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## Section A: General Rules

### Article 1 – Scope

The General Rules of Procedure introduced in this document will apply to the following Committees:

- UNICEF (International Children's Emergency Fund)
- UNEP (Environment Programme)
- WHO (World Health Organization)
- UNESCO (Educational, Scientific and Cultural Organization)
- ECOSOC (Economic and Social Council)
- IMO (International Maritime Organization)
- ILO (International Labour Organization)
- UNHCR (High Commissioner for Refugees)
- UNSC (Security Council)

For UNSC, specialized Rules of Procedure will be made available to Delegates. UNICEF, which is a Special Preparatory Committee, the General Rules of Procedure apply, unless indicated otherwise. In all Committees, DAIS members retain the right to modify Rules of Procedure at their own discretion.

### Article 2 – Language

English is the official language for all Committees.

### Article 3 – Structure of DAIS

The structure of the Committee DAIS consists of a Director and one or more Assistant Directors. The Director can choose to transfer their duties and powers to an Assistant Director temporarily. The DAIS retains the right to make alterations to the Rules of Procedure according to Article 1; any and all alterations are final and cannot be appealed against.

### Article 4 – Representation

Each delegation shall consist of one Delegate and has one vote.

## **Article 5 – Quorum**

Quorum is the minimum number of Delegates required to be present for the Committee session to begin. For this Conference, the required quorum is set at half of the Committee, meaning half the number of countries in the Committee.

## **Article 6 – Use of Electronic Devices**

The use of electronic devices, such as but not limited to laptops and mobile phones, will not be allowed during formal debate (i.e. throughout the conference session, with exception of the Unmoderated Caucus). Use of such devices is permitted during Unmoderated Caucuses, which are informal debates, as well as outside the Committee rooms and during session breaks.

## **Article 7 – Delegate Conduct**

- All Delegates shall be courteous and respectful to all other present Delegates and DAIS members.
- Speeches or statements that are deemed malicious or vulgar by the Committee DAIS will immediately be called out and follow-up actions may be taken at the discretion of the Committee DAIS.
- If Delegates feel that they have been slandered during formal debate, they may request a Right to Reply.
- If a Delegate continues with improper conduct, the DAIS may issue further warnings, and the Secretaries-General may take punitive actions against the Delegate.
- All Delegates shall represent the views and positions of the country they are assigned to, and refrain from introducing significant personal biases.

## **Section B: Rules of Debate**

### **Article 1 – Roll-Call**

At the start of every Committee session, the Chair will take a Roll-Call. The Roll-Call will be taken in the English alphabetical order of the names of the Committee delegations. When the nation of a Delegate is called, they shall raise the country placard and call out either “Present” or “Present and Voting”. The difference between the two is that Delegates who call “Present and Voting” may not abstain from a substantive vote.

If a Delegate is not present during the Roll-Call, the Delegate is considered absent and therefore has no voting and speaking powers. If a Delegate is late, they will only be considered present when the Delegate sends a written note to the DAIS indicating that they are present and after the DAIS has acknowledged the note. Paper for notes will be provided to each delegate on their respective tables.

### **Article 2 – General Speaker’s List**

Once the agenda has been set, the Director will set individual speaking time and open a General Speaker’s List for open debate on the topic. Delegates may request to be added to the list by:

- (i) raising their placard when the Director calls for countries to be added or;
- (ii) sending a note to the DAIS.

For the convenience of the Committee, the Speaker’s List shall be projected to show the names of the countries on the list. The default speaking time shall be 90 seconds unless the Committee decides otherwise by raising a motion, or at the discretion of the DAIS. Delegates may choose to speak on any aspect of the topic while speaking from the General Speaker’s List.

### **Article 3 – Governing Speeches**

All speeches shall adhere to the time limit set by the Director at the beginning of the debate, which is 90 seconds or otherwise stated by the Director, unless the Committee decides otherwise by raising a motion. No speaker may speak without the permission of a DAIS member. A DAIS member may reprimand a delegate who:

- (i) makes irrelevant statements;
- (ii) is disrespectful towards another Delegate or;
- (iii) goes above the given time limit.

## **Article 4 – Managing Time**

When a Delegate is delivering a speech, a DAIS member will be in charge of governing the allocated time. Timers or other time-keeping devices will run whenever a delegate begins speaking, and the DAIS member will gavel in the following situations:

- (i) Once, when a Delegate called out from the General Speaker's List has 15 seconds remaining;
- (ii) Once, when a Delegate speaking for a Moderated Caucus has 10 seconds remaining;
- (iii) Twice, when the allocated speaking time given to the Delegate has elapsed.

The time remaining before the DAIS member gavel may differ if stated otherwise by the DAIS.

Besides, a DAIS member may also bang the gavel to call out the attention of the Delegates or to indicate that a decision has been made.

## **Article 5 – Yields**

When sufficient time remains at the end of a speech during the General Speaker's List, Delegates must yield their time in one of the following manners:

- (i) **Yield to Another Delegate**

Delegate A may yield the time to the Delegate of another country; Delegate B would then be asked by the DAIS member if the Delegate accepts the yield. If accepted, Delegate B will use the remaining allocated time to speak. However, Delegate B may not yield their time to a subsequent Delegate. This is known as a secondary yield, which will not be entertained at this conference.

*E.g. "The Delegate of Country A would like to yield their remaining time to the Delegate of Country B."*

**(ii) Yield to Points of Information**

Delegate A may yield the time to Points of Information. Points of Information are questions raised directly to Delegate A by other Delegates. The questions should, therefore, be directly relevant to the speech made by Delegate A. The number of Points of Information allowed will be decided by the DAIS, and questions must be asked in an orderly manner, where the Delegates raise their placards and only speak when called out by the DAIS.

*E.g. "The Delegate of Country A would like to open themselves to Points of Information."*

**(iii) Yield to the Chair**

Delegate A may choose to yield the floor back to the Director. When yielded back to the Chair, the conference will continue on its procedures.

*E.g. "The Delegate of Country A would like to yield their remaining time to the Chair."*

However, if Delegate A uses up all the time allocated for speaking, the floor would be automatically yielded back to the chair, and the Delegate would not need to exercise any manners of yield.

## **Article 6 – Positions and Motions**

The Director may call for Points and Motions from Delegates during formal debate sessions outside of voting procedure. To raise Points or Motions, Delegates must raise their placards and state the Point or Motion when addressed by the Director. Every Motion requires at least one other Delegate to 'Second' the proposed Motion. The following Points and Motions will be entertained:

### **POINTS**

**(i) Points of Personal Privilege**

A Point of Personal Privilege is raised when a Delegate feels personal discomfort during a committee session. For example, when the room is too cold, Delegates can request to have the air-conditioning adjusted. Points of Personal Privilege are also in order during speeches. For example, a Delegate may request that the

speaker raises their volume. Delegates are discouraged from exercising Points of Personal Privilege for frivolous requests. This is, however, the only Point that can disrupt a speech. All other Points or Motions can only be raised in between speeches.

*E.g. “This Delegate would like to raise a Point of Personal Privilege.”*

**(ii) Points of Order**

A Point of Order is raised when a Delegate feels that an error has been made in the Rules of Procedure by a Delegate or by the DAIS. Points of Order cannot be used to interrupt speeches unless the speech itself is out of order. Delegates are strongly discouraged from exercising Points of Order needlessly.

*E.g. “This Delegate would like to raise a Point of Order.”*

**(iii) Points of Parliamentary Inquiry**

A Point of Parliamentary Inquiry is raised when a Delegate raises a question about the Rules of Procedure to the DAIS.

*E.g. “This Delegate would like to raise a Point of Parliamentary Inquiry.”*

## **MOTIONS**

**(i) Motion to Introduce a Moderated Caucus**

The purpose of this Motion is to focus the debate session on one particular aspect of the issue at hand. This Motion can be used by a Delegate only when the floor is open and on the General Speaker’s List. The Delegate raising the Motion must state the purpose and duration of the Caucus, as well as a time limit for individual speeches in the Caucus. If at any time there is no Delegate wishing to speak, the Moderated Caucus may be closed by the Director, and debate will resume from the General Speaker’s List.

This Motion requires a simple majority to pass.

*E.g. “This Delegate would like to motion to introduce a Moderated Caucus of fifteen minutes for the purpose of focusing the debate on the supply of illicit drugs with a speaking time of one minute for each speaker.”*

**(ii) Motion to Introduce an Unmoderated Caucus**



The purpose of this Motion is to allow the Committee to break out of formal debate structure in order to consolidate different viewpoints. This Motion can be used by a Delegate only when the floor is open and on the General Speaker's List. The Delegate making the Motion must state the purpose and duration of the Caucus, which cannot exceed twenty minutes. The Delegate who made the Motion must summarize the proceedings of the Unmoderated Caucus at the end of the Caucus, with a speaking time of no more than one minute.

Delegates are free to move within the Committee room and briefly leave during the Unmoderated Caucus.

This Motion requires a simple majority to pass.

*E.g. "This Delegate would like to motion to introduce an Unmoderated Caucus of fifteen minutes for the purpose of consolidating the different viewpoints that have been heard by the Committee."*

### (iii) Motion to Introduce a Draft Resolution

The purpose of this Motion is for a Delegate to introduce their Draft Resolution to the Committee. This Motion can only be used when the floor is open and on the General Speaker's List. A Delegate may only use this Motion after the Draft Resolution has been submitted to and approved by the DAIS. Delegates will be informed once a Draft Resolution has been approved, printed, and is ready for introduction. The Delegate may thereafter refer to the Draft Resolution by its designated number, which will be provided by the Director. More than one Draft Resolution on the same topic will be allowed. See Section C, Article 2 for more details.

This Motion requires a simple majority to pass.

*E.g. "This Delegate would like to motion to introduce Draft Resolution 1.2."*

### (iv) Motion to Introduce an Amendment

The purpose of this Motion is for a Delegate to introduce an Amendment to a Draft Resolution being debated. This Motion can only be used when the Committee is in open debate on the Resolution. A Delegate may only use this Motion after a proposed Amendment Resolution has been submitted to and approved by the DAIS. There are two types of Amendments - Friendly Amendments and Unfriendly Amendments. See Section C, Article 3 for more details.

*E.g. "This Delegate would like to motion to introduce a Friendly / Unfriendly*

*Amendment to Draft Resolution 1.2.”*

**(v) Motion to Suspend or Resume Debate**

This Motion can be used by a Delegate to suspend debate on a proposed Draft Resolution that is being discussed. The Director will allow one speaker ‘For’ and one speaker ‘Against’ this Motion before it is put to a vote. The Motion requires a simple majority to pass. No debate will be allowed on the Draft Resolution if the Motion to Suspend Debate passes.

A Motion to Resume Debate on a suspended Draft Resolution will require a simple majority to pass. The Director will allow one speaker ‘For’ and one speaker ‘Against’ this Motion before it is put to a vote.

**(vi) Motion for Suspend or Resume Meeting**

This Motion can be used by a Delegate to suspend the Conference until the next Committee session. The Director has discretion as to whether this Motion is in order. When in order, this Motion will immediately be put to a vote. The Motion is valid only 15 minutes prior to the end of the scheduled Committee time. This Motion requires a simple majority to pass.

**(vii) Motion to Divide the Question**

Before voting on a Resolution, a Delegate may motion to Divide the Question. Dividing the Question means that the Committee will vote on the Draft Resolution by each clause. The Director will allow two speakers ‘For’ and two speakers ‘Against’ this Motion, before moving into voting procedure on the Motion. A two-thirds majority is required for the Motion to pass.

The Director will then conduct a clause-by-clause vote. A two-third majority is required for each clause to pass. Once all the clauses have been voted upon, clauses that have been passed will be recombined into a new Draft Resolution. The Committee will then vote on the Draft Resolution as a whole. As this is a substantive vote, a two-thirds majority is required for the Draft Resolution to pass.

**(viii) Motion to Divide the House**

This Motion can be used by a Delegate in the event of a vote on a Resolution that is close or has been tied. The Director has the discretion as to whether this Motion is in order. When in order, this Motion will be put to a vote and requires a two-thirds majority to pass. If this Motion passes, the Director will immediately conduct a revote on the Resolution. However, this time abstentions will not be in, and all Delegates have to vote either 'For' or 'Against' the Resolution. As a substantive vote, a two-thirds majority is required for the Draft Resolution to pass.

### (ix) Motion for Adjournment of Meeting

This Motion can be used by a Delegate to suspend the Conference until the next year. The Director has discretion as to whether this Motion is in order. If a member of the Committee raises this Motion, it will immediately be put to a vote. The Motion is valid only 15 minutes prior to the end of the last session's scheduled Committee time. This Motion requires a simple majority to pass.

### (x) Motion to Question the Competence of the Chair

This Motion can be used if a Delegate believes that the Director of the Committee is not versed in MUNOX conduct or procedure, or if a Delegate believes that the Director is doing a poor job in running the Committee. If this Motion is brought to the floor, the Assistant Director will determine whether or not the Motion is in order; if the Assistant Director finds the Motion in order, they will continue the procedural process of Questioning the Competence of the Chair.

The Motion can be used during formal debate. This Motion is very serious and should be carefully assessed before being raised.

### (xi) Motion for a Right of Reply

If a member of the Committee makes a personal attack against another Delegate, then the offended Delegate is permitted to reply to the Delegate. However, if an attack is made against a Delegate's position, the Delegate does not receive a Right of Reply. The Director will have the discretion as to whether a Right of Reply is in order. If a Right of Reply is given, the Delegate who insulted another will be asked to come up to the podium and apologize for no less than 2 minutes.

## **Article 7 – Working Papers**

Working Papers are documents that serve as aids to Committee discussions by providing viewpoints and ideas suggested during the debate. There are no fixed formats for Working Papers - they may come in the form of a text, presentation, or diagram. For Delegates to introduce their Working Papers, they must first submit the Paper to the Director, who will then vet and give approval for the Paper to be printed and distributed. No Working Paper may be distributed without the permission of the Director. Working Papers do not require signatories or sponsors, only the name of the submitter(s) of the Paper.



## **Section C: Resolutions & Amendments**

### **Article 1 – Requirements for Introduction of Draft Resolution**

A Draft Resolution must be signed by at least 20% of the total number of countries in the Committee. This includes both sponsors and signatories. The number of signatories required for each Committee will be made known to Delegates at the start of the Committee session.

Sponsors of a Resolution are countries that fully support the Resolution and wish to see the Resolution passed in its entirety. They will have contributed ideas or clauses to the Draft Resolution. During voting procedures on the Draft Resolution, sponsors have to vote 'Yes.' The maximum number of sponsors is four.

Signatories of a Resolution are not necessarily supportive of the Resolution; they only wish to see it debated on the Committee floor. They do not have to vote in favor of the Resolution.

After all the necessary signatures have been gathered, the Director needs to give final approval before allowing the Introduction of the Draft Resolution. This includes vetting for language and content.

Note: After the Introduction of a Draft Resolution (See Article 2 below), Delegates may choose to focus debate on the specific Draft Resolution by motioning for a Moderated Caucus on the Draft Resolution. See Section B, Article 6 for more details on motioning for a Moderated Caucus.

### **Article 2 – Introduction of a Draft Resolution**

After the requirements stated in Article 1 above have been met, the chief submitter of the Draft Resolution may motion to Introduce the Draft Resolution to the floor. This Motion can only be raised when debate is on the General Speaker's List. The Motion requires a procedural vote; hence a simple majority is required for the Motion to pass.

Once the Motion has passed, the sponsors of the Draft Resolution will read it out. This will be followed by a five-minute Question and Answer session, where any Delegate may ask the sponsors, questions pertaining specifically to the wording of the Resolution. After the five minutes have elapsed, debate will move back into the General Speaker's List.

Delegates may thereafter refer to the Draft Resolution by its designated number. More than one Draft Resolution may be on the floor at any given time. Any Draft Resolution will remain on the floor until debate on that specific Draft Resolution is suspended, or a Resolution has been passed.

*E.g. “This Delegate would like to motion to introduce Draft Resolution 1.2.”*

## **Article 3 – Amendments**

Amendments are proposed changes to specific clauses of the Draft Resolution. Delegates may motion to amend any Draft Resolution on the floor. There are two types of Amendments - Friendly Amendments and Unfriendly Amendments.

### **(i) Friendly Amendments**

Friendly Amendments are changes to a Draft Resolution that have been agreed upon by all Sponsors of said Draft Resolution. No signatories are required, and such Amendments require the approval of the Director first. After approval is given, a Delegate may motion to Introduce a Friendly Amendment. As the Amendment is friendly, no voting is required to pass it. Instead, the Amendment will directly be incorporated into the Draft Resolution. Friendly Amendments can also be used to make linguistic corrections to a clause, such as to correct a spelling or grammatical error.

*E.g. “This Delegate would like to motion to Introduce a Friendly Amendment.”*

### **(ii) Unfriendly Amendments**

Unfriendly Amendments are changes to a Draft Resolution that have not been agreed upon by all sponsors of said Draft Resolution. The Motion to Introduce an Unfriendly Amendment has the following requirements:

- Signature of at least 20% of the Committee, which includes both sponsors and signatories;
- Approval of the Director;
- Debate on the General Speaker’s List.

For the Motion to pass, a procedural vote; hence a simple majority is required. If the Motion passes, the Director will move debate into a Speaker’s List on the proposed Amendment. Regular Rules of Procedure will apply, except that Motions for Moderated Caucuses are not in order, and any Unmoderated Caucus cannot exceed ten

minutes.

*E.g. “This Delegate would like to motion to Introduce an Unfriendly Amendment.”*

Delegates may motion to Close Debate on the Unfriendly Amendment after at least one speaker both ‘For’ and ‘Against’ the Amendment has spoken. The Director will recognize up to two Delegates who motion against this Motion to speak. A simple majority is required to pass the Motion to Close Debate. If the Motion passes, the debate on the Unfriendly Amendment will close. Debate will then move into voting procedure on the Unfriendly Amendment. The vote is a substantive vote, and therefore a two-third majority is required for the Unfriendly Amendment to pass.

If the Unfriendly Amendment passes and is added to the Draft Resolution, a sponsor may choose to withdraw their support of the Draft Resolution by sending a note to the DAIS.



## Section D: Voting Procedures

### Article 1 – Procedural and Substantive Voting

#### (i) Procedural Voting

A vote on any matter other than Draft Resolutions or Amendments is considered procedural. Every member of the Committee, including non-members, must vote on all procedural motions; no abstentions are allowed. Procedural votes require either a simple or two-thirds majority to pass (See Other Matters, Summary of Voting on Motions).

#### (ii) Substantive Voting

A vote on any Draft Resolution or Amendment is considered substantive. A substantive vote requires a two-thirds majority to pass. Once the Committee closes debate on the Topic Area or Amendment, it will move into substantive voting procedures. The Committee room will be sealed, and no interruptions are allowed. At this time, the only Points and Motions that are in order are Point of Personal Privilege, Point of Order, Point of Parliamentary Inquiry, Reordering Draft Resolutions, Division of the Question, and Motion for a Roll-Call Vote. If there are no Motions, the Committee will proceed to vote on all Draft Resolutions.

For substantive voting, each Delegate will have one vote. Each vote may be a ‘Yes,’ ‘No,’ or ‘Abstain.’ Abstaining members are not considered to be voting members; therefore, abstentions are not counted in the total number of votes. All matters will be voted upon by a show of placards, unless a Motion for a Roll-Call Vote is accepted. Once a Resolution has passed, voting procedure ends as only one Resolution may be passed per Topic Area.

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### Article 2 – Roll-Call Vote

When Debate moves into voting procedure on a Draft Resolution, a Delegate may motion to move into Roll-Call Vote. A Motion for a Roll-Call Vote is made by one Delegate and seconded by another. This Motion requires a simple majority to pass.

In a Roll-Call Vote, the Director will call countries in alphabetical order. Delegates may vote ‘Yes,’ ‘No,’ or ‘Abstain.’



The Director will then announce the outcome of the vote.

*E.g. “This Delegate would like to motion to move into Roll-Call vote.”*

### **Article 3 - Recording of Multiple Draft Resolution for Voting**

When debate moves into voting procedure on a Draft Resolution, a Delegate may motion to Reorder Draft Resolutions. This Motion can only be proposed when there are multiple Draft Resolutions on the same topic. This Motion requires a procedural vote of a simple majority to pass. The Director will take all Motions to Reorder Draft Resolutions and then vote on them according to the order in which they were proposed. Voting will continue until either a Motion passes by receiving a simple majority, or all of the Motions fail, in which case the Committee will move into voting procedure with the Draft Resolutions in their original order. Only one Motion to Reorder Draft Resolutions is in order in each round of voting procedures.

*E.g. “This Delegate would like to Motion to record the Draft Resolutions for voting.”*

**– End of Rules of Procedure –**

## Other Matters

### General Flow of the Conference

A Delegate may expect the conference to progress in the following order: Every session begins with a Roll Call; the General Speaker's List is opened by a Delegate or the Chair, and the DAIS lists the Delegates who wish to speak on the list; Delegates raise Motions to formally debate on the agenda; Draft Resolutions are introduced and voted upon; the meeting is suspended. Following is the summary of the general flow of the conference.

	Roll Call	When the country of the Delegate is called, <b>raise the placard and call out:</b>	<b>Present</b>
			<b>Present and Voting</b> (May not abstain from substantive vote)
	General Speaker's List (GSL)	Director will set individual speaking time for an open debate on the topic. Delegates can be added to the list by:  Default speaking time is <b>90 seconds</b> , if not stated otherwise  Delegates may choose to speak on any aspects of the topic while speaking from the GSL.	Raising the placard
			Sending a note to the DAIS
			The speaking time could be changed by raising a motion.
	Floor Open for Motions and Points	Motion to Introduce a <b>Moderated Caucus</b>	Focus the debate session on one particular aspect of the topic
		Motion to Introduce an <b>Unmoderated Caucus</b>	To break out of formal debate structure in order to consolidate different viewpoints
		Motion to Introduce a <b>Draft Resolution</b>	For delegates to propose the ways to address the agenda
		Other Motions	Motion to Introduce <b>Amendments</b>
			Motion to <b>Divide the Question</b>
			Motion to <b>Divide the House</b>

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General Flow of the Conference		Motion to <b>Question the Competence of Chair</b>	
		Motion for a <b>Right of Reply</b>	
		A Delegate may also raise Points, such as the <b>Points of Personal Privilege</b> , <b>Points of Order</b> and <b>Points of Parliamentary Inquiry</b> during an open debate.	
	Voting procedure	A voting procedure follows after every Motion is raised, which may be a procedural or substantial, and may require simple or two-third majority. (Refer to Summary of Voting on Motions)	<b>Pass</b>  (A Motion may pass with the discretion of the Chair, even if it does not meet the voting requirement, for this conference)
			<b>Fail</b>  (When the Motion do not meet the minimum vote required, or due to the discretion of the Chair)
Suspension of Meeting		Motion to <b>Suspend/Resume Debate</b>	To suspend the conference until the next committee session
		Motion for <b>Adjournment of Meeting</b>	To suspend the conference until the next year

\*Please take note that this is a **simplified** and **generalized** version of the procedure of the conference. Moreover, please refer to the respective sections in the Rules of Procedure to be informed about the details of each point and motion.

## **Precedence of Motions**

Motions and Points will be considered in the following order of preference:

- Point of Personal Privilege
- Point of Order
- Point of Parliamentary Inquiry
- Suspension of the Meeting
- Unmoderated Caucus
- Moderated Caucus
- Introduction of a Draft Resolution
- Introduction of an Amendment
- Division of the Question
- Division of the House
- Roll-Call Vote
- Resumption/Suspension of Debate
- Recording Draft Resolutions
- Adjournment of Meeting

## Summary of Voting on Motions

Substantive Voting	Procedural Voting	Procedural Voting
Two-Thirds Majority Required	Simple Majority Required	Two-Thirds Majority Required
Passing Draft Resolution	Setting the Agenda	Motion to Divide the House
Passing Unfriendly Amendment	Introduction of Draft Resolution	
Division of the Question	Unmoderated/Moderated Caucus	
	Introduction of Unfriendly Amendment	
	Resumption/Suspension of Debate	
	Suspension of Meeting	
	Adjournment of Meeting	
	Roll-Call Vote	
	Recording Draft Resolution	