

## AGENDA FOR THE 24<sup>th</sup> SOUTHEAST MODEL AFRICAN UNION

*(This document is adapted from and consistent with the International Model African Union.)*

The following agenda for the Southeast Model African Union is based on the African Union's **Agenda 2063: The Africa We Want**. Only resolutions related to agenda topics will be considered.

**EXECUTIVE COUNCIL** (The Assembly of Heads of State and Government will receive a report from the Council on the resolution of the crisis)

Resolution of a crisis TBA

**COMMITTEE ON DEMOCRACY, GOVERNANCE AND HUMAN RIGHTS** (The Committee on Democracy, Governance and Human Rights will submit to the Assembly of Heads of State and Government **one consolidated resolution on each of the two agenda topics**. The consolidated resolution on each topic will be based on draft resolutions on specific topics and sub-topics previously submitted and sponsored according to the rules.)

1. Implementing the African Charter on Values and Principles of Public Service and Administration: Methods and Programs;
2. Ten-Year Plan of Action Promoting Democracy, Free Elections and Good Governance: Aspirations and Implementation with Special Reference to the Need and Means for Eliminating Corruption;

**COMMITTEE ON ECONOMIC MATTERS** (The Committee on Economic Matters will submit to the Assembly of Heads of State and Government **one consolidated resolution on each of the two agenda topics**. The consolidated resolution on each topic will be based on draft resolutions on specific topics and sub-topics previously submitted and sponsored according to the rules.)

1. Achieving economic development goals in Agenda 2063 through the African Continental Free Trade Area (AfCFTA): Methods and Programs;
2. Achieving continental sustainable food security: policies and programs.

**COMMITTEE ON SOCIAL MATTERS** (The Committee on Social Matters will submit to the Assembly of Heads of State and Government **one consolidated resolution on each of the two agenda topics**. The consolidated resolution on each topic will be based on draft resolutions on specific topics and sub-topics previously submitted and sponsored according to the rules.)

1. Establishing regular, transparent, comprehensive and gender-responsive labor migration policies, legislation and structures: policies and programs for

implementation by the new Continental Operation Center in Sudan and the African Migration Observatory in Morocco;

2. Eliminating Youth Unemployment and Promoting the Creativity, Energy and Innovation of African Youth as the Driving Force Behind the Continents Transformation: Aspirations and Implementation.

**COMMITTEE ON PAN-AFRICANISM AND CONTINENTAL UNITY** (The Committee on Pan-Africanism and Continental Unity may submit to the Assembly of Heads of State and Government **one consolidated resolution on each of the two agenda topics**. The consolidated resolution on each topic will be based on draft resolutions on specific topics previously submitted and sponsored according to the rules.)

1. The African Union's progress in the implementation of Agenda 2063 and the achievement of the UN's Sustainable Development Goals and its readiness to Perform these tasks;
2. The role of the Diaspora in achieving the goals of Agenda 2063: definition of the role and policies and programs for its implementation.

**COMMITTEE ON PEACE AND SECURITY** (The Peace and Security Committee may submit to the Assembly of Heads of State and Government **one consolidated resolution on agenda topic 1 and one resolution on each sub-topic of item 2, that is a resolution for each of 2A, 2B, 2C and 2D**. The consolidated resolution on each topic and sub-topic will be based on draft resolutions previously submitted and sponsored according to the rules.)

1. Toward a permanent peace: creating conditions and programs for the rehabilitation and reintegration of returnees, refugees and internally displaced populations;
2. Conflict Management and Resolution in:
  - A. Somalia
  - B. SADR/Morocco
  - C. South Sudan
  - D. Cameroon

#### **ASSEMBLY OF HEADS OF STATE AND GOVERNMENT**

1. Receive Report of the Executive Council on Crisis Resolution
2. Debate and Adoption of Resolutions from Committees
3. Closing Ceremony (presentation of awards and certificates) and Adjournment.

**The Model A.U. Secretariat**

The Model A.U. Secretariat is the administrative office of the Model. Overall responsibility for the Secretariat is exercised by Faculty Advisors to the Model A.U. Secretariat under the authority of the Director.

The Secretariat does a number of things including:

1. Answering questions about the organization of the Model and the rules of procedure;
2. Dealing with physical facilities (rooms, chairs, etc.);
3. Advising the Officers of the Committees and Council;
4. Where unavoidable, the typing of resolutions;
5. Photocopying resolutions when necessary for the Committees;
6. Organizing the documentation for the Technical Meeting of Model and Committee Officers and Heads of State Meeting;
7. General advice for delegates and delegations where appropriate.

Please feel free to visit the Secretariat and to use its services. It is there to facilitate the meetings and does all that it can to achieve a worthwhile simulation.

**Home Government**

Home Government represents the Government of each delegation at the Model. Delegations may consult their Home Government on stands to be taken with regard to specific issues. Delegations should not have to consult their Home Government on the parameters of their foreign policy in general. Home Government may send messages to a delegation and may instruct a delegation to adopt a particular position.

## DELEGATION PREPARATION, ORGANIZATION AND RESPONSIBILITIES

### Delegation Preparation

***Know your country!*** The key to success in representing your country is to know it inside and out. You may wish to begin by getting a good general history of your country and having the delegation read it. A good working knowledge of the history of the country will be invaluable in developing the character of its government. You will then be in a position to research the contemporary economic, social, and political situation in your country. You need to know what makes your country tick and its government's plans, aspirations, and problems.

The history and character of your country is not something that will suddenly appear in your mind. You will, as individuals and as a delegation, have to **read, read, and read!**

***Know your region and the continent!*** With a firm grasp on your own country, you will be in a position to begin researching the regional and continental situation of your country. How does your country relate to major world powers? How does your country relate to other countries in the African continent? What positions does your country take on the regional, continental, and global issues of the day? How has it voted in the past on resolutions at the regional, continental, and global levels? What current issues would your country want to bring up at an A.U. meeting? What position would your country take on issues it would not initiate but on which it would vote?

A key website in researching these topics is that of the African Union itself ([www.au.int](http://www.au.int)). The AU website contains a lot of documentation on the Union and current work related to the agenda of the Model AU as well as links to member states. On the AU website you may also find a link to the "AU Handbook." The Handbook is a joint project of the Government of New Zealand and the AU Commission. The Handbook contains a wealth of information about the AU and its work.

**It is impossible to be over-prepared, so  
do not worry about that!**

***Divide up the work!*** Every delegate needs to have a firm grasp on the character of your country and its government regardless of the Committee or Council on which he or she sits. But each delegate needs to specialize by focusing their research on the agenda of their assigned committee. Having done so, each delegate can then present the results of that research to the rest of the delegation. In that way everyone will be familiar with the work of all the Committees and the Executive Council while the delegate responsible for that particular Committee or the Executive Council will have detailed information about its work.

You may wish to consider having the delegation create position papers and working papers. A position paper would develop the position of your country on a particular issue topic. It would therefore include a statement of the goals and aspirations of your country based on the principles upon which the country is founded. Each country, for example, would have a position regarding regional economic development and could create a position paper on that issue. A working paper would outline the process, the actions, leading to the realization of the goals dealt with in the position paper. A working paper therefore is oriented around the actions required to realize goals. For example, if the position of your country is that AIDS prevention programs should be implemented regionally in Africa, then a working paper would deal with the details of how to bring this about through, for example, creating AIDS prevention agencies within existing regional organizations like the SADC or ECOWAS. You might find it useful to have delegates on specific Committees develop position and working papers.

Whether or not you have a full set of position and working papers -- which are purely for the internal use of your delegation -- your country will have positions on the issues and actions confronting the A.U. So you will need to think in terms of issue oriented goals and the actions required to achieve those goals. That is the substance of the resolutions, communiqués and declarations considered by the formal organs of the A.U.

#### **Delegation Organization**

All delegations are members of the following organs of the Model African Union:

1. Assembly of Heads of State and Government
2. Executive Council
3. Committee on Peace and Security
4. Committee on Economic Matters
5. Committee on Social Matters
6. Committee on Democracy, Governance and Human Rights
7. Committee on Pan-Africanism and Continental Unity

Delegations are free to determine their own organization. The general guideline is that the delegation should be so organized as to accomplish the best representation for the country concerned. Delegations should have six members and no more than seven. Your country should be represented on each of the five Committees (Social; Economic; Peace and Security; Pan Africanism and Continental Unity; and Democracy, Governance & Human Rights) and the Executive Council. Since the Committees and the Council meet concurrently, a delegate should be assigned to each organ.

Each delegation is also a member of the Assembly of Heads of State and Government of the Model A.U. **It is crucial that all members of the delegation participate in the Assembly since Rule 55 requires that the delegate from each Committee represent the country when resolutions from the Committee are presented and voted**

**on in the Assembly. Consistent representation from the Committees to the Assembly is essential.**

Subject to the normal requirement that delegations have six members, delegations may have as many as seven members. Some delegations have found it useful to have a seventh member who acts as the Head Delegate at plenary meetings and who coordinates the activities of the delegates representing the country on specific Committees. At times delegations have also had more than one person working on a particular Committee which is permissible. Please remember, however, that as this is an international meeting of nation-states, no matter how many delegates you have, each member state will cast one and only one vote on a particular resolution. Your delegation will speak officially with one voice even if internally you divide up the work among a number of delegates.

#### **Delegation Responsibility**

**The overriding responsibility of a delegation to the Model A.U. is to represent the interests of its country in the most realistic and effective way possible.** It is your responsibility to ensure that the national interests of the country you represent are presented and taken into account in the work of drafting and passing resolutions and in the resolution of the crisis. This general responsibility means that **you will need to know in detail what the national interests of your country actually are, and how best to represent those interests.** The identification of national interests will require detailed preparation of the character of the country leading to positions on a wide variety of issues; the representation of the interests of your country will require thorough preparation in the realms of techniques of diplomatic activity and behavior and in terms of the substance of regional issues. Your overall responsibility is therefore to prepare yourself to ensure that your country plays its proper part in the talks that take place at a summit meeting of the African Union.

This responsibility requires that you **develop and stay within the character of your country.** This is not always an easy and comfortable task. You may personally disagree with the position of your country on a particular issue. You may wish to see a more radical position taken on an issue than your country in reality would ever contemplate. You will find yourself having to forcefully represent views with which you substantially disagree. But **you must put aside your personal feelings, actual national identity, and personal political preferences.** Your task is to **put yourself in the situation of the government of the country you represent and to faithfully represent the character of that government.** **Preparation** is the key to meeting this responsibility.

## PREPARATION FOR THE WORK OF THE COMMITTEES, EXECUTIVE COUNCIL, AND ASSEMBLY OF HEADS OF STATE AND GOVERNMENT

### COMMON CONSIDERATIONS

The work of the Model AU takes place in its five Committees, the Executive Council, and the Assembly of Heads of State and Government. The Committees and the Assembly are designed to deal with the multifaceted issues of political, social and economic change through the development of resolutions- passed by a simple majority in the Committees and by a two-thirds majority in the Assembly. The Executive Council will meet to engage and solve a crisis situation involving one or more member states.

### PREPARING FOR COMMITTEE MEETINGS

The drafting, debating, amending, and passage of resolutions form the substance of the work of Committees and the Assembly of Heads of State and Government. It may not always seem so. Some of the procedural nitty-gritty often seems to get in the way. But the Model is about a group of nations getting together to hammer out agreements to do something about something. The “about something” is the substantive issue of resolutions and the “do something” consists of the actions which are required to achieve the substance. The process of getting from one to the other is the process of international negotiation, debate and diplomacy. The resolutions are the end product of what is being debated and agreed. **Good resolutions are therefore essential. The preparation of delegations therefore should pay close attention to the resolutions resulting from this process.**

Delegates preparing for a Committee should draft resolutions on issues vitally affecting the national interests of their country and which would normally be considered under an agenda item of the Model A.U. Draft resolutions should conform to the standard format used at the Model A.U. The standard format for resolutions is as follows:

(Name of Committee) Resolution Number \_\_\_\_\_  
 (Committee Agenda Topic)  
 (Country of Original Sponsorship)

**(Title of Resolution-in bold type)**

The Assembly of Heads of State and Government of the Southeast Model African Union, Meeting in its Twenty-Four Ordinary Session in Milledgeville, Georgia, on November 6, 2021:

[There follows the basis statements stating the nature of the issue and detailing the reasons for the A.U.'s attention to the matter. The basis statements begin with

appropriate phrases and are underlined. Examples of how basis statements might begin are:]

Having examined...  
Recalling...  
Noting...  
Taking note of...  
Recognizing...  
Taking cognizance of...  
Aware that....  
Alert to...  
Considering...  
Disgusted by...  
Concerned with...  
Committed to...  
 & Etc.....

[Basis statements are followed by action statements that are indented and prefaced with a number for each action and an underlined phrase or word setting the tone of the action such as:]

1. Condemns...
2. Demands...
3. Urges...
4. Congratulates...
5. Requests...
6. Calls upon...
7. Proposes...
8. Suggests...

An example of a resolution passed at a previous Model African Union is the following:

Assembly of Heads of State and Government

Res. No. S05

#### **Women as Equal Partners in African Development**

The Assembly of Heads of State and Government of the National Model African Union, Meeting in its Eighth Ordinary Session in Washington, D.C., on March 6, 2010:

Aware that women are responsible for a large proportion of the labor force for food production countries on the African continent;

Believing that the contribution of women is exceptionally important to African development;

Having adopted the Lagos Plan of Action in 1980 in which the AU fully acknowledges the importance of giving special attention to the vital roles of women;



Fully aware that the Lagos Plan of Action covers three main areas which speak to the development of women in Africa which (1) stresses the need to include women in higher administrative and policy making levels, (2) urges steps to lessen the domestic burden on rural women, and (3) encourages supporting services for working women:

1. Supports the criteria stated within the Lagos Plan of Action with regard to the participation of women in the economy;
2. Affirms that the increased role of women will make countries on the continent more productive;
3. Encourages the incorporation of women in medical fields, higher education and technological areas such as agriculture;
4. Calls upon member states to create programs and processes that will increase the proportion of women in elective office.

[Resolutions should follow this general format although obviously the wording and substance will depend upon the Committee involved and the circumstances of the issue.]

***Does your delegation want to have resolutions considered in Committee meetings? If so, read this!*** There are certain formal procedures that have to be followed for resolutions to be considered and in addition there are some informal points to be noted. Some of the formal requirements are noted below but you should also **carefully read the Rules of Procedure regarding resolutions and amendments**. Below are also noted some of the informal points to be kept in mind.

1. Delegations are restricted to submitting a maximum of one draft original resolution on each agenda topic to each Committee. In other words, no delegation may submit more than one original resolution on each topic to each of the five Committees. Please note that it is not in order to submit resolutions to the Executive Council before it convenes. This is because its actions (including resolutions) will emerge in response to an unfolding crisis scenario.

2. **A resolution cannot be introduced or debated until all delegations have a copy. Each delegation must submit draft resolutions electronically to Charles.ubah@gcsu.edu, by 6:00 p.m. Eastern Standard time on Tuesday October 26<sup>th</sup>. If submitted on time you will receive an acknowledgement that will be your receipt and evidence of timely submission.**

3. **Please also bring resolutions on a jump-drive or laptop and at least one hard copy. This will facilitate the process of resolution consolidation during the Model. The word processing program used in the Secretariat is Microsoft Word.**

4. All resolutions of the A.U. with almost no exceptions must originate in one or another of the Committees. The Assembly of Heads of State and Government will only consider resolutions passed by the Committees and a report from the Council. To be

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considered by a Committee, a resolution must logically come under one or another agenda topic of the Committee.

5. Be prepared to compromise. The committees are expected to negotiate and agree upon one comprehensive resolution on each agenda topic. There are likely to be multiple draft resolutions on each agenda topic and the process of debate and negotiation will result in basis and action statements upon which a majority can agree. So you will need to be prepared to work with other delegations in reaching agreement on consolidated resolutions for each agenda topic.

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#### PREPARING FOR THE EXECUTIVE COUNCIL CRISIS SIMULATION

The Executive Council is charged with resolving a crisis situation. Delegates will need to be familiar with the many dimensions of the crisis including its history, recent developments, intra-African and international facets, and multiple characteristics. It will also be essential to follow current events closely since these will play a role in establishing the development of the crisis with which the Council will have to deal. Delegates will then need to develop an understanding of how their country and the AU have responded to this crisis situation and how their country views the solution.

The work of the Executive Council is therefore different from the work of the Committees. It is expected that the actions taken by the Executive Council will themselves become part of the process of crisis resolution. The crisis, in other words, will develop and be resolved in the process of unfolding events, of actions and reactions, including the decisions made by the Executive Council. As a result, the work of the Council may take many forms - declarations, actions on different fronts, secret diplomacy, working with the United Nations - and the product of the meetings will be the management and resolution of the crisis during the Model. These actions will become part of the unfolding events and the parties to the crisis will respond to the actions of the Council in real time. This will allow the Council to interact with the parties to the crisis in a way that can lead to crisis resolution. These responses will be in the forms of statements and press reports in real time.

The Council is not constrained by the resolution format within which the Committees work. This is why there are certain rules that apply only to the Council and these should be carefully studied. For example, the crisis will only be developed at the Model, the submission of written resolutions related to the crisis country prior to the opening meeting of the Council is not allowed.

One of the more important unique powers of the Council is to task any or all of the Committees with working on a specific aspect of the crisis. Crises generate the need to take action on economic, military and social fronts as well as in the political process leading to peaceful resolution. The need to cater for the needs of refugees, provide peacekeeping forces, employ economic incentives, and mediate are often involved in crisis resolution. The Executive Council has the power to ask specific Committees to come

up with recommendations related to an aspect of the crisis. For example, if there is a refugee situation created by a crisis, the Executive Council may give the Technical Committee on Social Matters the task of devising an emergency plan to cater to the needs of the refugees. The task will be communicated to the Committee by a representative of the Council who will brief the Committee and be available to answer questions.

For those serving on the Council the key to good preparation will be intimate familiarity with crisis situations and a sound appreciation of the means an international organization like the AU has at its command to play a helpful role in the resolution of this crisis. Knowledge of the social, military and political-strategic situation in African trouble spots will be an asset.

#### PREPARING FOR THE MEETING OF THE ASSEMBLY OF HEADS OF STATE AND GOVERNMENT

The preparation of documentation for the meeting of the Assembly of Heads of State and Government takes place in Committee and Council meetings. The main work of the Assembly is to consider resolutions that have been passed by the Committees and receive a report from the Council. Resolutions passed by a simple majority vote in Committee become the sponsored draft resolutions to be considered by the Assembly. Draft Assembly resolutions are resolutions sponsored by the Committee or Council and not by an individual country delegation. At the Assembly, no country sponsorship appears on any resolution.

There are very significant differences in the role and rules of the Assembly in comparison to the Committees. For example, to pass in the Assembly, these resolutions must achieve a two-thirds majority vote. The most important difference is that the resolutions at the Assembly have already been thoroughly debated in Committee and have achieved majority assent. The principles of the resolutions and their provisions are by this time well known to the delegations and countries have already taken a position on the resolutions. **So** it is unnecessary to re-debate the resolutions in their entirety.

Since the resolutions submitted to the Assembly have already been approved by Committees, the assumption is that the delegations are prepared to move to a vote in the Assembly where a two-thirds majority is required. This is why the Chair in introducing each passed resolution will ask, "Is there any unreadiness to act on this resolution?" However, those resolutions that did not already have a two-thirds majority may need amendment and in fairness to those delegations that oppose a resolution, there is a process of debate and amendment in the Assembly. However, it is different and severely constrained in comparison to the Committees and Council. The rules governing the meeting of the Assembly need to be studied thoroughly and adhered to absolutely.

Delegates will need to study the rules in detail. Some of the main provisions are highlighted here. If there are no proposed amendments, the Chair will allow two delegations to speak against the resolution and then move to an immediate vote. If there

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are amendments, they are all proposed at the beginning of consideration and then each is debated with two for and two against and then an immediate vote is taken. There are no friendly amendments, motions of reconsideration or points of inquiry in the Assembly. These procedures and rules underscore the need for the delegates sitting on Committees to be present and active at the Assembly.

**All delegates need to attend the Assembly meeting.** The Assembly meeting is the culmination of the deliberations in the AU and all delegates should be present. The practical reason why all delegates should be present is that even if there is a Head Delegate, no delegate could be conversant with all the debates that went into the passage of draft resolutions from all the Committees. A delegation voting on a resolution in the Assembly without the benefit of the advice of the delegate who sat on the Committee will not cast an informed and consistent vote. This is why Rule 56 states that: The delegate representing the Head of State or Government must be the delegate who represented the country in the Committee sponsoring the resolution on the floor.

**And Now  
The Indispensable Key to Delegation Preparation  
and a Good Model: Country Characterization and Diplomacy**

The best delegations are those that internalize and project the character of their country. If you represent Uganda you must become a Ugandan, in thought and action. If you represent Kenya, you must become a Kenyan in your outlook on African and global issues. You are the leaders of those nations. You can become those African leaders if you prepare yourselves for that role.

**SOUTHEAST MODEL AFRICAN UNION RULES OF PROCEDURE**

**Introduction**

This section of the handbook contains the Rules of Procedure for the Model A.U. The rules provide a structure for the proceedings and debate in the various organs of the A.U. The rules have no value other than creating a known and regular procedure or means through which the substantive work of the Model is conducted. The rules do not presuppose any particular outcome in terms of the substance of resolutions. The rules do not make inevitable the inclusion or exclusion of a resolution or any of its provisions. The rules do create a framework of expectations and actions regarding the process of introducing and debating resolutions and in terms of facilitating the meetings. Together with the schedule of events, the rules are the bones of the Model and the activity of delegates puts flesh on those bones.

The Rules of Procedure tell you what you may and must do as well as what you may not do. The rules, for example, tell you that you must raise your placard to gain recognition from the Chair in order to speak. The rules also tell you that you may not interrupt a speaker in order to debate the substance of what that speaker is saying. The

rules therefore create a means through which the business at hand is done. The rules create both opportunities and limits for delegate participation.

The opportunities and limits to participation created by the rules affect all delegations in the same way. The rules do not favor one delegation over another. The rules in that sense are neutral. They apply to everyone, and everyone is obligated to follow the rules.

The neutrality of the rules in their application to all delegations equally does not mean, however, that the use of the rules has no effect on the eventual outcome. A skillful use of the rules by a delegation can delay the vote on a resolution or even lead to its defeat. This can be frustrating to delegations supporting a resolution and in their frustration those delegations may begin to believe that it is the rules themselves that are to blame. They may believe that the opposing delegation is misusing or abusing the rules. But the truth is that the opposing delegation has simply used the rules to meet its objective, in this case to delay or kill a proposal that does not meet the national interests of that country. Delegations supporting the proposal have the very same set of rules to use to keep the proposal alive.

The rules of the Model are therefore analogous to the rules for a sporting game. The rules of basketball apply to both teams in the same way. The teams will each use the rules to what they regard as their advantage but will be bound to observe the same set of rules. The outcome will depend upon the preparation of the players before the game, for example, on their physical conditioning, knowledge of the rules, and the thoughtfulness of their game plan. The rules of the Model are the same; they apply to all delegates equally. The ability of a delegation to represent the interests of a country in the process of debate will depend upon their advance preparation of the character of their country, their understanding of the rules of debate, and the thoughtfulness of their resolutions and activities furthering resolutions in which they are interested.

**It is absolutely essential that every single delegate should understand and be able to use the Rules of Procedure for the Model A.U. Delegates are expected to know the rules in detail and to have practiced the rules sufficiently to be able to use them effectively during Committee and Executive Council meetings and in plenary session. During the Model all delegates will without exception abide by the Rules of Procedure contained in the following pages.**

### **RULES OF PROCEDURE**

1. These Rules incorporate- and take precedence over the procedural portions of the Constitutive Act of the African Union. In the event of dispute, the interpretation of the Chair is final provided there is not a successful appeal.

2. The official language for all sessions is English. Business may be conducted in other languages only if the speaker provides translation.
3. All Member States belong to the Assembly of Heads of State and Government as well as the following organs:
  - The Executive Council
  - The Committee on Democracy, Governance and Human Rights
  - The Committee on Economic Matters
  - The Committee on Social Matters
  - The Committee on Peace and Security
  - The Committee on Pan-Africanism and Continental Unity
4. The seating of delegations in organs of the Model A.U. and in the Assembly of Heads of State and Government shall be in alphabetical order.
5. Other subsidiary bodies may be established with the approval of the Assembly.

#### **FACULTY ADVISORS AND CONSULTANTS**

6. The Secretariat of the Model African Union shall designate Faculty Members to serve as Faculty Advisors and Consultants in the various organs of the Model A.U.
7. The Faculty Advisors and Consultants shall attend to the needs of all delegates and shall not be limited to their own delegates.
8. The Faculty Advisors and Consultants shall assist the Chairs and other Officers in running the sessions as necessary. Faculty advisors and consultants shall not vote or participate in debate.
9. Faculty Advisors with the guidance of the Director shall take actions as necessary to ensure the smooth functioning and integrity of all organs of the Model A.U.
10. In accepting a country assignment, faculty advisors, their sponsoring institutions and delegations accept the responsibility to fully prepare the representation of their country and to observe the process of the Model as contained in materials provided by the Director.

#### **OFFICERS**

11. Committee, Executive Council, and Assembly of Heads of State and Government officers, namely the Chair, Vice-Chair, Rapporteur, and Parliamentarian shall be appointed by the Director. Delegates shall, with the endorsement of their faculty advisor, apply for appointment as officers. Application must be made by October 15<sup>th</sup>.
12. Officers appointed by the Director shall perform the work of their office as specified in the rules of procedure, the program, and as communicated to the officer by the

Director. With respect to appointment to office and the interpretation of work to be performed, the decision of the Director is final. Officers will work with Faculty Advisors and Consultants, and the Secretariat to ensure the smooth running of all aspects of the Model.

13. Officers of the Committees and the Executive Council may play a full part as representatives of their delegations in deliberating and voting on proposals. During that time they may be required to hand over their official duties to other officers until the item has been passed, been defeated, or otherwise been removed from consideration. Officers of the Assembly of Heads of State and Government are officers of the Model AU and may not represent their delegation in deliberating and voting on resolutions in the Assembly of Heads of State and Government.
14. All officers shall meet with the Secretariat as scheduled in the Program and/or as needed to discuss their duties and problems arising in the execution of their offices.
15. In addition to those powers specified elsewhere, the Chair of a Committee, the Executive Council and of the Assembly of Heads of State and Government shall interpret these Rules, rule on Points of Order, assure parliamentary order, accord speaking rights, put the question, announce decisions, limit the number of times a delegate may speak on any question, open and close the speakers list and close debate.

#### **AGENDA**

16. The agenda of the Opening Plenary Session will be the following (in order): (1) Roll Call of Delegations; (2) Convening of the Model A.U.; (3) Lunch; (4) (Keynote Address.
17. The agenda for the ordinary substantive sessions of the Committees shall include the following (in order): (1) Assignment of resolutions to agenda topics; (2) Consolidation of resolutions under each topic into a single consolidated draft; (3) Consider and act on draft consolidated resolutions on each agenda topic.
18. The Committees shall only consider the agenda topics assigned to them.
19. The agenda for the Assembly of Heads of State and Government shall be (in order): (1) receive report from the Executive Council and (2) consider and take action on resolutions submitted by the Committee on Democracy, Governance and Human Rights, the Economic Committee, Committee on Pan Africanism and Continental Unity, Committee on Peace and Security, and Social Committee.
20. The Assembly of Heads of State and Government shall take cognizance of the report by the Executive Council but shall not debate or vote on the report of the Executive Council.
21. The agenda of the meeting of the Executive Council shall include the following (in

order): (1) Briefing by Faculty Advisor; (2) Introduction of Officers and Delegates; (3) Introduction of a crisis by Home Government; (4) Crisis Resolution; and (5) Adjournment.

22. The agenda for the substantive meetings of the Executive Council shall be to take actions necessary for the resolution of a crisis. The crisis will begin in the early stages of the model and, therefore, the preparation and submission of resolutions prior to that time is not allowed.
23. The Executive Council may require a Committee to undertake a specific task related to the Councils business. The Council will communicate the specific task to the Committee(s) in writing and through a verbal briefing by an officer or member of the Council. The Council shall designate one of its members to liaise with a Committee that has been tasked. Executive Council directives to Committees shall interrupt and take precedence over all other Committee proceedings until the specified task is completed.

#### **GENERAL PROCEDURES AND RULES OF DEBATE**

24. An amendment is anything that adds to, deletes from, or changes a draft resolution. A motion totally replacing the original proposal or not directly related to it is not an amendment and shall be ruled out of order by the Chair. An amendment may not itself be amended. An amendment which is counter to an amendment already adopted shall be ruled dilatory by the Chair.
25. No one may speak without first being recognized by the Chair.
26. When speaking, delegates will see that their remarks are germane to the motion on the floor. If they fail to do so, the Chair shall call them to order without delay.
27. At any time, a delegate may complain of improper procedure under these Rules by raising a Point of Order. The Chair shall immediately rule upon the Point and his/her decision is final, unless a two-thirds majority votes to Appeal (and thereby reverse) his/her decision. A Point of Order is the only action that may interrupt a speaker.
28. In order to ask a question of the Chair on any matter, delegates will rise to a Point of Information. The Point of Information will not interrupt any speaker.
29. To end the session for a specified period of time, a motion to suspend the session will be required. Such a motion would be required to end the morning or afternoon session in expectation of resuming at a specified time. Such a motion will also be required for either moderated or un-moderated caucuses. Such a motion requires a second, is not debatable, and is decided by a simple majority. The same applies to a motion to adjourn, which is necessary when the Assembly of Heads of State and Government, the Executive Council or a Committee has dispensed with all its business



and wishes to end its deliberations for the year. These motions may be ruled dilatory by the Chair, whose decision is subject to appeal.

30. The order of precedence of motions is as follows: (1) Point of Order; (2) Suspend the Session; (3) Adjourn the Session; (4) Suspend/Resume Debate; (5) Close Debate; (6) Other motions; (The Proposal under Discussion [main motion]).

### **GENERAL VOTING RULES**

31. Each Member State shall have one vote and only one voting representative on the Executive Council, each Committee, and in the Assembly of Heads of State and Government.
32. Resolutions and amendments thereto of the Committees only require a simple majority. Actions by the Executive Council require a two-thirds majority. Resolutions and amendments thereto of the Assembly of Heads of State and Government require a two-thirds majority.
33. In determining a simple or two-thirds majority in Committees, only those votes of "yes" or "no" shall be counted. A vote of "abstain" shall not be used in determining whether there is a majority in Committees. In the Assembly of Heads of State and Government a two-thirds majority shall be based on two-thirds of delegations present.
34. Unless otherwise specified, all voting will be by show of placards. Before voting commences, any delegation may request a roll-call vote. The Chair shall rule on the request, and his/her ruling is subject to appeal. The roll call shall be in alphabetical order, starting at a random point determined by the Chair for each vote. The voting may not be interrupted except by a Point of Order concerning voting procedure.
35. In Committee only when taking a vote by show of placards, the Chair will ask for those in favor, those opposed, and abstentions. When named in a roll call, a delegate shall answer yes, no, abstain, or Pass. If he/she responds with the latter, the delegate has indicated his/her desire to pass at this time. The Chair will run through the entire roll once, and will then call those who have Passed. Upon being called a second time, a delegate will respond yes, no, or abstain (only). In the Assembly of Heads of State and Government only, when taking a vote by show of placards, the Chair will ask for those in favor and those opposed only. There are no abstentions in the Assembly of Heads of State and Government.
36. Once all votes have been tabulated, the chair, only on roll-call votes, will ask for changes in vote. After any changes have been noted, the result of the vote is announced. If a motion to reconsider (prohibited in the Assembly) is not forthcoming, the body moves on to consider the next proposal or, if no proposals remain under a topic, the Chair will entertain a motion to suspend debate on that topic and move on.

37. After debate on a proposal or amendment has been closed, but before voting commences, a delegate may move to divide the question. He/she would do so if he/she desires to vote on the proposal or amendment in several parts. Such a motion must specify the intended division, is not debatable, and is put to an immediate vote, a simple majority being required. Once all parts of a proposal or amendment are voted on, the entire proposal or amendment shall be put to a vote. If all of the operative parts of a proposal are rejected, then the proposal itself is rejected.

#### **PROCEDURES FOR COMMITTEE AND EXECUTIVE COUNCIL RESOLUTIONS AND AMENDMENTS**

38. A draft resolution is a substantive document related to a specific topic on the agenda submitted for decision. Draft resolutions must be submitted electronically to the Director at [Charles.ubah@gcsu.edu](mailto:Charles.ubah@gcsu.edu) no later than 6 p.m. Eastern Standard Time, Sunday, October 20, 2019.
39. No single delegation may be the original sponsor of more than one resolution in each Committee. A Proposal may not be considered until it has an original Sponsor and four Co-sponsors and until copies have been received by all delegations. Delegations may co-sponsor more than one Resolution in each committee
40. A motion or proposal may be altered by a friendly amendment meaning a change agreed to by all sponsors of that motion or proposal. Such amendments must be announced to the Chair. All other amendments are unfriendly. Such ordinary amendments must be moved and seconded and submitted in writing to the Chair at the time the motion is made. An amendment moved and seconded will be debated and voted on in accordance with the rules for debate and voting of the main motion or proposal. Motions to introduce proposals or amendments (or any other motion, for that matter) may be made either in a speech or after being recognized by the Chair.
41. Once the decision on a proposal or amendment has been announced, any delegate who voted with the majority may move for its reconsideration. A two-thirds majority is required for reconsideration. If such a majority is forthcoming, a re-vote will be taken. The Chair may rule such motions dilatory. This ruling is subject to appeal.
42. Once a Committee or the Executive Council decides to open discussion on a draft resolution under an agenda topic or sub-topic, the Chair may allow procedurally correct points of inquiry directed to the main sponsor(s). Following any points of inquiry, the Chair will establish a speakers list of no more than ten. Those wishing to speak will raise their placards and will be assigned a position on the list. The Chair will call upon delegates to speak in the order they appear on the speakers list. Delegates may request to be added to the list any number of times until the Chair limits the number of times a delegate may speak, closes the speakers list, or debate is closed by a motion. Once a specific speakers list is exhausted, any delegate may move to

reopen the speakers list. This motion must be seconded and is not debatable. Debate will continue until it is suspended or closed, the meeting is suspended or adjourned, or the speakers list is exhausted (once exhausted, the Chair will announce closure of debate and bring the proposal, if any, to an immediate vote).

43. During discussion of a topic, a delegate may make a motion for an unmoderated caucus. The delegate making the motion must specify an amount of time for the caucus. The adoption of this motion requires a majority of members present and voting. If passed, the unmoderated caucus allows delegates to move around the room, converse, and negotiate with each other without any formal rules or limitations. Due to the unstructured nature of these suspensions, delegates are permitted no more than 20 minutes of unmoderated caucus time for every hour of debate. Delegates are encouraged not to spend more time in unmoderated caucuses than necessary—they are most useful for the writing of draft language.
44. During discussion of a topic, a delegate may make a motion for a moderated caucus. The delegate will specify the amount of time for the caucus and the topic to be moderated. In a moderated caucus the Committee/Council remains in session but operates informally. The Chair will recognize delegations that wish to speak in turn at the Chair's discretion. No speakers list is used. The moderated caucus may be used as a question and answer period for certain or multiple delegations, or as a means to facilitate a discussion of provisions in a draft resolution.
45. When speakers list is used, the speakers shall be given one and one-half minutes. The Chair will call speakers to order if they exceed their time. The Chair shall ensure that all delegates have equal opportunity to participate in debate.
46. Prior to beginning his/her speech, a delegate may request that all or part of his/her time be yielded to another. Once yielded, time may not be yielded a second time.
47. A delegate may speak to the draft resolution, amendments moved thereto and the agenda topic, or all of the above while on a particular speakers list.
48. A Point of Inquiry may be used to question a speaker after he/she has finished his/her remarks: a questioner will address the Point to the Chair, who will then ask the speaker if he/she wishes to yield. In order to ask a second question, a second Point of Inquiry will have to be raised, and the speaker again asked to yield. The Chair will ensure that Points of Inquiry are only used to raise questions of clarification or for additional information.
49. At any time, a delegate may make a motion to suspend debate on a draft resolution. The Chair will allow two speakers for the Suspension and two against and will limit time. Speeches must be germane to the suspension only. After the speeches, an immediate vote will be taken, a simple majority being necessary. Once suspended, debate on a proposal or a topic may not be resumed until a resumption of debate motion is made and passes by a simple majority without debate.

50. At any time prior to the exhaustion of the speakers list, a delegate may move closure of debate on a proposal or amendment. The Chair will allow two speakers against closure (only) and will limit time and ensure that the remarks are germane to the closure. A vote will immediately follow the speeches, with a two-thirds majority necessary. After the debate is closed, either through exhaustion of the speakers list or a successful closure motion, the proposed resolution or amendment will come to an immediate vote. If debate is closed on a topic, proposed resolutions will be voted on in the order they were submitted to the Secretariat. If adopting one resolution necessarily implies excluding a subsequent proposed resolution, this latter resolution shall be ruled out of order.
51. The Committees shall establish an order of presentation of their resolutions to the Assembly.
52. Committees shall deliberate and act upon individual resolutions until the time for the meeting has ended or the agenda is exhausted. The passing of a number of resolutions en bloc is prohibited.
53. Resolutions passed by Committees shall be processed by the Secretariat in consultation with Committee Officers for presentation to the Assembly of Heads of State and Government. The Officers of the Executive Council shall prepare a report and submit it to the Secretariat on the work of the Council to be presented at the meeting of the Assembly of Heads of State and Government.

#### **PROCEDURES FOR RESOLUTIONS IN THE ASSEMBLY OF HEADS OF STATE AND GOVERNMENT**

54. Resolutions passed by Committees are automatically moved and seconded at the Assembly of Heads of State and Government. The delegate representing the Head of State or Government must be the delegate who represented the country in the Committee sponsoring the resolution on the floor.
55. As each resolution is moved at the Assembly, the Chair will ask, "Is there any unreadiness to act on this resolution?" A delegation is unreadiness to act if it wishes to move an amendment and will indicate this by raising its placard.
56. If no delegation indicates unreadiness, the Chair will move to an immediate vote, a two-thirds majority of delegations present being necessary for passage.
57. All motions to amend each resolution from Committee will be moved at the same time before the resolution is considered for any amendment by the Assembly. Each proposed amendment must be moved and be seconded by two additional delegations. Moved and seconded draft amendments shall be debated and voted upon in the order they are moved and seconded.
58. Once an amendment has been moved and seconded the Chair will open a speakers

list consisting of one speaker for and one against the amendment. Each speaker is limited to one minute. Following this debate an immediate vote will be taken, a two-thirds majority being necessary for passage. Re-opening or extending the speakers list and extending the time to speak are prohibited.

59. Once all amendments have been moved, debated and voted upon, the main motion (as amended) will be considered. The Chair will open a speakers list composed of two speakers against the motion only, each of which may speak for one minute. Re-opening or extending the speakers list and extending the time to speak are prohibited. Following this debate an immediate vote will be taken, a two-thirds majority of delegations present being necessary for passage. In the Assembly of Heads of State and Government each delegation must vote yes or no. There are no abstentions in the Assembly of Heads of State and Government.
60. Friendly amendments are not allowed in the Assembly of Heads of State and Government.
61. Once moved and seconded, an amendment may not be withdrawn by the sponsoring delegation or the seconding delegations in the Assembly.
62. Motions for reconsideration are not allowed in the Assembly of Heads of State and Government.
63. Following the report of the Executive Council, the Assembly of Heads of State and Government shall consider one resolution in turn from each Committee in the order: Democracy, Governance and Human Rights; Economic; Pan-Africanism and Continental Unity; Peace and Security; and Social until the time for meeting or number of resolutions is exhausted.
64. The Assembly of Heads of State and Government shall deliberate and act upon individual resolutions until the time for the meeting has ended or the agenda is exhausted. The passing of a number of resolutions en bloc is prohibited.
65. Delegates may not yield their time during debate in the Assembly.
66. Motions to suspend or close debate are not allowed in the Assembly

#### **HOME GOVERNMENT**

67. There shall be a Home Government composed of Faculty Advisors appointed by the Director.
68. Any delegation may request information or guidance from Home Government.
69. The Home Government may provide information and instructions to a delegation at any time. In all cases without exception delegations must follow Home Government Instructions.

70. The Home Government will communicate with the Executive Council on the circumstances and resolution of the crisis. In all cases, without exception, the Officers of the Executive Council are bound by Home Government instructions.

71. The Officers of the Executive Council may request information or guidance from the Home Government.

#### **ADMISSION OF NEW MEMBERS**

72. Any motion on the admission of new Members shall first be submitted at the beginning of the Opening Plenary Session. Passage requires a two-thirds majority.

#### **AMENDING THE TREATY**

73. Amendments to the Constitutive Act may not be considered by this Assembly but it may consider the creation of protocols mentioned in the Act.

#### **PARLIAMENTARY AUTHORITY**

74. Robert's Rules of Order, Revised will be the parliamentary authority for all rules of procedure not covered above.

#### **ADDENDUM**

##### Definitions and Clarification

1. Simple majority: 50% + 1 of those voting on the issue, excluding all abstentions.
2. Two-thirds majority: 66.67% of those voting on the issue, excluding all abstentions in Committee only. In the Assembly two-thirds is 66.67% of all delegations present.
3. Two-thirds absolute majority: 66.67% of the membership of the Committee, Executive Council or Assembly of Heads of State and Government.
4. There is one speakers list on any one issue, set of inquiries or amendment except as explicitly stated in the rules. It is not divided into for and against since some speakers are not specifically for or against the issue but rather may wish to propose amendments, etc.

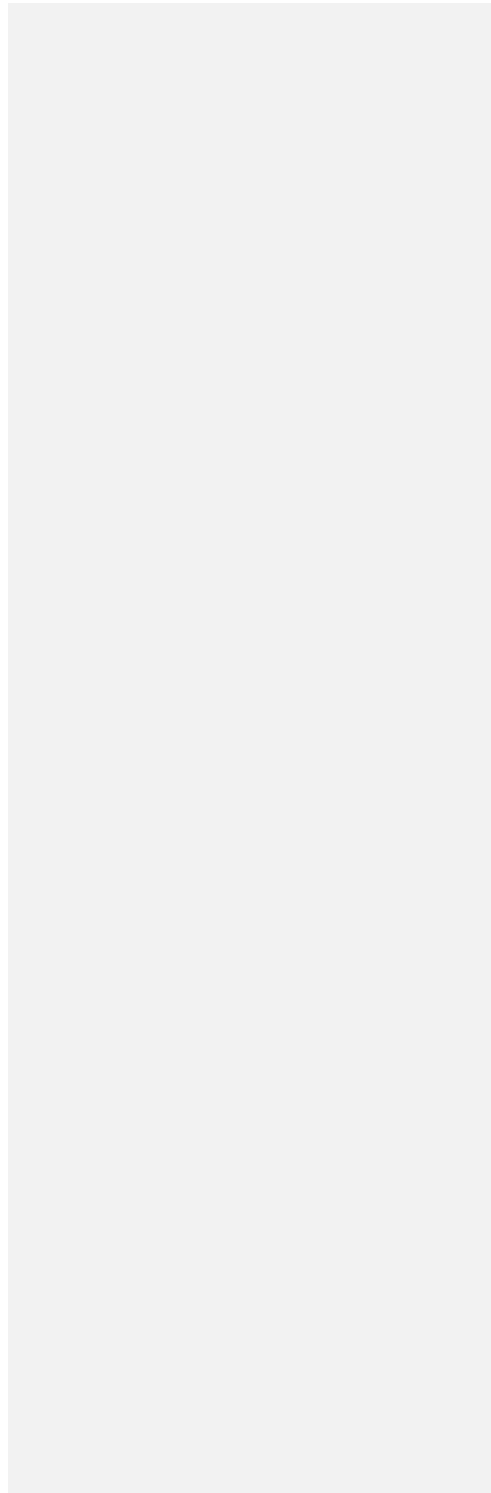
## SEMAU Rules of Procedure- Short Form

<u>Motion</u>	<u>Purpose</u>	<u>D</u> <u>e</u> <u>b</u> <u>a</u> <u>t</u> <u>e</u>	<u>Vote</u>
Point of Order	Correct an error in procedure	N o n e	N o n e
Appeal Chair's decision	Challenge Chair's decision	N o n e	2 / 3
Suspension of the meeting	Recess Meeting	N o n e	M a j o r i t y
Adjournment of the meeting	End Meeting	N o n e	M a j o r i t y
Adjournment of Debate	End debate without a substantive vote	2 p r o / 2 c o n	2 / 3
Closure of Debate	Move to an immediate	2 c o n	2 / 3

Division of the question (1st vote)	Vote to consider section separately	2 p r o / 2 c o n	M a j o r i t y
Accept by Acclamation	Accept Draft Resolution	N o n e	N o o p p o s i t i o n
Roll Call Vote	Vote by roll call	N o n e	N o n e
Reconsideration	Re-open debate on issue	2 c o n	2 / 3
Set Speakers Time	Set or change Speaker's time limit	2 p r o / 2 c o n	M a j o r i t y
Close/Reopen Speaker's List	No additional Speakers added to List	N o n e	M a j o r i t y



Adoption of Agenda	Approval of Agenda Order	None	Majority
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### SEMAU RULES OF PROCEDURE – LONG FORM

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

§	P U R P O S E :	Y O U S A Y:	I N T E R R U P T ?	2 N D ?	D E B A T E ?	A M E N D ?	V O T E ?
§ 2 1	C l o s e m e e t i n g	I m o v e t o a d j o u r n	N o	Y e s	N o	N o	M a j o r i t y
§ 2 0	T a k e b r e a k	I m o v e t o r e c e s s f o r ...	N o	Y e s	N o	Y e s	M a j o r i t y
§ 1 9	R e g i s t e r c o m p l a i n t	I r i s e t o a q u e s t i o n o f p r i v i l e g e	Y e s	N o	N o	N o	N o n e

§ 1 8	M a k e f o l l o w a g e n d a	I call for the orders of the day	Y e s	N o	N o	N o	N o n e
§ 1 7	L a y a s i d e t e m p o r a r i l y	I m o v e t o l a y t h e q u e s t i o n o n t h e t a b l e	N o	Y e s	N o	N o	M a j o r i t y
§ 1 6	C l o s e d e b a t e	I m o v e t h e p r e v i o u s q u e s t i o n	N o	Y e s	N o	N o	2 / 3

§ 1 5	L i m i t o r e x t e n d d e b a t e	I move that debate be limited to...	N o	Y e s	N o	Y e s	2 / 3
§ 1 4	Postpone to a certain time	I move to postpone the motion to...	N o	Y e s	Y e s	Y e s	M a j o r i t y
§ 1 3	R e f e r t o c c o m m i t t e e	I move to refer the motion to...	N o	Y e s	Y e s	Y e s	M a j o r i t y

§ 1 2	M o d i f y w o r d i n g o f m o t i o n	I move to amend the motion by...	N o	Y e s	Y e s	Y e s	M a j o r i t y
§ 1 1	K i l l m a i n m o t i o n	I move that the motion be postponed indefinitely	N o	Y e s	Y e s	N o	M a j o r i t y
§ 1 0	Bring business before assembly (a main motion)	I move that [o r "t o" ] ...	N o	Y e s	Y e s	Y e s	M a j o r i t y

*Incidental Motions - no order of precedence. Arise incidentally and decided immediately.*

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§ 23	Enforce rules	Point of Order	Yes	No	No	No	None
§ 24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§ 25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§ 26	Amend motion	I object to the consideration of the	Yes	No	No	No	2/3

	t i o n a l t o g e t h e r	qu esti on					
§ 2 7	D i v i d e m o t i o n	I move to divide the question	N o	Y e s	N o	Y e s	M a j o r i t y
§ 2 9	Demand a rising vote	I move for a rising vote	Y e s	N o	N o	N o	N o n e

§ 3 3	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§ 3 3	Request for information	Point of information	Yes	No	No	No	None

*Motions That Bring a Question Again before the Assembly - no order of precedence. Introduce only when nothing else pending.*

§	PURPOSE:	YOUSAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§ 3 4	Take matter for debate	I move to take from the table . . .	No	Yes	No	No	Majority



§ 35	C a n c e l p r e v i o u s a c t i o n	I m o v e t o r e s c i n d . . .	N o	Y e s	Y e s	Y e s	2/3 or Majority with notice
§ 37	R e c o n s i d e r m o t i o n	I m o v e t o r e c o n s i d e r . . .	N o	Y e s	V a r i e s	N o	M a j o r i t y

Ref: Robert's Rules of Order, Newly Revised (10<sup>th</sup> Edition)

## Perambulatory Clauses (“Basis” Statements)

The perambulatory clause of a Draft Resolution states the reasons for which the Committee is addressing the topic and highlights past international action on the issue. Each clause usually begins with a present participle (called a perambulatory phrase) and ends with a comma.

Perambulatory Clauses can include:

- ❖ References to the AU or UN Charter;
- ❖ Citations of past AU & UN resolutions or treaties on the topic under discussion;
- ❖ Recognition of the efforts of regional or nongovernmental organizations in dealing with the issue; and
- ❖ General statements on the topic, its significance and its impact.

### *Sample Perambulatory Phrases*

Affirming	Expressing appreciation	its	Noting with regret
Alarmed by	Expressing satisfaction	its	Noting with deep concern
Approving	Fulfilling		Noting with satisfaction
Aware of	Fully Alarmed		Noting further
Bearing in mind	Fully aware		Noting with approval
Believing	Fully believing		Observing
Confident	Further deploring		Reaffirming
Contemplating	Further recalling		Realizing
Convinced	Guided by		Recalling
Declaring	Having adopted		Recognizing

Deeply concerned	Having considered	Referring
Deeply conscious	Having considered further	Seeking
Deeply convinced	Having devoted attention	Taking into account
Deeply disturbed	Having examined	Taking into consideration
Deeply regretting	Having heard	Taking note
Desiring	Having received	Viewing with appreciation
Emphasizing	Having studied	Welcoming
Expecting	Keeping in mind	

## Operative Clauses (“Action” Statements)

Operative clauses identify the actions or recommendation made in a resolution. Each operative clause begins with a verb (called an operative phrase) and ends with a semicolon. Operative clauses should be organized in a logical progression, with each containing a single ideal or proposal, and are always numbered. If a clause requires further explanation, bulleted lists set off by letters or numerals can also be used. After the last operative clause, the resolution ends in a period.

### Sample Operative Phrases

Accepts	Endorses	Further requests
Affirms	Expresses its appreciation	Further resolves
Approves	Expresses its hope	Has resolved
Authorizes	Further invites	Notes
Calls	Deplores	Proclaims
Calls upon	Designates	Reaffirms
Condemns	Draws the attention	Recommends

Confirms	Emphasizes	Re gre ts
Congratu lates	Encourages	Re mi nd s
Considers	Endorses	Re qu es ts
Declares accordingly	Expresses its appreciation	Sol em nly affi rm s
Deplores	Expresses its hope	Str on gly co nd em ns
Designates	Further invites	Su pp ort s
Draws the attention	Further proclaims	Ta ke s no te of
Emphasizes	Further reminds	Transmits
Encourages	Further recommends	Trusts

## SEMAU Awards

1. **Outstanding Delegate: Leadership-in-Committee Award**
  - a. The top two individual delegates with most votes in each Committee/Council
2. **Honorable Mention: Leadership-in-Committee Award**
  - a. The next three individuals with the most votes in each Committee/Council
3. **Best Delegation Award**
  - a. The top three Delegations with the most awards from all the Committees/Councils combined
4. **Honorable Mention: Best Delegation Award**
  - a. The next two Delegations with the most awards in all Committees/Councils combined
5. **Outstanding Chair Award**
6. **Honorable Mention: Chair Award**
7. **Faculty Service Award**

### *Outstanding Delegate Leadership and Honorable Mention Delegate Awards:*

To be determined by a vote of delegates in in each Committee, one vote per country delegation, not by school. Each delegation shall cast a vote for two individual delegates. The criteria: the individual delegate who has over the course of the conference, contributed the most substantively, and facilitated a collegial, collaborative, and consensus- building and result- oriented process, while maintaining the diplomatic character of his/her country. The votes shall be tallied by the officers in each committee and reported to the Chair of the Awards Committee. The two top vote getters shall be selected for the "Outstanding Delegate" awards and the next three top vote getters shall be selected for the "Honorable Mention" awards.

### *Best Delegation and Honorable Mention Delegation Awards:*

The top three delegations with the most Leadership in Committee awards shall be selected for the "Best Delegation" awards. The next two delegations with most awards shall be selected for the "Honorable Mention" delegation awards.

### *Outstanding Chair Award:*

To be determined by a vote of faculty advisors after conclusion of the final council and committee meetings. Although assigned to specific committees/councils, each faculty advisor should visit all the committees/councils. Faculty advisors are strongly encouraged to maintain a neutral stance and resist the temptation to advocate or campaign for their own students. An "outstanding chair" will be obvious to most and does not need his/her advisor's special advocacy.

### *Honorable Mention Chair:*

To be determined by a vote of faculty advisors, following the same criteria above for Outstanding Chair Award.

**Faculty Service Award:**

The award is to recognize the faculty advisor who has contributed the most to facilitate the smooth running of the model. This is also the SEMAU Director's Award.

### CONSTITUTIVE ACT OF THE AFRICAN UNION

We, Heads of State and Government of the Member States of the Organization of African Unity (OAU):

**INSPIRED:** by the noble ideals which guided the founding fathers of our Continental Organization and generations of Pan-Africanists in their determination to promote unity, solidarity, cohesion and cooperation among the peoples of Africa and African States;

**CONSIDERING** the principles and objectives stated in the Charter of the Organization of African Unity and the Treaty establishing the African Economic Community;

**RECALLING** the heroic struggles by our peoples and our countries for political independence, human dignity and economic emancipation;

**CONSIDERING** that since its inception, the Organization of African Unity has played a determining and invaluable role in the liberation of the continent, the affirmation of a common identity and the process of attainment of the unity of our continent and has provided a unique framework for our collective action in Africa and our relations with the rest of the world;

**DETERMINED** to take up the multifaceted challenges that confront our continent and peoples in the light of the social, economic and political changes taking places in the world;

**CONVINCED** of the need to accelerate the process of implementing the Treaty establishing the African Economic Community in order to promote the socio-economic development of Africa and to face more effectively the challenges posed by globalization;

**GUIDED** by our common vision of a united and strong Africa and by the need to build a partnership between governments and all segments of civil society, in particular women, youth and the private sector, in order to strengthen solidarity and cohesion among our peoples;

**CONSCIOUS** of the fact that the scourge of conflicts in Africa constitutes a major impediment to the socio-economic development of the continent and of the need to promote peace, security and stability as a prerequisite for the implementation of our development and integration agenda;

**DETERMINED** to promote and protect human and peoples' rights, consolidate democratic institutions and culture, and to ensure good governance and the rule of law;

**FURTHER DETERMINED** to take all necessary measures to strengthen our common institutions and provide them with the necessary powers and resources to enable them discharge their respective mandates effectively;

**RECALLING** the Declaration which we adopted at the Fourth Extraordinary Session of our Assembly in Sirte, the great Socialist People's Libyan Arab Jamahiriya, on 9.9 99, in which we decided to establish an African Union, in conformity with the ultimate objectives of the Charter of our Continental Organization and the Treaty establishing the African Economic Community;

**HAVE AGREED AS FOLLOWS:**

#### **Article 1**

##### **Definitions**

In this Constitutive Act:

"Act" means the present Constitutive Act;

"AEC" means the African Economic Community;

"Assembly" means the Assembly of Heads of State and Government of the Union;

"Charter" means the Charter of the OAU;

"Commission" means the Secretariat of the Union;

"Committee" means a Specialized Technical committee of the Union;

"Council" means the Economic, Social and Cultural Council of the Union;

"Court" means the Court of Justice of the Union;

"Executive Council" means the "Executive Council of the union; "Member

State" means Member State of the Union:

"OAU" means the Organization of African Unity; "Parliament"

means the Pan-African Parliament of the Union;

"Union" means the African Union established by the present Constitutive Act.

#### **Article 2**

##### **Establishment**

The African Union is hereby established in accordance with provisions of this Act.

#### **Article 3**

##### **Objectives**

The objectives of the Union shall be to:

- (a) achieve greater unity and solidarity between the African countries and the peoples of Africa;
- (b) defend the sovereignty, territorial integrity and independence of its Member states;
- (c) accelerate the political and socio-economic integration of the continent;



- (d) promote and defend African common positions on issues of interest to the continent and its peoples;
- (e) encourage international cooperation, taking due account of the charter of the United Nations and the Universal Declaration of Human Rights;
- (f) promote peace, security and stability on the continent;
- (g) promote democratic principles and institutions, popular participation and good governance;
- (h) promote and protect human and people's rights in accordance with the African Charter on Human and People's rights and other relevant human rights instruments;
- (i) establish the necessary conditions which enable the continent to play its rightful role in the global economy and in international negotiations;
- (j) promote development at the economic, social and cultural levels as well as the integration of African economies;
- (k) promote co-operation in all fields of human activity to raise the living standards of African peoples;
- (l) coordinate and harmonize the policies between the existing and future Regional Economic Communities for the gradual attainment of the objectives of the Union;
- (m) advance the development of the continent by promoting research in all fields, in particular in science and technology;
- (n) work with relevant international partners in the eradication of preventable diseases and the promotion of good health on the continent.

#### **Article 4** **Principles**

The Union shall function in accordance with the following principles:

- (a) sovereign equality and interdependence among Member States of the Union;
- (b) respect of borders existing on achievement of independence;
- (c) participation of the African peoples in the activities of the Union;
- (d) establishment of a common defense for the African Continent;
- (e) peaceful resolution of conflicts among Member States of the Union through such appropriate means as may be decided upon by the Assembly;
- (f) prohibition of the use of force or threat to use force among Member States of the Union;
- (g) non-interference by any member States and their right to live in peace and security;
- (h) the right of the Union to intervene in a Member State pursuant to a decision of the Assembly in respect of grave circumstances, namely: war crimes, genocide and crimes against humanity;
- (i) peaceful co-existence of Member States and their right to live in peace and security;
- (j) the right of member States to request intervention from the Union in order to restore peace and security
- (k) promotion of self-reliance within the framework of the Union;
- (l) promotion of gender equality

- (m) respect for democratic principles, human rights, the rule of law and good governance;
- (n) promotion of social justice to ensure balanced economic development;
- (o) respect for the sanctity of human life, condemnation and rejection of impunity and political assassination, acts of terrorism and subversive;
- (p) condemnation and rejection of unconstitutional changes of governments.

#### **Article 5**

##### **Organs of the Union**

1. The organs of the Union shall be:
  - (a) The Assembly of the Union;
  - (b) The Executive Council;
  - (c) The Pan-African Parliament;
  - (d) The Court of Justice;
  - (e) The Commission;
  - (f) The Permanent Representatives Committee;
  - (g) The Specialized Technical Committee;
  - (h) The economic, Social and Cultural Council;
  - (i) The Financial Institutions;
2. Other organs that the Assembly may decide to establish.

#### **Article 6**

##### **The Assembly**

1. the Assembly shall be composed of Heads of States and Government or their duly accredited representatives.
2. The Assembly shall be the supreme organ of the Union.
3. The Assembly shall meet at least once a year in ordinary session. At the request of any member State and on approval by a two-thirds majority of the member states, the Assembly shall meet extraordinary session.
4. The office of the Chairman of the Assembly shall be held for a period of one year by a Head of State or Government elected after consultations among the Member States.

#### **Article 7**

##### **Decisions of the Assembly**

1. The Assembly shall take its decisions by consensus or, failing which, by a two-thirds majority of the Member States of the Union. However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.
2. Two-thirds of the total membership of the Union shall form of quorum at any meeting of the Assembly.

**Article 8****Rules of Procedure of the Assembly**

The Assembly shall adopt its own Rules of Procedure.

**Article 9****Powers and Functions of the Assembly**

1. The functions of the Assembly shall be to:
  - (a) determine the common policies of the Union;
  - (b) receive, consider and take decisions on reports and recommendations from the other organs of the Union;
  - (c) consider requests for Membership of the Union;
  - (d) establish any organ of the Union;
  - (e) monitor the implementation of policies and decision of the Union as well ensure compliance by all Member States;
  - (f) adopt the budget of the Union;
  - (g) give directives to the Executive Council on the management of conflicts, war and other emergency situations and the restoration of peace;
  - (h) appoint and terminate the appointment of the judges of the Court of Justice;
  - (i) appoint the Chairman of the Commission and his or her deputy or deputies and Commissioners of the Commission and determine their functions and terms of office.
2. The Assembly may delegate any of its powers and functions to any organ of the Union.

**Article 10****The Executive Council**

- A. The Executive Council shall be composed of the Ministers of Foreign Affairs or such other Ministers or Authorities as are designated by the Governments of Member States.
- B. The Executive Council shall meet at least twice a year in ordinary session. It shall also meet in an extra-ordinary session at the request of any Member State and upon approval by two-thirds of all Member States.

**Article 11****Decisions of the Executive Council**

1. The Executive Council shall take its decisions by consensus or, failing which, by a two-thirds majority of the Member States. However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.
2. Two-thirds of the total membership of the Union shall form a quorum at any meeting of the Executive Council.

**Article 12****Rules of Procedure of the Executive Council**

The Executive Council shall adopt its own Rules of Procedure.

**Article 13****Functions of the Executive Council**

1. The Executive Council shall coordinate and take decisions on policies in areas of common interest to the Member States, including the following:
  - (a) foreign trade;
  - (b) energy, industry and mineral resources;
  - (c) food, agricultural and animal resources, livestock production and forestry;
  - (d) water resources and irrigation;
  - (e) environmental protection, humanitarian action and disaster response and relief;
  - (f) transport and communications;
  - (g) insurance;
  - (h) education, culture, health and human resources development;
  - (i) science and technology;
  - (j) nationality, residency and immigration matters;
  - (k) social security, including the formulation of mother and child-care policies, as well as policies relating to the disabled and the handicapped;
  - (l) establishment of a system of African awards, medals and prizes.
2. The Executive Council shall be responsible to the Assembly. It shall consider issues referred to it and monitor the implementation of policies formulated by the Assembly.
3. The Executive Council may delegate any of its powers and functions mentioned in paragraph 1 of this article to the Specialized Technical Committees established under Article 14 of this Act.

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**The Specialized Technical Committees  
Establishment and Composition**

1. There is hereby established the following Specialized Technical Committees, which shall be responsible to the Executive Council:
  - (a) The Committee on Rural economy and Agricultural Matters;
  - (b) The Committee on Monetary and Financial Affairs;
  - (c) The Committee on Trade, Customs, and Immigration Matters;
  - (d) The Committee on Industry, Science and Technology, Energy, Natural Resources and Environment;
  - (e) The Committee on Transport, Communications and Tourism;
  - (f) The Committee on Health, Labour and Social Affairs; and
  - (g) The Committee on education, Culture and Human Resources.
2. The Assembly shall, whenever it deems appropriate, restructure the existing Committee or establish other Committees.
3. The Specialized technical Committees shall be composed of Ministers or senior officials responsible for sectors falling within their respective areas of competence.

#### **Article 15**

##### **Functions of the Specialized Technical Committees**

Each Committee shall within its field of competence:

- (a) prepare projects and programmes of the Union and submit it to the Executive Council;
- (b) ensure the supervision, follow-up and the evaluation of the implementation of the decisions taken by the organs of the Union;
- (c) ensure the coordination and harmonization of projects and programmes of the Union;
- (d) submit to the Executive Council either on its own initiative or at the request of the Executive Council, reports and recommendations on the provisions of this Act; and
- (e) carry out any other functions assigned to it for the purpose of ensuring the implementation of the provisions of this Act.

#### **Article 16**

##### **Meetings**

Subject to any directives given by the Executive Council, each Committee shall meet as often as necessary and shall prepare its Rules of Procedure and submit them to the Executive Council for approval.

#### **Article 17**

1. In order to ensure the full participation of African peoples in the development and economic integration of the continent, a Pan-African Parliament shall be established.
2. The composition, powers, functions and organization of the Pan-African Parliament shall be defined in a protocol relating thereto.

**Article 18****The Court of Justice**

1. A Court of Justice of the Union shall be established;
2. The statute, composition and functions of the Court of Justice shall be defined in a protocol relating thereto.

**Article 19****The Financial Institutions**

The Union shall have the following financial institutions whose rules and regulations shall be defined in protocols relating thereto:

- (a) The African Central Bank;
- (b) The African Monetary Fund;
- (c) The African Investment Bank.

**Article 20****The Commission**

1. There shall be established a Commission of the Union, which shall be the Secretariat of the Union.
2. The Commission shall be composed of the Chairman, his or her deputy or deputies and the commissioners. They shall be assisted by the necessary staff for the smooth functioning of the Commission.
3. The structure, functions and regulations of the Commission shall be determined by the Assembly.

**Article 21****The Permanent Representatives Committee**

1. There shall be established a Permanent Representatives Committee. It shall be composed of Permanent Representatives to the Union and other Plenipotentiaries of Member States.
2. The Permanent Representatives Committee shall be charged with the responsibility of preparing the work of the Executive Council and acting on the Executive Council's instructions. It may set up such sub-committees or working groups as it may deem necessary.

**Article 22**

**The economic, Social and Cultural Council**

1. The Economic, Social and Cultural Council shall be an advisory organ composed of different social and professional groups of the Member States of the Union.
2. The functions, powers, composition and organization of the Economic, Social and Cultural Council shall be determined by the Assembly.

**Article 23****Imposition of Sanctions**

1. The Assembly shall determine the appropriate sanctions to be imposed on any member state that defaults in the payment of its contributions to the budget of the Union in the following manner: denial of the right to speak at meetings, to vote, to present candidates for any positions or post within the Union or to benefit from any activity or commitments therefrom;
2. Furthermore, any Member State that fails to comply with the decisions and policies of the Union may be subjected to other sanctions, such as the denial of transport and communications links with other Member States, and other measures of a political and economic nature to be determined by the Assembly.

**Article 24****The Headquarters of the Union**

1. The headquarters of the Union shall be in Addis Ababa in the Federal Democratic Republic of Ethiopia.
2. There may be established such offices of the Union as the Assembly may on the recommendation of the Executive Council determine.

**Article 25****Working Languages**

The working languages of the Union and all its institutions shall be, if possible, African Languages, Arabic, English, French and Portuguese.

**Article 26****Interpretation**

The Court shall be seized with matters of interpretation arising from the application or implementation of this Act. Pending its establishment, such matters shall be submitted to the Assembly of the Union, which shall decide by a two-thirds majority.

**Article 27**

#### **Signature, Ratification and Accession**

1. This Act shall be open to signature, ratification and accession by the Member States of the AU in accordance with their respective constitutional procedures.
2. The instruments of ratification shall be deposited with the Secretary-General of the AU.
3. Any Member State of the AU acceding to this Act after its entry into force shall deposit the instrument of accession with the Chairman of the Commission.

#### **Article 28**

##### **Entry into Force**

This Act shall enter into force thirty (30) days after the deposit of the instruments of ratification by two-thirds of the Member States of the AU.

#### **Article 29**

##### **Admission to Membership**

1. Any African State at any time after the entry into force of this Act, can notify the Chairman of the Commission of its intention to accede to this Act and to be admitted as a member of the Union.
2. The Chairman of the Commission shall upon receipt of such notification, transmit copies thereof to all Member States. Admission shall be decided by a simple majority of the Member States. The decision of each Member State shall be transmitted to the Chairman of the Commission who shall, upon receipt of the required number of votes, communicate the decision to the State concerned.

#### **Article 30**

##### **Suspension**

Governments which shall come to power through unconstitutional means shall not be allowed to participate in the activities of the Union.

#### **Article 31**

##### **Cessation of Membership**

1. Any state which desires to renounce its membership shall forward a written notification to the Chairman of the Commission, who shall inform Member States thereof. At the end of one year from the date of such notification, if not withdrawn, the Act shall cease to apply with respect to the renouncing State, which shall thereby cease to belong to the Union.



2. During the period of one year referred to in paragraph 1 of this Article, any Member State wishing to withdraw from the Union shall comply with the provisions of this Act and shall be bound to discharge its obligations under this Act up to the date of its withdrawal.

#### **Article 32**

##### **Amendment and Revision**

1. Any Member State may submit proposals for the amendment or revision of this Act.
2. Proposals for amendments or revision shall be submitted to the Chairman of the Commission who shall transmit same to Member States within thirty (30) days of receipt thereof.
3. The Assembly, upon the advice of the Executive Council, shall examine these proposals within a period of one year following notification of Member States, in accordance with provisions of paragraph 2 of this Article;
4. Amendments or revisions shall be adopted by the Assembly by consensus or, failing which, by two-thirds majority and submitted for ratification by all Member States in accordance with their respective constitutional procedures. They shall enter into force thirty (30) days after the deposit of the instruments of ratification with the Chairman of the Commission by a two-thirds majority of the Member states.

#### **Article 33**

##### **Transitional Arrangements and Final Provisions**

1. This Act shall replace the Charter of the Organization of African Unity. However, the Charter shall remain operative for a transitional period of one year or such further period as may be determined by the Assembly, following the entry into force of the Act, for the purpose of enabling the AU/AEC to undertake the necessary measures regarding the devolution of its assets and liabilities to the Union and all matters relating thereto.
2. The provisions of this Act shall take precedence over and supersede any inconsistent or contrary provisions of the Treaty establishing the African Economic Community.
3. Upon the entry into force of this Act, all necessary measures shall be undertaken to implement its provisions and to ensure the establishment of the organs provided for under the Act in accordance with any directives or decisions which may be adopted in this regard by the Parties thereto within the transitional period stipulated above.
4. Pending the establishment of the Commission, the OAU General Secretariat shall be the interim Secretariat of the Union.
5. This Act, drawn up in four (4) original texts in the Arabic, English, French and Portuguese languages, all four (4) being equally authentic, shall be deposited with the Secretary-General of the OAU and, after its entry into force, with the Chairman of the Commission who shall transmit a certified true copy of the Act to the Government of each signatory state. The Secretary-General of the OAU and the Chairman of the Commission shall notify all signatory States of the dates of the deposit of the

instruments of ratification or accession and shall upon entry into force of this Act register the same with the Secretariat of the United Nations.

**IN WITNESS WHEREOF, WE** have adopted this Act. Done at Lome, Togo, this 11<sup>th</sup> day of July, 2000.

### **African Union Anthem**

#### **Let Us All Unite and Celebrate Together**

Let us all unite and celebrate together the victories won for our liberation. Let us dedicate ourselves to rise together to defend our liberty and unity.

O Sons and Daughters of Africa  
Flesh of the Sun and Flesh of the Sky  
Let us make Africa the Tree of Life

Let us all unite and work together  
To uphold the rights and fight the cause of Freedom  
Let us dedicate ourselves to work together  
To build up our strength in unity and peace

Let us all unite and sing together  
To uphold the bonds that frame our destiny  
Let us dedicate ourselves to fight together  
for lasting peace and justice on earth

Let us all unite and toil together to give the best we have to Africa  
The cradle of mankind and fount of culture  
our pride and hope at break of dawn.

## SEMAU OFFICERS HANDBOOK

### OFFICERS MEETING

**All officers will meet with the Secretariat** immediately after the end of the opening ceremonies on Thursday afternoon, and at 8:30 am on Friday morning prior to the opening of the ordinary sessions of the Committees and Council. Additional meetings may be called as needed. During the meetings the Secretariat is available for advice, consultation and service to all officers at any time.

**It is very important that the officers be present for the meeting on Thursday afternoon. We will review, discuss and answer questions about rules and procedures. It is essential that the officers of the committees understand and be on the same page with regard to the procedural aspect of the initial committee meetings on Friday morning.**

On Friday evening the Officers will meet with the Secretariat Staff in a Technical Meeting to prepare the agenda and documentation for the meeting of the Assembly of Heads of State and Government. This will ensure that the set of resolutions from each Committee is complete and is in the agreed order.

### THE COUNCIL OR COMMITTEE CHAIR

The Office of Chair is a very important one. One of the easiest things to forget as a chair is the fact that you were appointed to **serve**. You are a facilitator, not a dictator. An effective Chair will mediate debate, not dictate. On the other hand, an effective Chair will not allow the members of the meeting to intimidate the officers either. As time for debate grows short, so will tempers and it will often be necessary to firmly stand by decisions already voted upon or handed down by the Secretariat. You need to be authoritative but not authoritarian. If you make a mistake in a decision, or see that withdrawing a decision made by the Chair will avoid unnecessary debate or bad feelings from delegates, do not be afraid to make the necessary change in the interest of the overall goal of the meeting. But if the unfavorable decision was necessary, be firm in your decision and then move on to the next order of business.

Keeping things moving is your primary job. Debate on substantive issues is also the reason for the meetings, so be more favorable to allowing time for debate on issues than for debate on procedure. If you and your parliamentarian work well together, and know the Rules of Procedure, the decisions you hand down are much more likely to be accepted and the meeting is less likely to get bogged down arguing about procedural matters. **It is important that you stay alert at all times to what is being debated and where it stands in the order of business.** If you are tired and need a break, or need to discuss some matter with another officer or delegate, then step down from office and let your Vice-Chair take over. **Never** allow yourself to project disinterest in what is happening on the floor by becoming distracted, because valuable time can be lost while you try to catch up with the argument and the resulting confusion will not inspire confidence in you as a leader. When you do step down from office for any reason (including taking the floor as a speaker in debate) do not reclaim the chair until that

particular order of business has been completed. Once the Vice-Chair has taken over, allow him or her to follow that item of business through to completion.

It is absolutely essential that every Delegate has an equal opportunity to participate in debate. Debate must not be monopolized by a few delegates.

#### Sequence of Committee and Council Meetings

It is important for you to understand the sequence of Committee meetings. The packet of draft resolutions will be circulated in Committees only and any questions will be answered. The Committees will first order the priority of agenda topics and then begin substantive consideration of resolutions. It is worth describing these processes in more detail.

#### Setting the Agenda

The first order of business is to finalize the order in which the Committee or Council will take up its agenda topics. The meeting will have to set that order and pass it through a seconded motion with a two-thirds majority.

#### Developing Draft Committee Resolutions

Once the order of agenda topics is decided, you will need to group resolutions under each topic. Then the committee will proceed to develop consolidated draft resolutions on each of its topics. The committee may wish to have moderated caucuses on each topic so that resolutions sponsors can present their ideas before the process of consolidation begins. Once this step is accomplished or the committee decides to forego a moderated caucus, the committee will recess to an un-moderated caucus to allow sponsors to produce a draft resolution for consideration by the committee as a whole. Rules 43 and 44 describe moderated and unmoderated caucuses.

#### Debate

Once draft consolidated resolutions are complete, the committee resumes its substantive session. The rules for debate are clearly defined in the Rules of Procedure (as are the duties of the Chair, etc.). This section of the Rules is extremely helpful and should be referred to whenever necessary.

A fundamental right in the democratic process is for each member to have his/her chance to be heard. There is no guarantee that anyone will listen, but unless each member can speak, you do not have a democratic process. But the right to speak, to be heard, carries with it some equally important limitations and obligations. Here are some of them. The number of times someone speaks may be limited to give everyone a chance to be heard; the duration of a speech may be limited for the same reason, and the number of speakers on one issue may be limited to ensure that all the issues or resolutions are debated. You will have to make judgments about imposing such limits while at the same time ensuring that the process is a consultative and democratic one.

### OFFICE OF THE VICE-CHAIR

The primary duty of the Vice-Chair is to be available to take over the running of your meeting whenever the Chair is unavailable. The Chair will be unavailable when stepping down to participate in debate as a delegate from his or her country. If the Chair is absent, for whatever reason, at the starting time of the meeting, the Vice-Chair will take over the office. During times when the Vice-Chair assumes the office of Chair, the responsibilities of the office are the same as for the Chair. When the Chair is ready to resume office, he or she will indicate that to the Vice-Chair and the Vice-Chair will finish the item of business under discussion, then return the office to the Chair.

#### Meanwhile, what is a Vice-Chair to do?

In general, the Vice-Chair should be looking for ways to facilitate the meeting by helping out the other officers. The Rapporteur will be very busy and will need the most assistance. The Vice-Chair can help the Rapporteur keep track of resolutions and their disposition, help communicate with the Secretariat, answer questions delegates might have that do not require disrupting the meeting, and take messages from the Secretariat and communicate them to the Chair and Rapporteur at a convenient time. The Vice-Chair should be helping the chair by paying close attention to what is happening and should be ready to advise the Chair on request.

The Vice-Chair, like all the other officers, is expected to attend the meetings of Officers including the Technical Meeting on Friday afternoon.

### OFFICE OF RAPPORTEUR

The rapporteur is a busy person. The rapporteur has a variety of duties. None of these duties is particularly onerous alone, but, in combination, these duties are a test of the rapporteur's organizing skills, management abilities, and patience. The rapporteur has the following responsibilities:

1. **Resolutions:** the rapporteur must keep track of the disposition of all resolutions. This includes their assignment to one or another agenda topic, their order of presentation to the meeting, the recording of the final wording of passed resolutions including any amendments which might be made, and the disposition of all resolutions including whether they were passed, tabled, or voted down.
2. **Debate:** the rapporteur is responsible for keeping track of the speakers list, i.e. who are to speak and when. This is best done on a flipchart so that all delegates and officers know who is on the speakers list and in what order. The rapporteur is also responsible during debate for knowing the exact wording of any amendments to the motion on the floor. The rapporteur will have to keep careful track of amendments.
3. **Voting:** the rapporteur assists the Chair in counting votes. On roll call votes the rapporteur reads the roll and records the vote.

4. **Liaison with the Secretariat:** the rapporteur has responsibility for communicating passed resolutions to the Secretariat and for ensuring that all the resolutions passed are communicated in the appropriate order.

5. **Officers Meetings:** like the other officers, the rapporteur must attend all the Officers meetings including the Technical Meeting on Friday afternoon.

This may seem a daunting list of duties. There is some advice and certain resources that will make the task more manageable. You should feel free to ask for the assistance of the other officers, particularly the Vice-Chair, in helping with these duties. All the officers should act as a group in getting the work done and this often means lending a hand to the Rapporteur.

The speakers list takes some organizing. You may have a flipchart in the Committee room. As the Chair opens each speakers list, prepare the flipchart with columns and add the names of the countries as the Chair recognizes them. It will then be your responsibility to cross through each country as the delegate speaks, and notify the Chair as to who is next in order. Leave room on the flipchart for additional speakers lists, since items may arise such as amendments which require a separate speakers list. If you do not have a flipchart the same procedure may be accomplished using pen and paper.

Whenever amendments to resolutions come up or resolutions are combined you must sit down and take careful notes on the proposed changes so that you can read them back to the delegates prior to a vote being taken.

When a vote is taken and a resolution is passed you must ensure that you have the exact wording, then mark the resolution as passed, number it, sign it, and see that it reaches the Secretariat.

When a roll-call vote is taken, or if attendance is to be taken by roll-call, it is your responsibility to call out the names of each country. A table is provided at the end of this section for your use in roll-call votes. As you go through alphabetically, calling the name of each country, the delegate may respond yes, no, abstain, or pass. Indicate the vote in the proper place except for pass responses, which you will leave blank. After the roll-call is complete, return to the beginning and call again only those who indicated pass and were left blank. At this time, they must vote yes, no, or abstain only. Once the roll-call is complete the rapporteur tallies the vote and reports the result to the chair.

RAPPORTEUR RECORD OF PASSED RESOLUTIONS

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_
- #4 \_\_\_\_\_
- #5 \_\_\_\_\_
- #6 \_\_\_\_\_
- #7 \_\_\_\_\_

Roll Call Record

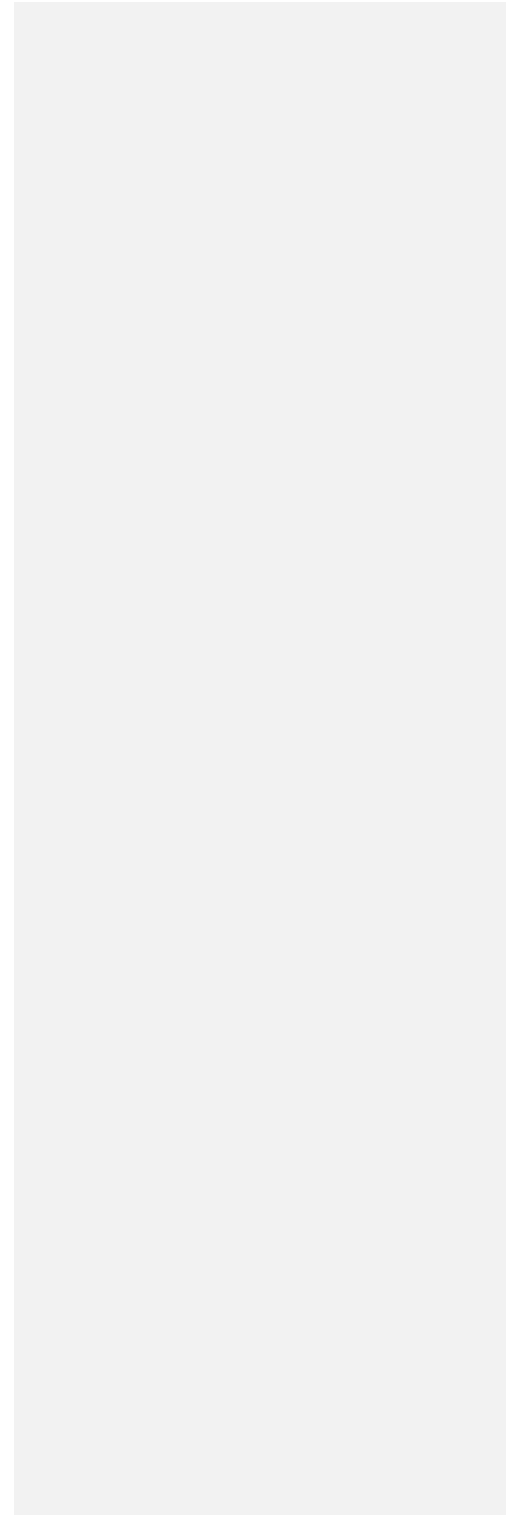
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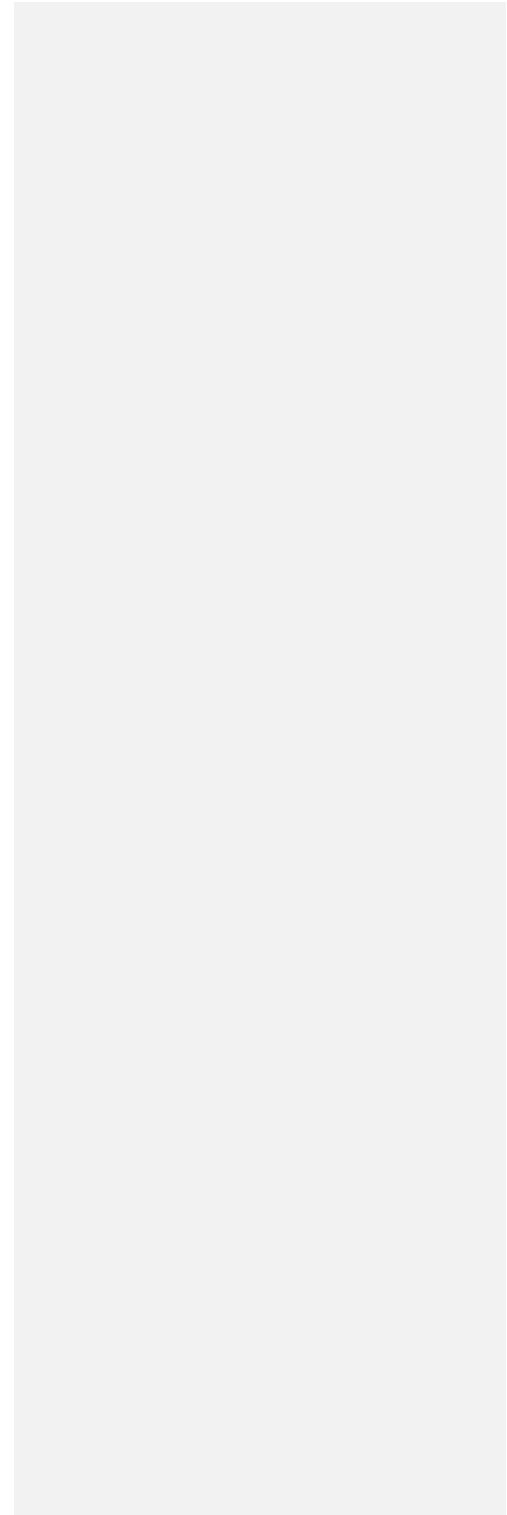


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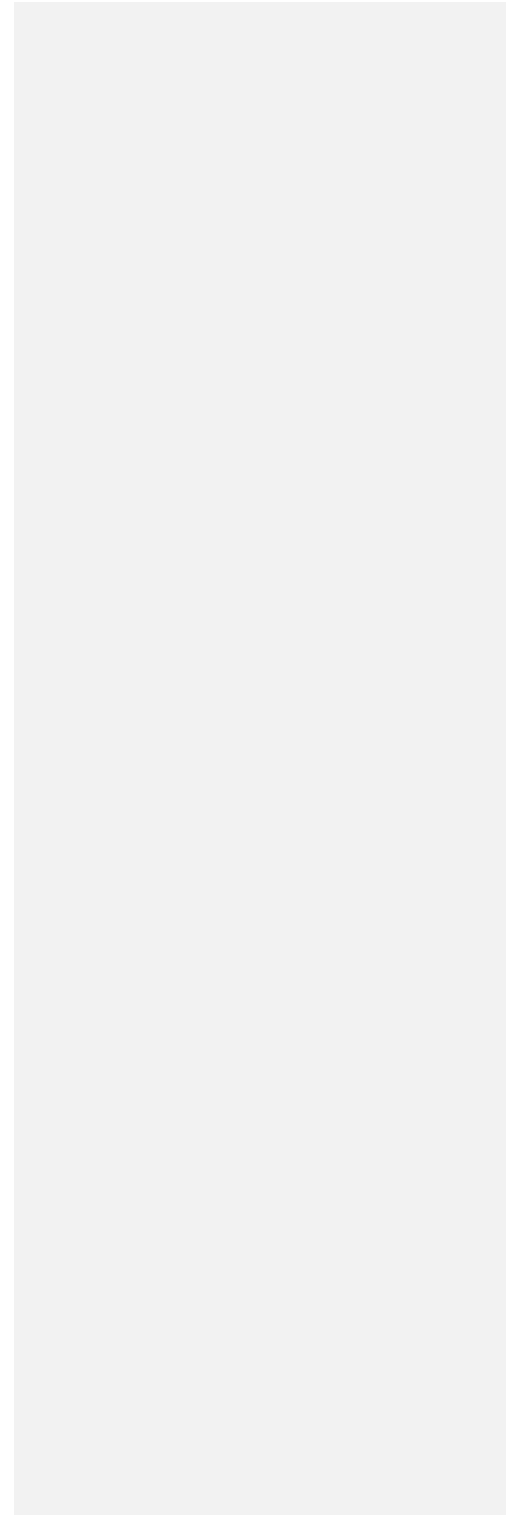
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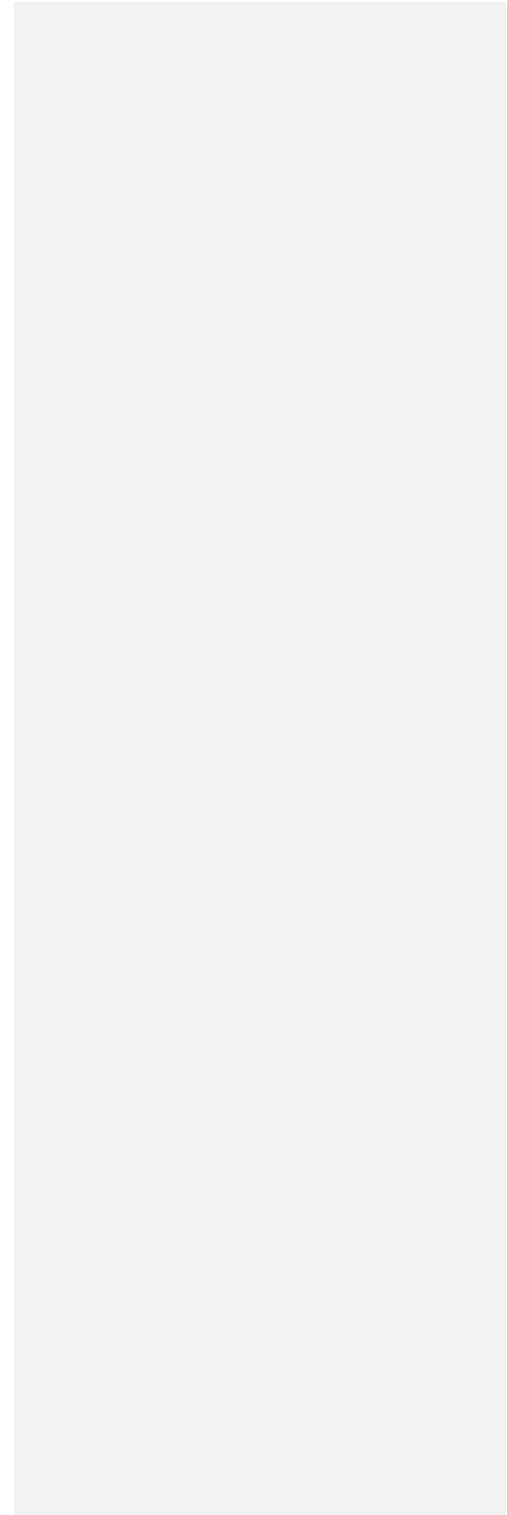


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There are significant changes to the Model for 2021. What follows is a reminder of these changes and a reminder of key things faculty need to bear in mind:

1. The Delegation, Officers and Faculty Advisor Handbooks will no longer be printed and sent as hard copy but will only be sent digitally and be available for downloading at <https://gcsu.edu/sem2021>. The program for the meeting will also be sent digitally just prior to the conference but each delegate will receive a hard copy at registration.
2. The mandatory electronic submission of draft resolutions will continue. Rule 40 provides that "A draft resolution is a substantive document related to a specific topic on the agenda submitted for decision. **Draft resolutions must be submitted electronically to the Director at Charles.ubah@gcsu.edu no later than 6 p.m. Eastern Standard Time, Tuesday October 26, 2021.** Resolutions will continue to be printed and distributed as hard copy as part of the registration process.
3. The agenda topics have been updated and some are different.
4. Significant changes to the rules should be noted. In the interest of expediting meetings rule 39 allowing for an explanation of vote has been eliminated. Similarly rule 19 providing for a process to reorder agenda topics has been eliminated. It would still be possible to reorder topics through a motion to Suspend the Rules but will not be specifically provided for in the rules themselves.
5. Two new rules (43 and 44) seek to make clearer the process and purpose of unmoderated and moderated caucuses.

This information and these reminders highlight elements that need special attention but it is important to review all the material for the model contained in this handbook as you engage your delegates in the process of preparing to participate.

## Southeast Model African Union

### Faculty Advisor's Responsibilities

The Faculty Advisors, individually and collectively, working with the Director, have an overall responsibility to enhance the academic content and smooth running of the Model. Rule 9 of the Rules of Procedure states this general responsibility as follows: "Faculty Advisors shall take actions as necessary to ensure the smooth functioning and integrity of all organs of the Model A.U."

It is important to emphasize what this means. For one thing it means that we, as faculty advisors, have to prepare our delegations well. This requires a sound academic approach to the educational process that underpins the process of delegation preparation. In preparing delegations we need to be constantly reminding our delegates that **their own personal viewpoints on issues must be subordinated to the viewpoint of the government they represent** even in cases where personally they would take a very different position. Our delegations need to be taught how to do the research necessary to develop the character of their country and their country's position on the issues facing the A.U. In sum, we need to treat the process of delegation



preparation with the same thoughtfulness, seriousness, and rigor with which we treat the teaching of any course or seminar.

It is also important to recognize that the academic content of the Model is not confined to the process and substance of delegation preparation. It extends into and runs through the Model itself. The four days of the Model -- the opening session, the Committee and Council meetings, the Assembly of Heads of State and Government, and all of the informal activities that go on -- are really an extension of the classroom. We should look at what goes on in the structure of the Model in the same way we look at any classroom experience.

The other aspect of our general responsibility to note -- and a most difficult one to accomplish -- is the necessity to enhance the academic content of what goes on without directly intervening in the process. Of course, extreme circumstances may arise where a faculty advisor or the Director may have no choice but to intervene, but in normal circumstances the learning process is in the doing -- in the process of a delegate becoming an African diplomat and in the resulting activities of that diplomat at the A.U. This is the case most especially in the process of delegation preparation. The delegates must internalize the character as representatives of the chosen country and cannot do so by being lectured to alone. They must learn to feel and spontaneously act as a diplomat from Mozambique, Liberia, or Chad. We cannot teach them to do that, but we can structure the process of delegation preparation and the Model to achieve it. It is the most demanding and difficult of teaching assignments, but it is also the most rewarding.

The structure of delegation preparation and the Model -- in the schedule of events and their agenda and in the rules of procedure -- provide a method that we as faculty advisors use and adhere to in order to create the experience. Our guidance within that structure is crucial to the success of the Model and the educational experience that is the core of the success of the Model.

More particularly, the responsibilities of faculty advisors include the following:

1. **To ensure that student delegates are prepared for the Model.** To ensure that they are intimately familiar with the history and current circumstances of their country and most particularly of its government, the positions of their government on the issues at hand, and the nature of the A.U.;

2. **To emphasize to the delegates the importance of an accurate and consistent characterization of their country;**

3. **To ensure that all delegates are thoroughly familiar with the Rules of Procedure and program of the Model A.U.;**

4. **To accompany their delegations to the Model and act as Faculty Advisors to the various organs of the Model A.U.** In cases where it is impossible for the faculty advisor to accompany a delegation it will be necessary for the faculty advisor to write to the Director certifying that the delegation has been adequately prepared to participate and agree that a faculty advisor who will be present will be assigned to that delegation. The faculty advisor assigned to a delegation will then write a report on the performance of the delegation at the end of the Model and will submit it to the advisor and the Director;

5. While at the Model, **Faculty Advisors**, in addition to working with their own delegations, **should be available to advise all delegates, particularly when faculty are acting as advisors to one of the organs of the Model;**

6. To attend the scheduled meetings of the faculty advisors and contribute to the smooth running and development of the Model A.U.

7. A number of schools have courses designed to prepare students for the Model. The students receive course credits. Where this is not possible, you may consider designing an Independent Study program to give students academic credit and recognition for their hard work.

If you are new to the Model A.U. or "Modeling" this may seem a daunting list of general and specific responsibilities. The "old hands" will know that these are really just the things we naturally do as advisors and teachers in the circumstances of the Model. The faculty advisors divide up the work of consulting for the various bodies of the Model. But it is important to lay out the expectations of what Faculty Advisors do.

#### **Program Notes for Faculty Advisors**

The purpose of these notes is to highlight certain features of the Model for faculty advisors. In this way you will become more familiar with both what will happen and your role in those events.

1. **Opening Session:** The agenda for the opening session will have two items. First, the Director will convene the Model. The convening of the Model will bring together all the delegations and advisors as one body to begin the simulation. Following the convening of the Model, there will be welcome addresses and a Keynote Address.

2. The first **substantive meetings** take place on Thursday immediately following the opening ceremony. First of all, the Committees need to order the agenda topics, i.e., determine the order of priority in considering each topic on the agenda. The meetings should note that they may not add topics to their agenda. Once the order of agenda topics is fixed, the meeting begins the work of considering draft resolutions and consolidating drafts into one resolution under each of the specific topics on the agenda.

3. **Committees and the Council adjourn at 5:00 p.m. on Friday.** All resolutions passed, which have not already been submitted to the Secretariat, must be submitted by 6:00 p.m. There are no exceptions. The Secretariat and the Officers of the Executive Council and Committees will then meet to prepare for the Assembly meeting that begins at 9 a.m. on Saturday.

5. The **Executive Council** will simulate the resolution of a crisis. Faculty Advisors will be kept informed about the crisis and will have the opportunity to liaise with Home Government on the development of the crisis.

6. **The Assembly of Heads of State and Government** will meet from 9 – 11:30 a.m. on Saturday deliberating the **final resolutions** of the Model A.U. At the conclusion of the Assembly, **certificates of participation and awards** will be handed to the delegates. With the final ceremonies the Model comes to an end for another year. The Assembly will end promptly at noon so that delegates may begin their homeward journey.

#### General Notes for Faculty Advisors

The Model A.U. has been blessed on balance with a fine set of Faculty Advisors. The Faculty Advisors who have attended the Model have been a dedicated and selfless group of teachers who recognize the tremendous learning experience the Model represents. It is the Faculty Advisors who are, in the preparation of their delegations and participation with them in the Model, the real backbone of the Model A.U. Your commitment to the Model and to the experience of simulation for students -- as evidenced by your participation this year and for most of you for the past several years -- is a most enduring asset. These general notes highlight some of the ways in which the faculty are most helpful to the success and future of the Model A.U.

1. **Faculty Advisors Meeting:** Faculty advisors will meet at 1:30 p.m. on Thursday before the beginning of Committee and Council meetings. We will discuss the business of the meetings and the process to be followed. An additional faculty meeting will be held on Friday at 8:30am and in the evening at 5:30pm, after the conclusion of Committee and Council meetings. The Friday evening meeting will discuss the awards, officers for the Assembly and the general running of the Model with a view to making recommendations for changes in the future. Details of times, dates and rooms for the faculty meetings will be in the Schedule of Events.

2. **Resolutions.** The rules for the preparation and submission of resolutions to Commissions are contained in the Rules of Procedure and are described in general in the delegation handbook but it may be worth highlighting certain features here. **All draft resolutions are without exception due to [Charles.ubah@gcsu.edu](mailto:Charles.ubah@gcsu.edu), by 6 p.m. Eastern Standard time on Tuesday, October 26<sup>th</sup>.** The word-processing software for this purpose should be Microsoft Word. We will have PC or compatible hardware.

**Please note that the number of resolutions that may be submitted by any one delegation is limited to no more than one resolution per agenda issue, per delegation, per Committee.**

In any case, all delegates will need to be sufficiently prepared to deal with resolutions under all agenda topics. Their country's voice needs to be heard on all the issues, not just on the one where they have prepared a resolution.

Please also encourage your delegates to use the format for resolutions that is in the delegation handbook. That will facilitate the work of getting packets together for the Committees and the Assembly.

3. **Delegation and Officers' Handbook.** Digital copies of the Delegation and Officers' Handbook are available on the website (<https://gcsu.edu/sem2021>). It will be your responsibility to make sure each delegate is able to download a copy. The handbook contains the information about the Model. The Handbook may be downloaded as a pdf file. You should read over the handbook as there is a good deal of material that is not repeated in this Faculty handbook.

4. **Officers' Handbook.** The handbook for Council and Commission Officers is incorporated in the Delegation Handbook. The officers' handbook is designed to be read by all delegates and for the use of those delegates who are appointed as officers of the various organs of the AU. It is being posted now so that those students who consider applying for one of those offices will know what is expected of them during the meetings.

5. **Officers.** The Officers (Chair, Vice-Chair, Rapporteur, Parliamentarian) of the Committees and Executive Council will be appointed in advance by the Director. Application forms are also available on the website. **Please encourage delegates who have leadership skills, relevant experience, and parliamentary knowledge to apply.** Those delegates who have a potential to be good officers but do not necessarily have much experience may apply but please recognize that you as the faculty advisor will have the responsibility to make sure that they are sufficiently prepared to perform the duties of the office if they are appointed. **You as faculty advisor will be asked to endorse each application and make recommendations to the Director and to undertake the responsibility of preparing the delegate to perform as an officer.** It is hoped through this procedure to create a set of officers who will be able to get invaluable leadership experience and at the same time facilitate the smooth running of meetings from the very beginning. **The Faculty Advisor's role during the process of preparation is absolutely crucial to the achievement of these goals.**

6. **Registration.** Registration for delegations will begin at 9:00 a.m. on Thursday. You can pre-register by forwarding your delegation list to [charles.ubah@gcsu.edu](mailto:charles.ubah@gcsu.edu) by Monday, October 25. Upon arrival your head delegate can then pick up nametags and resolution packets during the registration period. **If you are not pre-registered the nametags will not be printed and the process will be slow. It will expedite the whole process if you send your Delegate List early.**

## Some Final Thoughts

The Model A.U. experience will have a lasting influence on the students who participate. Faculty Advisors have a responsibility to try to make sure that this is a positive and constructive experience. In preparing our delegations and in our work at the Model itself we need to work with students in a number of areas. **Country characterization is perhaps the single most important key to a successful Model.** Developing and staying within the character of the country is the single most important goal for delegates to achieve. They need to develop an accurate characterization of the government they represent, and they must be consistent in the representation of that character. In this way the Model will achieve its purpose of being an experience in African international relations.

**Accurate characterization and its consistent portrayal will lead to the preparation of high- quality resolutions** which are appropriate for the countries writing and sponsoring them as well as for the A.U. itself. Good country characterization will also mean that the resolutions will reflect a good knowledge of the subject matter under discussion and that they will be realistic. The result will be a set of resolutions that will substantively deal with the very real issues that face the African continent.

The process of moving from developing country characterization to passing good resolutions is important. Delegates need to learn how to constructively participate in debate. They need to learn how to stick to the topic under discussion and how to very succinctly put their point of view across. Given the number of delegates who will wish to speak on the issues, each one will be very limited in the time they will have. Usually, the Chairs have to limit speeches.

The formal procedures of the meetings require a thorough understanding of the Rules of Procedure. **One cannot stress enough the need for students to be very familiar with the procedures governing debate in an organization as large as the Model A.U. Parliamentary procedures are meant to help the flow of debate. It is important to impress this upon our delegates who sometimes see the rules as simply getting in the way of debate.**

Finally, it is very important to impress upon our delegates the need for proper and appropriate diplomatic conduct to be expected in a mature

international organization like the A.U. As an experience in international negotiation, it is important that our delegates experience the type of conduct befitting diplomats representing their sovereign states. **The language, dress and behavior of these diplomats need to be appropriate to their international status.** That is part of the experience.

**Excellence in country characterization, the creation of realistic and high quality resolutions, procedural efficiency, and appropriate diplomatic conduct are the key ingredients to the excellence of the Model A.U.** The quality of each of those ingredients depends very heavily on the quality of delegation preparation at your institution. If our delegations come to the Model A.U. well prepared, then the experience and quality of resolutions will be very high. If we do not take seriously the process of delegation preparation, then the Model will suffer. **In general, the behavior and performance of delegations is a reflection of what the faculty have put into delegation preparation.** It is hoped that the combination of the delegation handbook, faculty advisors' handbook, and commission officers' handbook together with other preparatory information will provide you with the resources needed to engage in the process of delegation preparation and for your role in the Model itself. Please feel free to contact the Director directly at [Charles.ubah@gcsu.edu](mailto:Charles.ubah@gcsu.edu) if any further information is needed. See you at Milledgeville. Safe travels!