



MODEL OAS GENERAL ASSEMBLY FOR HIGH SCHOOLS

WORKING GROUPS' CHECKLIST

1. The Working Group meets in its assigned room (authorities will assign the locations of the WGs.) The discussions are less formal than in the Committees.
2. The WG chooses a [Working Group Representative \(LINK\)](#), to moderate the discussions and negotiations. The WG Representative continues representing his/her country and making proposals.
3. The members of the WG elect a [Working Group Secretary \(LINK\)](#), to take notes of the proposals by the members, and the resolution. The WG Secretary continues representing his/her country and making proposals.
4. Delegates brainstorm and propose ideas to be included in the draft resolution (“operative clauses”). Check Appendix 4 of the Rules of Procedure, “Instructions for Drafting Resolutions.”
5. Delegates ask questions or present comments to the proposals.
6. The WG Secretary and the Representative merge the proposals into one (1) document. The Representative reads it to the WG so that the delegates can make final remarks or adjustments. The draft resolution must have between 4 and 6 operative clauses.
7. Delegates write the Preamble, as per the operative clauses. The Preamble is based on the documents included in the “List of Reading Documents.”
8. Delegates discuss the final resolution with the OAS Specialist.
9. The WG Secretary includes the recommendations and/or changes suggested by the OAS Specialist in the draft resolution, and reads the final draft resolution to the Working Group. All countries in the WG must agree with the draft resolution.
10. The names of the WG countries are listed on the resolution in alphabetical order. Those countries must vote in favor of the resolution during the debate in the respective Committee (unless it is amended and the country delegation does not agree with it.)
11. The WG chooses 2 or 3 delegates (apart from the WG Representative) to answer questions during the debate of the resolution.
12. The draft resolution is forwarded to the Committee Chair.