Ninth Annual National Model African Union

Faculty Advisors’ Handbook

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A Message from the Director

Welcome to the Ninth Annual National Model African Union. You are embarking on a unique and truly satisfying pedagogical event -- the imparting of knowledge through experience. The weeks ahead will be busy ones as your delegations develop and take on the character of nations they may know little of at the moment. At the same time, your delegations will develop an understanding of African issues from an African point of view. Through that experience your students will gain new perspectives on the entire range of global issues and their place therein. It is an exciting prospect that more than justifies the hard work involved for both you and your students.

The Model A.U. is really an extension of the classroom -- it is an educational experience. It begins in your own classroom-setting during the process of preparing your delegations to represent a specific nation. It ends in the "classroom" of the Model A.U. here in Washington, a classroom that is the real world of African international diplomacy. Few students are left unchanged by the experience. While both "classrooms" are important, the key to a successful delegation and model lies in your classroom during the preparation of delegations. Students gain the most and the model runs smoothest when delegations are well prepared. This places a great responsibility on us the faculty who prepare them. It is an important responsibility but one which when well executed brings excellent rewards.

The most important responsibility of Faculty Advisors is to insist that their delegates accurately develop and maintain the character of their country. Delegates must come to appreciate the diversity of interests among African countries and the frequent result of narrow and self-serving foreign policies and diplomatic conduct. Only in this way can the model accurately simulate the real world of inter-African affairs.

The essential materials needed to organize preparation for the A.U. experience have been sent to your delegation. The Delegation and Commission Officers' Handbook is to be used by you and the students in the process of preparation. This short Faculty Advisors’ Handbook should provide an indication of what is expected of Faculty Advisors as your part in this experience.

I look forward to working with you and your delegates in the weeks ahead and to seeing you in February 2011 for the Ninth Annual National Model African Union. Please feel free to contact me if there is any assistance I might be able to give in the weeks ahead.

Michael C. Nwanze, Ph.D.
Director, Seminars in Diplomacy
Howard University
Changes and Reminders for 2011

There is a significant change in venue for 2011. In addition there are elements of the model that changed last year that will be continued. Please take note of the change of venue and be reminded of certain elements of the model that were changed last year.

Be aware that the Model will be returning to the Washington Plaza Hotel. While we enjoyed the facilities of the Kellogg Conference Hotel on the campus of Gallaudet University in 2010, The Washington Plaza offers both a location and set of meeting rooms that are superior.

The Washington Plaza is located at 10 Thomas Circle, NW 20005. Our contact at the hotel is Ms. Gabriela Faria and she can be contacted at gffaria@rbpropertiesinc.com or (202) 408-6133 and our Group Reservation number is 8301.

The following are reminders about changes in the process of the model that will be continued in 2011:

1. The awards process will continue in 2011. The rules for the awards are contained in the rules of procedure. This process places significant responsibility on faculty advisors to be present and evaluate the work of delegates and delegations. It is also important not to over-emphasize the competitive nature of the awards and allow it to become the defining feature of the model in the period of preparing delegations.

2. A significant change is being made to the schedule. The first two days (Thursday and Friday) are unchanged. The final Council and Committee sessions will take place on Saturday morning ending at 1:00 p.m. However, the Assembly of Heads of State and Government will only convene on Sunday morning at 9:00 a.m. and end promptly at 11:30 a.m. The closing ceremony, including the presentation of certificates and awards, will take place from 11:30 a.m. to 12 noon on Sunday at which time the Model will adjourn for the year. This will facilitate delegations returning home on Sunday, and, for some delegations, will eliminate the expense of one night in the hotel. Delegations will therefore have Saturday afternoon and evening to engage in individual research in Washington. Please see the schedule of events for details.

3. The rules and agenda of the model this year represent a further professionalization of the Model A.U. The rules, agenda and narrative make explicit that the Social, Economic, and Peace and Security Committees will submit to the Assembly one consolidated resolution under each of the committee’s agenda topics and/or sub-topics. Having grouped the sponsored draft resolutions submitted on Thursday under agenda topics, the committees will then engage in negotiating consolidated resolutions for each topic. This will cause much more diplomatic activity than in the past and more realistically simulate the process of international negotiation characteristic of the actual A.U. This will encourage the use of moderated and un-moderated caucuses as well as less structured interaction among delegates. Delegations should be drafting and submitting resolutions as usual since these will bed the basis for the committee’s resolutions, but rather than taking each up in-turn and individually, the committee will be aiming at agreeing on one single resolution on each of the agenda topics/sub-topics on the agenda.
National 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 when it comes to the quality of what takes place.

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 which 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 the 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 demands on faculty advisor's time in Washington are not all consuming. If you have business to take care of, you will surely have the time. 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.
Faculty Assignments

General
The purpose of the Model is, in part, to provide delegates with an opportunity to study Africa and the African Union, enhance their leadership and decision-making capabilities and engage in effective diplomatic behaviour through negotiation, consensus building and compromise. To facilitate this process, faculty play important roles as - the Crisis Control Group, Home Government and Committee Faculty Advisors. These guidelines are intended to provide faculty members with a broad overview of their respective roles in ensuring a successful Model, making sure that each delegate’s opportunities for learning and personal growth are maximized. Communication amongst the various faculty groups is a key component of a successful Model.

Crisis Control Group
The Crisis Control Group acts as the engine of the crisis simulation exercise, providing inputs to the Executive Council and other Committees. It is responsible for crafting and guiding the course of the crisis scenario through the “Early Bird”, news updates and other inputs. These inputs provide information about the crisis rather than recommended courses of action or suggested decisions. These are left to the delegates. The Crisis Control Group will also provide both Home Government and Committee Faculty Advisors with a broad outline of the crisis scenario and their objectives for each input. This will enable the Home Government and Committee Faculty Advisors to craft their instructions and advice to the delegates in consonance with the overall objective of the simulation. Through liaison with both Home Government and Committee Faculty Advisors, the Crisis Control Group provides overall direction and “steering corrections” as the crisis unfolds.

Home Government
The Home Government faculty represents the Government of each participating A U member state. It is the policy and political decision-making organ for each state. As such, Home Government is charged with providing political guidance in response to queries received from its delegates, especially in response to crisis information provided by the Crisis Control Group. Ideally, Home Government will not direct delegates to “state this” or “do that”, but will rather engage in discussion intended to guide the delegates toward reaching decisions that are broadly consistent with the policies of the government represented by the delegates. When necessary, Home Government may request a meeting with the entire delegation of its country or may recall a delegate for consultations.

Committee Faculty Advisors
The Committee Faculty Advisors advise the officers on the flow and direction of the committee deliberations, especially if these stray away from the committee mandates. For instance, if the Technical Committee on Social Matters begins deliberations more properly conducted by the Technical Committee on Economic Matters, some direction may be required to get the committee back on track. The Committee Faculty Advisors also provide the “eyes and ears” for the Home Government and Crisis Control Group to ensure that the intent of inputs provided are being interpreted correctly by delegates, and to advise if and when additional clarity and inputs are required to reach the original intent of the crisis.
The purpose of these notes is to highlight certain features of the model for faculty all advisors. In this way you will become more familiar with both what will happen and your role in those events.

1. **Embassy Briefings** are the first -- and a most important -- event in Washington. Every effort will be made to schedule a timely meeting with a representative of your Embassy. The Embassy briefing is often a highlight for delegates, as they find confirmed the positions arrived at during the period of preparation. Usually the embassies are willing to answer questions about their position on issues in addition to the formal briefing. Please emphasize to your delegates the need to be punctual for the briefing. Also remind your delegates that the briefer will be a real diplomat who is bound to state his country's views. It is not an occasion for an academic debate with the briefer about his country's position.

2. **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. It is to be hoped that all delegations will have returned from their embassies by the 2:30 p.m. starting time, but that will in part depend upon when the embassies will be able to schedule briefings. Following the convening of the Model, there will be a Keynote Address. The keynote address will be delivered by an A.U. representative, an Ambassador, or other distinguished speaker. The keynote address will highlight the accomplishments of the A.U. and will be an occasion for the delegations to begin thinking and acting like the representatives of member states.

3. **First Council, and Committee Sessions**: The first sessions of the Executive Council and Committees will not conduct substantive business. Faculty advisors will introduce the officers and brief the delegates on the program for meetings. The delegates will be given an opportunity to introduce themselves to each other. At this point, the student officers will begin conducting the meeting. First, all delegations will receive the packet of unsponsored resolutions for the Committees. Second, the Committee will assign draft resolutions to agenda topics and mandate the consolidation of the draft resolutions once they have achieved sponsorship. Having completed this business, the Committees may allow time for gaining co-sponsorship for resolutions until it is time for the reception. The Committees may not begin debate and voting on draft resolutions at this time. The Council will be briefed on the crisis and begin a preliminary discussion of its dimensions.

4. Following the first Council and Committee Sessions there will be a reception. This is scheduled for 6:30 p.m. - 7:30 p.m. The reception will afford an opportunity for the delegates to get to know each other on a more informal basis. It is an opportunity to begin the informal but absolutely essential diplomatic activity that will lead to productive Committee and Council sessions.
5. The first **substantive meetings** take place on Friday morning at the hotel. 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. However, it is important to note that the meetings may not consider a resolution until it has sponsorship. If none of the draft resolutions in the packet have the required sponsorship, it will be necessary for the Committee to suspend its meeting to allow for informal consultations among delegations in order to secure the required sponsorship.

6. **Committees and the Council adjourn at 1:00 p.m. on Saturday.** All resolutions passed, which have not already been submitted to the Secretariat, must be submitted by 1:15 p.m. The Secretariat and the Officers of the Executive Council and Committees will then meet during Friday afternoon to prepare for the Assembly meeting that begins at 9 a.m. on Sunday.

7. 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 the Crisis Control Group on the development of the crisis.

8. **The Assembly of Heads of State and Government** will meet from 9 – 11:30 a.m. on Sunday 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 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 4:30 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. There will be an additional time at the end of the Model for faculty to meet and discuss the Model with a view to making recommendations for changes in the future.

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 due at the Secretariat by Noon on Thursday before the opening session. This means your delegations will have to have finalized all of their resolutions during the period of preparation. No entirely new resolutions may be submitted to any of the organs, except the Council of Ministers, after that deadline. This means that between 2:00 and 4:30 p.m. the packets of resolutions will be produced and placed in the rooms for the Committee meetings. Your delegations must bring 50 printed copies with you to be handed in. Please also bring a CD or jumpdrive with the resolutions on it. 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 which may be submitted by any one delegation is limited to no more than one resolution per delegation per Committee. This limitation is designed primarily to encourage fewer but much higher quality resolutions. 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.** You shall receive copies of the Delegation and Officers' Handbook for each delegate. The handbook contains the information about the Model. Additional copies of the handbook will be supplied on request. 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 sent to you now so that those students who consider applying for one of those offices will know what is expected of them during the meetings. The information therein may also be useful in giving your delegates further ideas about what to expect when they get to Washington.

5. **Officers.** The Officers (Chair, Vice-Chair, Rapporteur, Parliamentarian) of the Committees and Executive Council will be appointed in advance by the Director. You will receive application forms. **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 at the Washington Plaza Hotel. The Secretariat (and therefore registration) will move to Howard University between 1:00 and 2:00 p.m. on Thursday where registration will resume at 2:00 p.m. for those delegations unable to accomplish that task earlier. **Registration will be facilitated** if you will **email your Delegate List** to Dr. Jack Parson parsonj@cofc.edu or by mail at 988 Sea Gull Drive, Mount Pleasant SC 29464. Jack’s phone numbers are 843 881-1646 (home) and 843 442-2096 (cell). Upon arrival in Washington, DC, your head delegate can then pick up nametags and programs during the registration period. They will receive programs, placards and nametags for each delegate but **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 which 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 exciting process of delegation preparation and for your role in the Model itself. Please feel free to contact the Director if any further information is needed. See you in D.C.!
NATIONAL MODEL AFRICAN UNION

RULES OF PROCEDURE

1. These Rules incorporate, and take precedence over the procedural portions of the Treaty. 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 Union Government
   The Technical Committee on Economic Matters
   The Technical Committee on Social Matters
   The Peace and Security Committee

4. The seating of delegations in organs of the Model A.U. and in the Assembly of Heads of State and Government shall be alphabetical.

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 serve as provisional Chairs of their Committees and the Executive Council at the beginning of their first meeting. Thereafter, they 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 January 31 in the year during which the model takes place.

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 Session will be the following (in order): (1) Roll Call of Delegations; (2) Convening of the Model A.U.; (3) Keynote Address; (4) Adjournment to Committees and the Executive Council.

17. The agenda of the meeting of each Committee immediately following the Opening Session shall include the following (in order): (1) Introduction of Officers and Delegates; (2) Receipt of Resolutions; (3) Caucusing of delegations to gain sponsorship for draft resolutions; and (4) Adjournment.

18. The agenda for the ordinary substantive sessions of the Committees shall include the following (in order): (1) Assignment of resolutions to agenda topics; (2) Moderated or unmoderated caucuses of delegations submitting resolutions on an agenda topic in order to create a single draft resolution for each agenda topic; (3) Consideration of and action on draft consolidated resolutions on each agenda topic.
19. The Committees shall only consider the agenda topics assigned to them.

20. Motions to change the order of topics on the agenda require for passage a two-thirds majority.

21. The agenda for the Assembly of Heads of State and Government shall be (in order): (a) receive report from the Executive Council (b) consider and take action on the resolution of the Committee on Union Government, and (c) consider and take action on resolutions submitted by the Economic, Peace and Security, and Social Committees.

22. 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 Council's report.

23. 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.

24. The agenda for the substantive meetings of the Executive Council shall be 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.

25. The Executive Council may require a Committee to undertake a specific task related to the Council's 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

26. 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.

27. No one may speak without first being recognized by the Chair.
28. 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.

29. 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.

30. 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.

31. 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 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.

32. 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

33. 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.

34. "Resolutions" and amendments thereto of the Committees 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.

35. In determining a majority, whether simple or two-thirds, 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.

36. 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.
37. 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).

38. 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.

39. 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.

40. After the decision has been announced, the Chair will ask for any explanations of votes. Any delegate may explain his/her vote, with the Chair limiting time.

PROCEDURES FOR COMMITTEE AND EXECUTIVE COUNCIL RESOLUTIONS AND AMENDMENTS

41. A draft resolution is a substantive document related to a specific topic on the agenda submitted for decision. Fifty printed copies of each proposed resolution must be submitted to the Secretariat by 12 noon on the day of the Opening Session and each delegation should also submit its resolutions on a zip drive. 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. Draft resolutions resulting from the consolidation of proposals can be altered by "amendments," and other procedural decisions are made by "motions." 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.

42. No single delegation may be the original sponsor of more than one resolution in each Committee. Delegations may co-sponsor more than one resolution in each Committee.

43. A motion or proposal may be altered by a "friendly amendment" -- a change agreed to by all sponsors of that motion or proposal. Such amendments must be announced to the Chair.
44. 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.

45. Once a Committee or the Executive Council decides to open discussion on a draft resolution under an agenda topic or sub-topic, 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. 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).

46. Speakers on the speakers' list 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.

47. 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.

48. 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.

49. 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.

50. 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.

51. 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.

52. After the debate is closed, either through exhaustion of the speaker 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.

53. The Economic, Peace and Security, and Social Committees shall establish an order of presentation of their resolutions to the Assembly. The Committee on Union Government’s resolution shall be considered by the Assembly in all of its parts at the same time.

54. 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.

55. Resolutions passed by Committees shall be considered by a Technical Meeting of Committee and Assembly of Heads of State and Government Officers chaired by the Secretariat. This Meeting shall coordinate the work of the Assembly of Heads of State and Government where resolutions are adopted in their final form. In this respect, the Meeting shall:

   (1) Ensure the accuracy of resolutions submitted to the Assembly;

   (2) Ensure that the phraseology of resolutions comply with the style adopted in resolutions of the actual A.U.

In the event that the work of the Meeting affects the order of presentation of a Committee's resolutions to the Assembly, it will be the responsibility of that Committee's Officers to revise the order of presentation.

The Officers of the Executive Council shall prepare a report 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**

56. Resolutions passed by Committees are automatically moved and seconded at the Assembly of Heads of State and Government.

57. As each resolution is moved at the Assembly, the Chair will ask “Is there any unreadiness to act on this resolution?” A delegation is unready to act if it wishes to move an amendment and will indicate this by raising its placard.

58. If no delegation indicates unreadiness, the Chair will move to an immediate vote, a two-thirds majority being necessary for passage.

59. All motions to amend each resolution from Committee will be moved at the same time that the resolution is brought to 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.
60. 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.

61. 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. 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.

62. Friendly amendments are not allowed in the Assembly of Heads of State and Government.

63. Once moved and seconded, an amendment may not be withdrawn by the sponsoring delegation or the seconding delegations in the Assembly.

64. Motions for reconsideration are not allowed in the Assembly of Heads of State and Government.

65. Following the Executive Council’s report and consideration of the resolution of the Committee on Union Government, the Assembly of Heads of State and Government shall consider one resolution in turn from each Committee in the order Economic, Peace and Security, and Social until the time for meeting or number of resolutions is exhausted. Each Committee shall establish an order of presentation of its resolutions to the Assembly.

66. 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.

67. Delegates may not yield their time during debate in the Assembly.

68. Motions to suspend or close debate are not allowed in the Assembly.

**HOME GOVERNMENT**

69. There shall be a Home Government composed of Faculty Advisors appointed by the Director.

70. Any delegation may request information or guidance from its Home Government on forms provided by the Secretariat.

71. 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.
72. 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.

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

ADMISSION OF NEW MEMBERS

74. Any decisions on the admission of new Members shall first be submitted to the Assembly for consideration. Passage requires a two-thirds majority.

AMENDING THE TREATY

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

CERTIFICATES

76. Certificates of participation shall be awarded to all delegates.

AWARDS

77. The following awards shall be given at the closing ceremony of the Model African Union:

Outstanding Chair Award
Committee Leadership Award
Outstanding Delegation Award

78. The Outstanding Chair Award shall be given to the top chairperson, as determined by a vote of the faculty advisors after the conclusion of the final Council and Committee meetings.

79. The chair and vice chair of each Committee and the Council shall consult with one another and the committee’s faculty advisor(s) to nominate a single individual for the Committee Leadership Award. This award shall go to the individual who has made the most significant contribution to fostering consensus, capturing the essence of complex issues, and leading the respective Committees and Council toward effective action.

80. Immediately prior to the final adjournment of each Committee or the Council on Saturday, the Committee/Council shall vote for the Outstanding Delegation in Committee Award for all Committees and the Council. Each delegation votes for three delegations they believe contributed most the accomplishments of the Committee/Council. Chairs and vice chairs are also given a ballot. There is no ranking on individual ballots.
81. The faculty advisors shall tally the votes from each Committee/Council. The delegation receiving the most votes in a Committee/Council shall get 5 points, the one receiving the second most votes shall get 3 points, and the one with the third most shall get 1 point. In the case of a tie, all delegations will receive the point value corresponding to their tied rank. Each delegation’s points shall be totaled across four Committees and one Council.

82. The three delegations receiving the most points will normally receive Outstanding Delegation Awards and the next three highest-ranking delegations will receive Honorable Mentions, but faculty advisors may confer additional or fewer awards in each category according to the final vote tally.

83. Faculty who incorporate the Model African Union simulation into a credit-bearing course are discouraged from employing measures such as number of resolutions passed, speaking time in committees, or awards won at conference for the purpose of course evaluation as such external pressures can distort the simulation. To maximize the experience for all participants and make it as realistic as possible, it is recommended that faculty advisors emphasize pre-conference and/or post-conference evaluation instruments in their course design.

**PARLIAMENTARY AUTHORITY**

84. Robert's Rule or 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.

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 speaker's list on any one issue, set of inquiries or amendment. 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.
SCHEDULE OF EVENTS

THURSDAY, 24 FEBRUARY 2011

9:00 a.m. - 1:00 p.m. Delegation Registration
Washington Plaza Hotel

9:00 - 12:00 Noon EMBASSY BRIEFINGS
(See country’s specific briefing time)
Country's Embassy

12:00 Noon
FINAL DEADLINE FOR SUBMISSION TO
THE SECRETARIAT OF DRAFT RESOLUTIONS

12:00 - 2:30 p.m. Break

HOWARD UNIVERSITY
SCHOOL OF SOCIAL WORK AUDITORIUM

2:30 - 4:30 p.m. OPENING SESSION

  Welcome
  Roll Call
  Keynote Address

4:30 – 5:00 p.m. Break
Reseat by Committee/Council

5:00 – 5:30 p.m. Rules of Procedure

5:30 - 6:30 p.m. COMMITTEE AND COUNCIL SESSIONS

  Introductions of Delegates and Officers;
  Committees Receive Resolutions;
  Recess

TECHNICAL COMMITTEE ON ECONOMIC MATTERS

TECHNICAL COMMITTEE ON SOCIAL MATTERS

EXECUTIVE COUNCIL
COMMITTEE ON UNION GOVERNMENT

PEACE AND SECURITY COMMITTEE

6:30 – 7:30 p.m. OPENING RECEPTION FOR ALL DELEGATES

7:30 p.m. BUS DEPARTS FOR WASHINGTON PLAZA HOTEL

FRIDAY, 25 FEBRUARY 2011 WASHINGTON PLAZA HOTEL

8:45 a.m MANDATORY OFFICERS MEETING Senate Room

9:00 a.m.- 12:30 p.m.
EXECUTIVE COUNCIL AND ORDINARY COMMITTEE SESSIONS

Chair Convenes Meeting
Each Meeting Assigns Resolutions to Agenda Topics,
Establishes the Order of Consideration for Agenda Topics,
Introduction of Resolutions, Debate, Amendment,
and Decision on Resolutions in Meeting

Executive Council Begins Crisis Resolution

SECRETARIAT Lincoln Room
HOME GOVERNMENT/CRISIS Senate Room
ECONOMIC MATTERS Washington Room
SOCIAL MATTERS Adams Room
EXECUTIVE COUNCIL Franklin Room
COMMITTEE ON UNION GOVERNMENT Jefferson Room
PEACE AND SECURITY COMMITTEE Monroe Room

12:30 - 2:00 p.m. Break
2:00 - 6:00 p.m.  CONTINUATION OF SESSIONS  Washington Plaza Hotel

SECRETARIAT  Lincoln Room
HOME GOVERNMENT/CRISIS  Senate Room
ECONOMIC MATTERS  Washington Room
SOCIAL MATTERS  Adams Room
EXECUTIVE COUNCIL  Franklin Room
COMMITTEE ON UNION GOVERNMENT  Jefferson Room
PEACE AND SECURITY COMMITTEE  Monroe Room

SATURDAY, 26 FEBRUARY 2011  WASHINGTON PLAZA HOTEL

9:00 a.m. – 1:00 p.m.  CONCLUSION OF SESSIONS

SECRETARIAT  Lincoln Room
HOME GOVERNMENT/CRISIS  Senate Room
ECONOMIC MATTERS  Washington Room
SOCIAL MATTERS  Adams Room
EXECUTIVE COUNCIL  Franklin Room
COMMITTEE ON UNION GOVERNMENT  Jefferson Room
PEACE AND SECURITY COMMITTEE  Monroe Room

Committees submit passed resolutions to the Secretariat by 1:15 p.m.

1:00 – 6:00 p.m.:  Delegates engage in individual research

SUNDAY, 27 FEBRUARY 2011,  WASHINGTON PLAZA HOTEL

All Delegates meet with Heads of State and Government to Receive Executive Council's Report, Consider and Adopt Final Resolutions.

9:00 a.m.- 11:30 a.m.  ASSEMBLY OF HEADS OF STATE & GOVERNMENT

11:30- 12 noon  (Certificates of Recognition and Participation & Closing Ceremony)
AGENDA FOR THE MODEL AFRICAN UNION

The following shall be the agenda for the Model African Union. 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)

1. Resolution of Crisis in __________________________
   (country to be determined)

COMMITTEE ON UNION GOVERNMENT (The Committee on Union Government will submit to the Assembly of Heads of State and Government one resolution containing a consensus on each of the five interrelated elements mandated by the Accra Declaration. The five-part resolution will be based on draft resolutions properly submitted and sponsored according to the rules for resolution submission.)

   A Ministerial Committee On Union Government was established by the Heads of State and Government in Accra, Ghana on 3 July 2007 to examine issues related to the formation of a Union Government for Africa under the following agenda topics and to present a draft communiqué incorporating the steps that follow:

   1. Identification of the contents of the Union Government concept and its relations with national governments;

   2. Identification of domains of competence and the impact of the establishment of the Union Government on the sovereignty of member states;

   3. Definition of the relationship between the Union Government and the Regional Economic Communities (RECs);

   4. Elaboration of the road map together with timeframes for establishing the Union Government, and;

   5. Identification of additional sources of financing the activities of the Union.
TECHNICAL 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 six 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. Water Resources and Agricultural Development;
2. Management of Mineral Resources;
3. Debt Relief - A Strategy and Consequences for Africa;
4. Energy and Development
5. Multilateral Trade Negotiations (e.g. Market Access; Commodity Prices; Africa and WTO Negotiations; the Cairo Roadmap; Africa Growth and Opportunity Act; African-Asian Strategic Partnership; Intra-African Trade);

TECHNICAL 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 five 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.)

2. Gender Equality: A Strategic Plan for Africa;
3. Refugees, Displaced Persons and Returnees: A Strategic Plan for Africa
4. Education for Human Development: A Strategic Plan for Africa;
5. Information and Technology: A Strategic Plan for Africa.
PEACE AND SECURITY COMMITTEE  (The Peace and Security Committee will submit to the Assembly of Heads of State and Government one consolidated resolution on agenda topics 1 and 3 and one consolidated resolution on topic 2 that specifically includes sub-topics A-E. The consolidated resolution on each topic and sub-topic will be based on draft resolutions previously submitted and sponsored according to the rules.)

1.  African Standby Force

2.  Conflict Management and Resolution in:
   
   A. Cote D’Ivoire
   
   B. Sudan-Darfur
   
   C. Somalia
   
   D. Chad
   
   E. Zimbabwe

3.  Western Sahara

ASSEMBLY OF HEADS OF STATE AND GOVERNMENT


2. Debate and Adoption of Resolutions from Committees.