

A white silhouette map of the Americas, including North and South America, is positioned on the right side of the page. The background is a dark red color with a faint, repeating pattern of the United States flag's stars and stripes.

# HACIA

XXVI SUMMIT OF THE AMERICAS

| Delegate Preparation Guide |

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# Welcome to HACIA XXVI

Dear advisers and members of the HACIA Democracy community:

It is with the great honor that I address you as President of HACIA Democracy at its XXVI Summit of the Americas. This year, our event will be adapted to the virtual modality for the first time in its history. Carmen Enrique, Vice President of HACIA Democracy, and I are faithful believers in the opportunities, safety and quality that the adoption of this new format will bring us while the inescapable world situation is resolved.

My story with HACIA Democracy begins in 2018 when I served as Co-chair of the Summit of the Americas. I remember the excitement and nerves that overwhelmed me throughout the experience, as I had never led a committee or been part of a structured debate before. Reflecting on the problems that afflict our region, I selected the issue of labor informality and its consequent lack of social protection, thinking that the key to a good committee was to engage the delegates in topics that they could easily connect with their own lives at home. In my case, I had witnessed informality in the streets of Medellín, my hometown, where street vendors offered various products at most traffic lights. Additionally, this reality, contrasted with the modern buildings of one of the most innovative cities in Latin America, presented a ubiquitous and at the same time curious problem, like many of the issues that arise in our various committees. When the date of the XXV HACIA Democracy summit arrived, it was clear that the debate was going to be a success. Watching delegates embrace this issue and interpret it in their own way to produce high-level recommendations was extremely fulfilling. There, I decided that I ought to continue with HACIA Democracy and offer our debate experience to an even greater number of students from the region.

Now in my critical role as President of our 2020 Summit of the Americas, I wish to reiterate my commitment to providing you with a conference that continues to challenge delegates and seeks to include all voices from Latin America.

Sincerely,

Isaac Ochoa

# What is HACIA?

## What is HACIA?

If you have never attended HACIA before, you might not even know what to expect when you first log into the Zoom. HACIA is the world's largest simulation of Latin American governmental bodies. If you are involved in Model United Nations, Model Congress, or another similar club, you will find many similarities with HACIA. However, there are also some notable differences between these activities and this conference.

Before the beginning of HACIA, you will be assigned to a committee ranging in size from 10 to 60 other high school students. These committees represent real governmental organs around Latin America – ranging from the Permanent Council of the Organization of American States (OAS) to the Inter-American Court of Human Rights (IACHR). You will also receive a bulletin on one or two topics relevant to Latin American politics, depending on your committee. These are the topics that will be discussed during your time at the conference, so you should make sure to read the bulletin and complete additional research if you have time. Finally, you will be assigned a position within the committee; you may be assigned a country such as Guatemala, or a representative within a legislative assembly. It is your job during the weekend to be faithful to the position that you are representing, in order to keep debate realistic.

Throughout the course of the conference, your committee will have a number of committee sessions during which you will discuss the issues covered in the bulletin. Your chairs, Harvard students trained in parliamentary procedure, will guide debate and introduce new elements to the issues throughout the weekend. Delegates will make speeches on their position on the topic and then work together to draft resolutions – documents detailing steps the committee plans to take to resolve the issue. The committee will vote on whether or not to adopt these resolutions throughout the weekend.

People who have never done any sort of government simulation often wonder what the purpose of HACIA is. Obviously, conference participants are not really representatives of the United Nations, and passed resolutions do not come into

effect in the real world. But HACIA is about so much more than that. The conference will help you think critically about real world issues in a way that few high school students do. It will help develop your speaking skills and your negotiation skills – something you can use throughout the rest of your life. Finally, HACIA is a chance to form friendships with people from other schools you would not have had an opportunity to meet otherwise!

The HACIA experience is difficult to describe in a few paragraphs, so don't be scared if none of this makes sense. You will pick it up quickly once you step into the conference. Whether this is your first government simulation or not, we hope you have a fantastic experience and find a community to go back to year after year.

## Role of the co-chairs

The chairs are members of the HACIA staff who are in charge of managing the debate that you and the other delegates take part in. Depending on the size of your committee, you may have one or two chairs. Their duties include:

- Writing the bulletin. Your co-chairs will have written the bulletin that you receive prior to conference. They have selected the issues discussed by your committee and researched them in advance. If you have any questions about the contents of the bulletin, or about the topic in general, your chairs are the persons to go to.
- Moderating debate. Once conference starts, the chairs are in charge of making sure debate stays respectful and follows parliamentary procedure. The chairs decide who speaks, when different types of debates are allowed, and when to introduce crises. Feel free to ask them about any points of parliamentary procedure on which you are unclear.
- Making the HACIA experience fun! Chairs are not there just to moderate debate. They will also try to make your conference experience more memorable by holding icebreakers, talking to you about conference initiatives, or encouraging you to join the talent show!
- Chairs do not represent countries or positions, but they will sometimes jump in with a comment or suggestion to help debate stay realistic. Different chairs will have different chairing styles: some will care more about parliamentary procedure, others will introduce more crisis elements...In order for HACIA to stay enjoyable for everyone, it is important that you follow the rules set forth by your chairs.

## Role of the junior co-chair

The Junior Co-Chair, or JCC, is a high school student with extensive HACIA experience that has been chosen to help the co-chairs run the committee. The JCC will help the co-chairs takes notes and sometimes moderate discussion.

Your JCC might go to your school or be a friend from a former conference. Please stay professional and do not try to influence his/her behavior because of your friendship. The JCCs are vital to making HACIA run efficiently, and chairs need their full attention! At the same time, take advantage of your JCC's experience and feel free to ask him/her for advice. Interacting with your JCC is the best way to decide if you want to apply for the position in future years.

# Committees

## Standing Committees

Large international organizations like the Organization of American States or the United Nations don't just meet when a crisis arises. At HACIA, standing committees simulate the regular meetings held by these organizations: this is where heads of states discuss long-term issues like regional cooperation, climate change or socioeconomic inequality.

### What you can expect in a standing committee:

Standing committees will have their agenda set before the conference.

Topics may include education in Latin America, entrepreneurship, reproductive health, or any other complex issue that is ongoing and cannot be resolved in a day.

Standing committees tend to follow parliamentary procedure fairly closely, so if you enjoy formal debate, this is a great chance to take part in it (at the end of this document, you will find a detailed explanation of how the Rules of Parliamentary Procedure work). Debate in standing committees follows an agenda instead of being driven by crisis elements. This gives all delegates an opportunity to fully develop their ideas on issues that are multifaceted and difficult to resolve. To keep things moving and make the HACIA experience more diverse, however, your chair may choose to introduce several crisis elements throughout the weekend. These will help you consider sides of the issue that you might not have thought about before: if you are discussing intelligence cooperation, for example, a security leak might make you re-evaluate your decision.

### Tips to succeed in a standing committee:

- Know your topic well. Unlike in crisis committees, you will have a very good idea ahead of time of what will be discussed in standing committee. To succeed as a delegate, make sure you know your facts and your country's position well.
- Think long-term. The purpose of the yearly meetings held by international organizations is to find long-term, sustainable solutions to the problems that the region face. When debating and creating resolutions, stay focused on the long-term implications of the solution you are suggesting. You will not be able to solve an issue like human trafficking in one session; you should be thinking of ways to continuously improve the situation, rather than finding a miracle cure.

- Research other countries' positions ahead of time. Chances are the country you represent will have natural allies and enemies in the room. Come to HACIA knowing who the country you represent is already collaborating with, and you will be one step ahead of other delegates.

## Crisis Committees

Crisis committees simulate organizations that meet when a crisis arises. At HACIA, crisis committees simulate the meetings of the organs responsible for handling the crises, as is the case with an executive cabinet during times of national instability, for example. The crises can be real and have happened in the past or imaginary and likely to occur in the future.

### What you can expect in a crisis committee:

Crisis committees will have the goal of solving the main problem presented in the beginning of the committee, as well as adapting to changes that occur throughout. Debate in crisis committees is driven by crisis elements. This gives all delegates an opportunity to fully develop their skills in adapting to fast changing situations. Topics may include the national and international threats faced by Salvador Allende in Chile and Benito Juarez in Mexico, for example, or any other complex issue that demands an urgent response.

Crisis committees differ from standing committees in that they do not have to follow a strict parliamentary procedure nor present a resolution at the end of the committee. Instead, crisis committees should produce directives, press releases or communiqués:

- Directives: Sets in motion a substantive action. For example, the committee may decide to send food aid to Cuba after a hurricane strikes.
- Press Releases: An announcement to all major press actors. For example, the committee may draft a press announcement about its response to a terrorist attack.
- Communiqués: A message to a specific external actor. For example, the committee may write a message to the UN Secretary General asking him to act as a mediator after a conflict arises between two countries.

Besides the above, delegates can also use individual crisis notes, which are physical notes passed to the chair that can further the ambitions of your character or country. The individual crisis notes take place without the committee's knowledge or consent and must be feasible for your character. For example, the delegate of Colombia may decide to send its military into Venezuela without seeking the approval of the rest of the committee by sending a note to the chair.

## Responding to Crisis Elements

Whether you are in a crisis committee or a standing committee, you should be ready to respond to crisis elements throughout the weekend. Here are some examples of possible crises you might have to face as a committee:

- A hurricane hits the Dominican Republic
- A rebel movement in Colombia declares an independent republic
- Cuba offers asylum to a political dissident wanted by the United States
- The president of Mexico reports a hostage crisis

Your chair can introduce the crisis in a number of ways - a newspaper clipping, a video, an announcement by an expert witness... The crisis will often be followed by updates as the situation develops. For example, your chair may announce that a foreign country like France or Spain has recognized a secessionist rebel movement, or that the local government is mobilizing troops against the rebels.

Crises are a chance to see how you react when faced with a new, unfamiliar situation. Many delegates cite crises as a highlight of their HACIA experience because they are a chance to work together with other delegates in a fast-paced, dynamic manner.

### **Here are a few tips on how to appropriately handle a crisis element:**

- Think of appropriate short-term responses. If a hurricane just hit one of your organization's member countries, be realistic in what you propose: long-term disaster prevention is probably not the appropriate solution right now, and you should instead focus on measures like providing first-aid supplies.
- Don't be overly concerned with parliamentary procedure. Although this will depend on your chair, crises are generally handled in a less formal manner. This is a crisis - worry less about the way you present your ideas and more about the actual substance of these ideas.
- Think about details. To resolve a crisis, you will issue a directive rather than a resolution. Directives are much more detail-oriented than resolutions. It's not enough to suggest that you will provide food, for example - how will the food be funded? How will you bring it to the affected area? Who will distribute it? Thinking these details through helps ensure that your proposed course of solution is both effective and realistic.
- Be ready for updates. As you come up with a course of action, try to anticipate possible developments in the situation. If your chair reports a terrorist attack in Brazil, for example, what is likely to happen next - will a terrorist organization claim the attack? Will another attack follow? Consider how this would impact the solution you propose.

- Think of the long-term impact of the crisis. In HACIA, you will never be presented with a crisis that is completely unrelated to the topics discussed in your committee. As the crisis develops, think of how it will impact your broader discussion. Don't be afraid to reference the crisis in later discussion.

**Court** The courts at HACIA simulate the hearings of the Inter-American Court of Human Rights, which hears and rules on specific cases of human rights violations according to the provisions of the American Convention on Human Rights. This is where judges discuss cases such as the ones involving the displacement of Brazilian families during the World Cup, for example.

For HACIA XXVI, we will have the following:

English – Inter-American Court of Human Rights.

Spanish – Corte Interamericana de Derechos Humanos.

### **What you can expect in a court:**

Courts follow a procedure of their own and delegates are divided in three groups: claimants (who defend the case of the plaintiffs), defendants (who defend the case of the accused, who, at HACIA, is a national state) and judges.

In the beginning of the session, delegates are divided in these three groups and receive time to prepare their arguments and questions. After both sides present their opening argument, judges prepare a number of questions, which can be influenced by suggestions made by other delegates through physical notes. After the questions are asked, one side or both are given time to present their responses. After the final arguments are presented, the judges leave the room and deliberate with the chair. When the judges go back to the room, they make their initial remarks and a moderated discussion follows. Finally, after their final remarks, judges proceed to voting.

Both sides are encouraged to present witnesses, or any other type of evidence. In case a delegate wants to bring new evidence, he or she needs to talk to the chair(s) in the beginning of the session.

### **Tips to succeed in a court:**

- Know the arguments of both sides well. Unlike in crisis committees, you will have a very good idea ahead of time of what will be discussed in the court. To succeed as a delegate, make sure you know the strongest and weakest arguments of both sides.
- Research new arguments. Even though the main arguments have already been presented in the bulletins, chances are you will find valuable and interesting arguments for and against the case of the plaintiffs if you do good research.

# Tips for First Time Delegates

## Helpful Tips

If HACIA XXVI will be your first government simulation, do not worry. Everyone around you - even the most experienced delegates - started where you are! To prepare for the conference, you are encouraged to read through this guide and through the bulletin provided by your chair. Here are a few additional tips that will help you make the best of your first HACIA experience.

- Read through past resolutions and position papers online. To familiarize yourself with the wording and procedures of HACIA, take the time to go through materials from previous conferences. Read through the resolutions provided in this guide. Take a look at the ones passed by the organizations simulated at HACIA, like OAS or the UN. This will help you get a better feel of what HACIA is all about!
- Prepare a cheat sheet for the conference. Despite being on your computer, you should not be doing additional research during the conference, as you'll be expected to focus on the debate. Instead, print all your research and prepare a one-page summary of your research, so that you can spend your first MUN conference participating in debate rather than trying to remember important facts.
- Don't get too caught up in parliamentary procedure. Parliamentary procedure takes some time to learn; don't let that stop you from participating in committee. Attend the parliamentary procedure training session and ask your chair for clarification when needed. Be respectful of other delegates and the chairs, but don't stay silent because you are not sure that your wording is the right one. Your ideas matter more than the exact way in which you present them.
- Don't take what happens in committee personally. The topics discussed at HACIA are designed to be controversial. There will definitely be delegates in the room who disagree with you and who will voice their opinion. Remember that what they are criticizing is your country's position, not you! Stay calm, and avoid personal comments on other delegates yourself.

# Award Determination

**Awards** Each committee at HACIA will assign somewhere between 1 and 4 awards, depending on the number of delegates present in that committee. Awards are meant to recognize exceptional levels of preparation, rhetoric performance and collaboration with other delegates. While you should be honored if you receive an award, don't panic if you don't – most chairs wish they had more awards to give out than they actually do, and awards are mostly symbolic.

Here are the criteria that co-chairs look for when determining award recipients:

- **Position paper.** Did the delegate submit a position paper on time? Did that position paper meet the HACIA requirements? Did it go above and beyond these requirements? Delegates who did not submit a position paper on time are not eligible for awards.
- **Quantity of contribution.** Was the delegate active throughout debate? Did the delegate sponsor resolutions or directives? Did the delegate regularly ask questions and make speeches?
- **Quality of contribution.** Did the delegate make substantive, relevant comments throughout debate or did he/she just repeat previous points? Did the delegate come to committee prepared and ready to discuss the topic? Did s/he use specific facts and examples when making speeches?
- **Realism.** Was the delegate familiar with the position of the country he/she was assigned? Did the delegate stay faithful to that position throughout the conference? Did the delegate systematically act in the best interest of his/her country?
- **Collaboration.** Did the delegate work well with other members of the committee? Was he/she respectful throughout the conference? Did he/she make a positive contribution to the atmosphere of the committee?

# Tips for Research

## Researching

Your work for HACIA begins before you enter the committee room. Good research is key to being a successful delegate – not only will it help you debate the issues with more confidence, but it will also make for more successful and rewarding debate.

Here are a few tips on how to do research for HACIA ahead of time:

- Read the bulletin. The bulletin should be your first and foremost source of information on the topic. If there is a dispute between the information you found and the information in the bulletin, the committee will follow the information contained in the bulletin. Highlight and summarize as you go through to make sure you are fully comfortable with the information here!
- Read through the suggested research in the bulletin. Your co-chairs will have included a number of suggested links at the end of the bulletin for further research. After you have read the bulletin, this should be your next stop for research – these are often the sources that the chairs have summarized into their bulletin!
- Research your position. One of the most important parts of HACIA is staying faithful to your country or representative's official position on the topic. This is generally not included in the bulletin. Here are a few useful resources to make sure you portray an accurate position on the topic:
- Voting records. Most topics covered at HACIA have already been addressed in past summits or meetings. Looking through your country's voting record on the topic will often prove highly useful.
  - ◇ UN Security Council Resolutions: <http://www.un.org/en/sc/documents/resolutions>
  - ◇ OAS Declarations and Resolutions: [http://www.oas.org/dil/declarations\\_and\\_resolutions.htm](http://www.oas.org/dil/declarations_and_resolutions.htm)
  - ◇ PAHO Declarations and Resolutions: [http://www.paho.org/hq/index.php?option=com\\_docman&Itemid=1358](http://www.paho.org/hq/index.php?option=com_docman&Itemid=1358)
- News articles. Look through Google News for statements by your country or representatives on the issue. These will often give you a more nuanced perspective on the issue than the voting record alone.
- Read scholarly articles. Academic papers relating to your briefing will give you a more in-depth, theoretical basis on which to base your

position. Look through the bibliography of your bulletin for some ideas of where to start. Websites like ProQuest and JSTOR will contain many other scholarly sources – you can search both of them at once using Google Scholar.

- Keep up with news in the weeks leading to conference. Google News, BBC, the New York Times and El País are good places to start!

# Rules of Parliamentary Procedure

## General Procedure

1. **Scope:** These rules shall be self-sufficient, and shall be considered adopted in advance of sessions. These rules shall apply to all sessions of the committees conducted in English (with the exception of the Inter-American Court of Human Rights). No other rules of procedure shall apply to these committees.
2. **Language:** Committees at HACIA will be run in their corresponding language (English or Spanish). This rule may be suspended with the unanimous consent of all committee delegates and the Co-Chairs.
3. **Credentials:** The credentials of all delegation members shall be issued upon arrival and registration at the conference and assumed to be in order unless a member of HACIA Democracy's Staff is informed of the error.
4. **Powers of Committee Chairs:** Co-Chairs shall preside over all sessions of committee. These officers shall declare the opening and closing of each meeting; moderate discussions; accord the right to speak; decide on points of order; and generally comply with and enforce the provisions of these rules of procedure. Only one Co-Chair shall moderate at any given time and will be referred to within these rules as the Acting Chair.
5. **Statements by the Board of Directors:** Any member of the HACIA Democracy Board of Directors may at any time make either oral or written statements to the committee.
6. **Members:** All delegation members shall attend every session of their respective committees unless excused by a Co-Chair of their committee. Delegates shall vote on each procedural question unless so excused. Delegates may not authorize other individuals to cast their votes or record their presence. No delegate shall be recognized without his or her credentials and placard, unless granted special concession by the Acting Chair.
7. **Quorum:** A majority of the committee delegates shall constitute a quorum at all committee meetings. No substantive vote may be taken in the absence of a quorum, although general debate can proceed at the

discretion of the Acting Chair.

## Introductory Procedures

8. **Courtesy:** All delegates shall show courtesy and respect to conference staff and to other delegates. No delegate shall refer offensively to any other delegate or group represented in the committee. The Acting Chair shall call to order any delegate who fails to comply with this rule.
9. **Introductory Business:** At the first meeting of all committee sessions, the order of business shall include the following:
  - a. *Opening statement by committee Co-Chairs*
  - b. *Announcement of quorum finding*
  - c. *Motion to set the agenda*
10. **Announcement of Quorum Finding:** Roll shall be called to establish the existence of a quorum. The Acting Chair will then announce the number of members present and voting in the total body and whether or not that number constitutes a quorum.
11. **Agenda:** After a quorum has been found and the committee declared open, the next order of business in the initial committee meeting shall be a motion to set the agenda. The only motion in order at this time will be a motion to set the agenda, which shall be in the following form, “I move that Topic X be placed first on the agenda.” Such a motion requires a second and is debatable. A speaker’s list shall be drawn up with speakers speaking for and against the motion. A motion to close debate shall be in order after the committee has heard one speaker for the motion and one against the motion. A simple majority shall be required to adopt the agenda. A motion to set the agenda to another topic is in order only after the Committee has either adopted or rejected a bill or resolution on the current topic, except if the President requests that the committee take action on an emergency situation.
12. **Speakers List:** After the agenda has been determined, a speakers list shall be established for the purpose of general debate on the topic under discussion. Any delegate wishing to place his or her name on the speakers list will be so recognized by the Acting Chair at his or her discretion.
13. **Speeches:** No delegate may address the committee without having previously obtained the permission of the Acting Chair. Chairs may call a speaker to order if his or her remarks are not relevant to the subject under discussion.

14. **Time Limit on Speeches:** The Acting Chair may limit the time allotted to each speaker in general debate and on both substantive and procedural motions. If a delegate exceeds the allotted time, the Acting Chair shall call the speaker to order without delay.
15. **Yields of Time:** A delegate granted the right to speak on a substantive issue may yield any remaining time in one of three ways:
  - a. **Yield to another delegate,** *who may then rise and address the committee for the remaining time.*
  - b. **Yield to questions,** *whereby the Acting Chair will recognize questions from the floor. Acting Chairs may, at their discretion, call to order any delegate whose question is leading or rhetorical, and not designed to elicit information. Only the speaker's answers to questions will be deducted from their remaining time*
  - c. **Yield to the chair,** *whereby the speaker's time is ended, and the floor is open to procedural motions or further speakers.*

Only one yield is allowed. A speaker who is yielded to may not yield at all. Yields are in order only on substantive speeches.

16. **Comments:** If a substantive speech involves no yields, delegates, other than the initial speaker, may make a motion to comment for no more than thirty seconds on the specific content of the speech just completed. There is a maximum of two comments allowed, regardless of the remaining time. No delegate may yield time allotted for a comment. No comments shall be in order during debate on a procedural motion.
17. **Motion for Testimony:** When the floor is open, the Acting Chair or any delegate may rise to ask that the Committee hear the testimony of an expert on the issue before the committee. This expert may be a delegate from another Committee, a conference staff member, or a special observer. The motion requires a second, is not debatable, and requires the vote of a majority of the committee to pass. The Acting Chair may limit the time that an expert may testify as well as time for follow-up questions. The Acting Chair may also rule such a motion out of order at any time. Such a decision is not subject to appeal.
18. **Point of Order:** A delegate may rise to a Point of Order if he or she feels that the rules of procedure are not being followed correctly. The Acting Chair shall decide on questions of order in accordance with these rules of procedure. The Acting Chair may rule out of order any improper or dilatory motion. While raising a point of order, a delegate may not go into the substance of the matter under discussion. Points

## Points and Motions

of order may only interrupt a speaker when the speech itself is out of order.

19. **Point of Personal Privilege:** When necessary, a delegate may rise to a Point of Personal Privilege to request the correction of conditions impairing his or her personal comfort. Such questions shall have precedence over all others and shall be resolved by the Acting Chair. A point of personal privilege may interrupt a speaker, but should be so used with considerable discretion.
20. **Point of Parliamentary Inquiry:** When the floor is open, a delegate may rise under this point to ask the Acting Chair a question regarding the rules of procedure.
21. **Motion to Adjourn or Suspend the Meeting:** When the floor is open, a delegate may move for the suspension of the meeting, to suspend all committee functions until the next committee meeting, or the adjournment of the meeting, to adjourn all committee functions for the duration of the conference and the yearly session. Such motions are not debatable and shall be put to an immediate vote. Such motions require a majority to pass and may be ruled out of order at the discretion of the Acting Chair. Such rulings are unappealable.
22. **Motion to Caucus:** A motion to caucus is in order any time when the floor is open and prior to a motion to close debate. The delegate must explain the purpose of the caucus and specify a time limit not exceeding twenty minutes. The motion shall immediately be put to a vote. A majority of members present and voting is required for passage. The Acting Chair may rule this motion out of order at any time. Such a decision is not subject to appeal.
23. **Moderated Caucus:** In a moderated caucus, the Chair departs momentarily from the speakers' list and recognizes delegates to speak from their seats. It is particularly useful at moments of faster-paced discussion, which would be hindered by regular speakers' list expositions. A motion to a moderated caucus is made in the same way as a motion to caucus. The Chair may rule the motion out of order at any time, and his or her decision is not subject to appeal.
24. **Right of Reply:** If a delegate feels that another delegate has insulted his or her personal or national integrity, he or she may petition the Acting Chair for a right of reply. A right of reply must be submitted in writing to the Chair, explaining the incident. If the Chair grants the right of reply, he or she will ask the delegate who made the offensive

comment to apologize. A right of reply to a right of reply is not in order. Moreover, the decision of the Chair to grant a right of reply or not is unappealable.

25. **Motion to Close Debate:** When the floor is open, a delegate may move to close debate on any substantive or procedural matter under discussion. The Acting Chair may recognize up to two speakers opposed to the motion. No speaker in favor of the motion shall be recognized. Closure of debate requires the support of two-thirds of the members present and voting.
26. **Motion to Suspend Debate:** When the floor is open, a delegate may move to suspend debate on a topic, bill, or amendment currently before the committee. The motion requires a two-thirds vote to pass and shall be debatable to the extent that the Acting Chair will entertain one speech for and one against the motion. No debate or action shall be allowed on any matter on which debate has been suspended.
27. **Motion to Resume Debate:** A motion to resume debate on a topic, bill, or amendment on which debate has been suspended shall require a majority vote to pass and shall be debatable to the extent of one speaker for and one speaker against the motion. Passage of such a motion shall return the committee to the docket and speakers list that existed before the suspension of debate.
28. **Motion to Appeal:** Any decision of the Acting Chair, except for those that are explicitly stated to be unappealable, may be appealed immediately by a delegate. The Acting Chair may speak briefly in defense of the ruling. The appeal shall then be put to a vote, and the decision of the Chair shall stand unless overruled by a majority of those members present and voting. The Director's decision not to sign a bill is not appealable. A Yes vote indicates support of the Chair's ruling, whereas a No vote means support of the appeal. The Chair's ruling shall stand unless overruled by a majority of No votes.
29. **Working Papers:** Delegates may propose working papers for committee consideration. Working papers are intended to aid the committee in its discussion and formulation of bills and need not be written in a specific format. Working papers require the signature of the Acting Chairs to be distributed to the committee and do not require formal introduction.
30. **Resolutions:** All resolutions shall require the signature of the Co-Chairs for distribution to the committee. In order to obtain the Co-

## Substantive Proposals

Chairs' signatures, the proposed document must bear the signatures of other five members of the committee. The Acting Chair may modify the number of required signatories, and this action is not subject to appeal.

31. **Introduction of Resolutions:** Once a bill has been approved by the Co-Chairs, signed, and distributed to members of the committee, a delegate may move to introduce the bill to the committee. The delegate shall be recognized to speak, but only to read or summarize the operative clauses of the bill. After this summary, the Acting Chair shall call for a vote to introduce the bill. In order to pass, the motion requires the vote of a majority of the committee. A vote in favor of introducing the bill is no commitment to support it; instead, it means that the delegate agrees to discuss it on the floor. If the motion passes, the Chair will then open a speakers' list for, against, and about the resolution. As with setting the agenda, the speakers' list will include a minimum of two speakers for and two speakers against moving to vote on the bill; it is left to the discretion of the Acting Chair to allow for more speakers on either side if deemed necessary. A motion to close debate on the bill is in order after two speakers of each side have been heard. Upon the passage of such a motion, the committee will move to a direct vote on the bill.
32. **Competence:** A motion to question the competence of the Committee to discuss a resolution or amendment is in order only immediately after the resolution has been introduced. The motion requires a majority to pass and is debatable to the extent of one speaker for and one against.
33. **Amendments:** Delegates may amend any bill which has been introduced. An amendment must have the approval of the Co-Chairs and the signatures of three members of the committee to be distributed to the committee. The Acting Chair may modify the number of required signatories, and this action is not subject to appeal. Once the amendment has been distributed, a delegate may move to introduce the amendment. After the proponent of the motion to introduce the amendment is recognized for the sole purpose of reading or summarizing the amendment, a majority vote of the committee shall be required to introduce the amendment. This motion is not debatable. After an amendment is introduced, general debate shall be suspended and a speakers list drawn up for and against the amendment. A motion to close debate shall be in order after at least one speaker has been heard both for and against the amendment. Upon the passage of such a motion, the committee will move to a direct vote on the amendment. A motion to amend an amendment is not in order. Once the

committee has acted on the amendment, general debate shall resume. If an amendment is approved, it is considered an integral part of the text of the bill under consideration.

## Voting

34. **Voting:** Each committee delegate shall have one vote. Votes shall be taken by a show of placards, except in the case of a roll call vote. A two-thirds majority will be required to pass any bill or amendment. This designation is not subject to appeal. “Members present and voting” shall be defined as members casting an affirmative or negative vote. Members who abstain from voting on substantive matters are considered as not voting for the purposes of calculating committee majorities.
35. **Roll Call Voting:** After debate is closed on a bill or resolution or on an amendment, any delegate may request a roll call vote. Such a motion may be made from the floor and must be seconded by one-fourth of the committee. In a roll-call vote, the Acting Chair shall call the roll in alphabetical order, starting with a country picked at random. Delegates may vote Yes, No, Abstain, or Pass. A delegate who passes during the first sequence of the roll call must vote during the second sequence. Delegates may request the right to explain their votes during either the first or second sequence. The Acting Chair shall then call for changes of votes. Delegates may not request explanations at this time. Then, all delegates who requested an explanation shall be granted the right to briefly explain their votes. The Acting Chair shall then announce the outcome of the vote. Motions for roll call votes on procedural motions are out of order. Refer to the Roll Call Voting chart in the appendix of this Staff Guide.
36. **Reconsideration:** A motion to reconsider is in order after a bill or amendment has been rejected, and must be made by a delegate who voted on the prevailing side of the original vote. The Acting Chair shall recognize up to two speakers opposing the motion, after which the motion to reconsider shall be put to an immediate vote. A two-thirds majority of the members present and voting is required for reconsideration.
37. **Precedence:** Points and motions shall be considered in the following order:
  1. Point of Personal Privilege
  2. Point of Order
  3. Point of Parliamentary Inquiry
  4. Motion to Set the Agenda
  5. Motion to Appeal a Decision of the Chair

6. Motion to Adjourn the Meeting
7. Motion to Suspend the Meeting
8. Motion to Caucus
9. Motion for Testimony
10. Motion to Close Debate
11. Motion to Suspend Debate
12. Motion to Withdraw a Bill or Amendment
13. Motion to Introduce an Amendment
14. Motion to Introduce a Bill
15. Motion to Resume Debate
16. Motion to Reconsider

# Virtual Conference Procedure

## Virtual Conference

As you can imagine, HACIA this year will look a little bit different than it has in the past. However, despite the virtual format, we have trained our Chairs to run the committees under the same set of parliamentary procedures, and you should expect a very similar conference as to those we've done in the past. At the beginning of the conference, all chairs will lead their delegations through a quick training procedure to get them accustomed to the virtual format.

## Requirements

Our committees will be run on Zoom, and as such, every delegate will be required to download the Zoom application and create an account. Creating an account should be free, but please reach out to us if there is any difficulty with this software. All students should also have access to a camera and microphone.

## Procedure

Here are a few notes how the procedure will differ in the virtual format.

- Rather than having placards with delegation names, delegates will be expected to change their Zoom name to their respective delegation. Time will be given at the beginning of the session to ensure this.
- The hand raising tool will be used both for motions and for selecting speakers. The chairs can see the order in which the hands were raised and will use this information as well as their own discretion when choosing speakers.
- The private chat function will be used in lieu of note passing. Delegates can send chats to each other and to the chairs. However these chats will be monitored closely for appropriateness.
- At the chairs discretion, they will be able to mute and unmute participants. We will expect delegates to stop their speeches at the appropriate times, but if necessary the chair can mute them.
- We are still exploring different technical aspects for the unmod process. But delegates can expect that they will be able to speak to the delegates they wish to and move around between blocs.
- The yes/no feature will be used for voting in both procedural and substantial matters.

# Quick Reference Chart

#	Motion	Debate	Vote	Second	Notes
19	Point of Personal Privilege				May Interrupt speaker in extraordinary cases if delegate is unable to participate in committee business.
18	Point of Order				Used if delegate thinks rules of procedure are being violated. May interrupt speaker.
20	Point of Parliamentary Inquiry				Used to ask Co-Chair about parliamentary procedure. May not interrupt speaker.
11	Motion to Set the Agenda		1/2	Yes	Speakers' list drawn up for and against motion. Motion to close debate in order only after 1+ / 1-. Motion to set agenda to a second topic in order only after committee has adopted or rejected bill/resolution on first issue, unless President requests emergency action.
21	Motion to Appeal a Decision of the Chair	Chair	1/2		Co-Chair is only speaker and defends ruling. "Yes" = Co-Chair's decision overturned. "No" = upheld
22	Motion to Adjourn the Meeting	None	1/2		Only in order at the end of the final committee session.
22	Motion to Suspend the Meeting	None	1/2		In order at the end of all sessions except final session.
23	Motion to Caucus	None	1/2		Requires purpose and time limit; maximum 20 minutes. Can be moderated (directed by Chair) or unmoderated (free-form).
17	Motion for Testimony	N/A	1/2	Yes	
24	Motion to Close Debate	0+ / 2-	2/3		Must be made in reference to a particular bill, resolution, constitutional plan, or amendment. Once debate is closed, committee moves to immediate vote on item in question.
25	Motion to Suspend Debate	1+ / 1-	2/3		Must be made in reference to a particular topic, bill, resolution, constitutional plan, or amendment.
31	Motion to Withdraw a Bill or Amendment	Original sponsor	none		Withdrawn item can be introduced at any time.
33	Motion to Introduce an Amendment	Sponsor	1/2		Requires signature of 3 delegates and the Co-Chairs. After amendment is introduced, a new speakers' list for and against the amendment is drawn up.
31	Motion to Introduce a Bill, Resolution, or Constitutional Plan	Sponsor	1/2		Requires signature of 5 delegates and the Co-Chairs. Delegates should not refer to bill, resolution, or constitutional plan in their speeches until it is formally introduced into committee.
27	Motion to Resume Debate	1+ / 1-	1/2		Undoes a Motion to Suspend Debate
37	Motion to Reconsider	0+ / 2-	2/3		Must be made by delegate on prevailing side of original vote.

# Sample Resolution

This sample resolution is a modified version of OAS Permanent Council Resolution 707, adopted on October 16, 1997.

Committee: OAS Permanent Council

Topic: Solidarity with Colombian Democracy

Sponsors: Brazil, Panama, Nicaragua

## The Permanent Council,

Recalling that the Charter of the Organization of American States establishes that representative democracy is an indispensable condition for the stability, peace, and development of the region;

Reaffirming that the Charter further establishes, as one of its essential purposes, the promotion and consolidation of representative democracy, with due respect for the principle of nonintervention;

Regretting that despite efforts by the Colombian Government, a series of violent acts is having a negative impact on the climate of freedom needed for Colombian citizens to exercise their right to elect departmental and municipal officials on October 26;

1. Expresses its fullest possible solidarity with the people and Government of Colombia so that the forthcoming elections may be held in a climate of peace and stability and, in particular, so that the rights of all Colombians to elect officials and to be elected may be respected;
2. Rejects violence once again as a means of settling conflicts and condemns any threat or act of intimidation against the electoral candidates or against voters during the Colombian electoral process;
3. Supports the efforts made by the Government of Colombia, which, with the participation of different sectors of society, is seeking to bring to a halt the armed conflict in Colombia through dialogue and negotiation, so as to bring about a just and lasting peace