosignatories - Numbered

CONTENT:

- ___ 1. Citing OAS Charter, conventions, protocols, documents, OAS passed resolutions, rationale
- ___ 2. Quoting these documents properly
- ___ 3. Who will fund and how
- ___ 4. It deals with OAS issues and organizations, and is consistent with OAS regulations
- ___ 5. It is consistent with current and existing statistics and data
- ___ 6. It is consistent with the countries', regions', and hemisphere's concerns
- ___ 7. It is pertinent to the topic
- ___ 8. It is NOT too general to be worthy of debate

- ___ 9. It is specific, well defined, and workable
- ___ 10. It is realistic, creative, and BOLD
- ___ 11. It is clear what individual, body or institution is to carry out the action
- ___ 12. It has been proofread for form, spelling, and punctuation

Suggestion: Have you considered creating: . . . Multilateral treaties, summits, conventions, ad hoc committees, standing committees, changes in OAS structure, amendments to the Charter...?

COMMENTS BY EVALUATOR:

FORMAT:

CONTENT:

SUGGESTION(S):