1. Delegates collect a Signature sheet from the Chairs and need to collect the correct number of signatures (7 for resolutions submitted by one delegation & 5 for mixed resolutions). Once the delegate has done this, they hand it to the Chairs with a printed copy of the resolution.
2. Chairs check number of signatures and have a quick look through the resolution to see if it keeps to the rules for writing resolutions (see it on website: downloadable files). They sign the signature sheet and hand it to the approval panel person in the committee.
3. Delegate sends a copy of the resolution, **in a word format**, to the approval panel person in the committee (an email address will be on the blackboard). The title of the resolution must be: "Resolution to Approve Topic Country", e.g. "Resolution to Approve B Germany".
4. Approval panel checks the resolution, making <u>minor</u> changes if necessary. If the approval panel is happy, it sends the (amended) resolution to the Chair and back to the delegate. The name of the resolution must be "Resolution Approved Topic Country". If it is not happy, emails back to the delegate explaining the reasons for it. The delegate can fix it and resend it.
5. Chairs now look at the resolutions received by the approval panel and choose one to debate. They email it to the Head of Admin, who is in charge of printing it and making enough copies for all delegates in the committee plus one copy for the Chairs.
6. If a resolution is passed in committees, the Chairs now have to send the final resolution to the PGA (email address will be given) and he will decide which one is debated in the GA.

Try to alternate sending resolutions from different topics and different countries.