

**TAMOAS GENERAL ASSEMBLY**  
**INSTRUCTIONS FOR PREPARING DRAFT RESOLUTIONS**



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## INSTRUCTIONS FOR PREPARING DRAFT RESOLUTIONS

One of the most important contributions that a delegation can make to the success of a Model Assembly session 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.

Resolutions that are clearly worded and present logically developed suggestions for action on a given topic will give rise to meaningful debate. In addition, all subject matter 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.

Please keep the following in mind:

- a) Each participant is expected to draft a resolution. This means one proposal per delegate, with a maximum of two per delegation, per committee.
- b) All draft resolutions should be submitted in typewritten form, double-spaced, and must conform to the stylistic standards of TAMOAS. See the sample resolution, as well as those of past OAS General Assemblies' resolutions on the OAS website ([www.oas.org](http://www.oas.org)). Note: Please refer to the sample resolution for formatting reasons only.
- c) All documents (conventions, resolutions, reports, etc.) cited in either the Preamble or Operative paragraphs, should be verified by the faculty advisor. It is understood that the faculty advisor's signature guarantees the accuracy of the number and contents of the document cited in the draft resolution.
- d) Each draft resolution should have the signatures of three head delegates representing countries in the same committee excluding the author's represented country. Co-signatories are then bound to support the resolution as it was originally submitted. A signing delegation must vote for the resolution. All co-signatories are released from the resolution if it is amended during the course of debate and amendments may only come from delegations, which did not sign the resolution; there are no friendly amendments.
- e) There is no limit on the number of draft resolutions that may be signed as long as additional resolutions do not oppose those previously signed. Remember, a delegate's signature means his/her support to a proposed resolution and should be consistent with the represented country's stance on the issue.
- f) All draft resolutions should bear the delegation's Faculty Advisor's signature indicating his/her approval for both form and substance.

## **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 part 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.

### **Matters of Substance**

- Every draft resolution should be clearly related to one of the topics on the agenda. 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. For information regarding the entering of topics from the floor, please refer to the *TAMOAS General Assembly Guidelines for Debate* and the *TAMOAS Rules of Procedure*.
- It would be advantageous for each student delegation to learn the 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).
- 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.

- Resolutions of the OAS General Assembly will give an idea of how to incorporate the preceding instructions when writing draft proposals. These resolutions, as well the resolutions from past OAS General Assemblies can be found on the OAS web page ([www.oas.org](http://www.oas.org)).

## **GUIDELINES AND CHECKLIST FOR TAMOAS RESOLUTIONS**

### **FORM:**

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

### Preamble:

- \_\_\_ 3. Title - all caps, no underline
- \_\_\_ 4. General Committee or First Committee
- \_\_\_ 5. Topic No. \_\_\_ of the agenda
- \_\_\_ 6. Draft resolution by the Delegation(s) of \_\_\_\_\_
- \_\_\_ 7. THE GENERAL ASSEMBLY
- \_\_\_ 8. Headings - separate and unnumbered; placed at the left margin with each paragraph indented below the heading. Each heading word may be used only once (e.g. CONSIDERING, BEARING IN MIND, TAKING INTO ACCOUNT, RECALLING, NOTING, AWARE, 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. 3 Cosignatories – Numbered, with countries listed

### **CONTENT:**

- \_\_\_ 1. Citing OAS Charter, conventions, protocols, documents, OAS passed resolutions, rationale
- \_\_\_ 2. Quoting these documents properly
- \_\_\_ 3. Specifies how the resolution will be funded and by whom
- \_\_\_ 4. Deals with OAS issues and organizations, and is consistent with OAS regulations
- \_\_\_ 5. Is consistent with current and existing statistics and data

- \_\_\_ 6. Is consistent with the countries', regions', and hemisphere's concerns
- \_\_\_ 7. Is pertinent to the topic
- \_\_\_ 8. Is NOT too general to be worthy of debate
- \_\_\_ 9. Is specific, well defined, and workable
- \_\_\_ 10. Is realistic, creative, and BOLD
- \_\_\_ 11. Is clear what individual, body or institution is to carry out the action
- \_\_\_ 12. Has been proofread for form, spelling, and punctuation