



WORLD AFFAIRS COUNCIL  
of Philadelphia

**Model Senate Foreign Relations Committee 2009 - 10**

**Guidelines for All Senators**

The primary responsibilities of all senators include the following: thorough research of the topic, accurately portraying the views of the assigned senator, researching all the witnesses in the sub-committee and asking thoughtful, informed questions.

General Tasks:

- The following are dates for the *mandatory* preparation meetings for all senators:
  - **Thursday, November 12**
  - **Thursday, November 19**
  - **Thursday, December 3**
- All senators must be well-versed in their sub-committee's assigned topic and familiar with the corresponding witnesses and their respective positions.
- All senators must prepare two thoughtful questions to ask each witness and complete *Witness Questions* document (sent by email to [khaidara@wacphila.org](mailto:khaidara@wacphila.org) by **November 12**)
- All senators must complete the *Investigating the Topic* worksheet and bring it to the **November 12** preparation meeting.
- All senators must produce a draft resolution by the **November 19** preparation meeting. The resolution should be emailed to Kayla Haidara at [khaidara@wacphila.org](mailto:khaidara@wacphila.org) by 12:00 p.m. on the 19<sup>th</sup>, and a hard copy should be brought to the meeting.

MODEL SENATE HEARING DETAILED AGENDA:

Morning Session (10:00 a.m. – 12:15 p.m.)

- Bring the proposed resolution and *Investigating the Topic* worksheet to the Hearing.
- Listen carefully to witness testimonies and take notes on your *Recording Witness Testimony* worksheet.
- Ask at least one question per witness, time permitting (use the list of prepared questions or create new questions based on the testimony).

Working Lunch (12:15 p.m. – 1:00 p.m.)

- Each senator will arrive at the Hearing with his/her own pre-written draft resolution. The goal is to create, by the end of lunch, a combined draft resolution that will be discussed and amended in the afternoon session.
- The senator group must work together across party lines to create a document combining all of their ideas, taking into account the witness testimonies.
- In the combined draft resolution, include elements that will require critical thought and discussion by all members of the sub-committee including witnesses. Senators will finalize the draft during the afternoon session.

Afternoon Session (1:00 p.m. – 2:00 p.m.)

- Participate in a Forward Engagement discussion of the resolution and topic.
- Work with other senators to amend final resolution draft.
- Vote on final resolution draft (senators only). You can vote “yea” or “nay”.

Closing Session (2:00 p.m. – 2:45 p.m.)

- The chair will read the subcommittee’s proposed resolution to the full committee and deliver a one-minute statement about why the full committee should pass that resolution.
- Those senators in disagreement with the resolution during the subcommittee may chose to explain their reasoning at this time.
- The entire committee will vote on the subcommittee’s proposed resolution. All senators will also vote on the proposed resolutions of the three remaining subcommittees.