

FORUM: [THE COMMITTEE NAME]

QUESTION OF: [THE ISSUE NUMBER] [THE FULL ISSUE]

MAIN-SUBMITTER: [COUNTRY NAME] CO-SUBMITTER: [LIST OF COUNTRY NAMES]

THE [COMMITTEE NAME]

\*For CDIS and SOCHUM, use "THE GENERAL ASSEMBLY", all over committees use committee name\*

Opening phrase is underlined, this is the preambulatory clause, its contents include previous information on the issue,

Including treaties, resolutions, events, anything related to the issue can be mentioned here,

Preambulatory clauses ALWAYS ends with a comma,

Make sure to indent operative clauses in the format below

1. Opening phrase is underlined for the operative clauses as well: \*use a colon to list sub-clauses\*
  - a. Sub-clauses are labeled with a,b,c, \*commas should be used at the end of each subclause\*
  - b. Prevent listing for individual sub-clauses or sub-sub-clauses (a. paper; b. pen; c. scissors),
  - c. There should always be at least three sub-clauses, else they can combine it with the main clause:
    - i. Sub-sub-clauses are labeled with i,ii,iii, in lower case roman numerals;
2. The last punctuation of an operative clause is a semi colon;
3. Please leave an extra line between main operative clauses, for ease of reading;
4. The last operative clause ends with a period.

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## **A Guide to the Approval Panel**

### **Procedures:**

1. Chair uploads resolution onto Team Drive, waits for a slot to open
2. Admin pairs the Student (main submitter) with an advisor at the approval panel
3. Advisor reads over/edits the resolution with the student, please reference Things to Check For
4. First copy of the resolution is printed
5. Advisor signs the resolution
6. Admins stamps the resolution
7. Student may return to committee room (advisor slot opens for another student)
8. Resolution gets printed

**Things to Check For: \*\*Point 1 and 2 is the main focus of the Approval Panel, content of the resolution should be checked by the committee chairs, as they are the ones that has done thorough research on the issue being debated**

1. Grammar
2. Formatting (please reference Resolution Formatting)
3. Content