



MODEL UNITED NATIONS OF THE FAR WEST, INC.

CONFERENCE POLICIES

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Pursuant to the purposes stated in the Governing Documents, the MUNFW believes that its primary goal is to create an appropriate atmosphere to encourage its participants to achieve academic excellence. MUNFW is to be recognized for its quality as an academic endeavor of the highest caliber.

In order to facilitate the achievement of the desired academic excellence, the MUNFW has adopted the following policies.

POLICY #1 DELEGATES

Delegate Preparation (Adopted January 30, 1991)

The core of academic excellence is a solid grounding in the basics as detailed in the **Delegate Section** on the web site. These basics are knowledge of international organizations in general, the organization; role and activities of the United Nations as an international organization; the necessity of country background research; the importance of issue research in general and specific to a country. The "how-to" of this preparation is how to develop a policy statement in support of a country's views and how to develop a resolution promoting those views as world legislation. Next comes the process by which delegates express their views and negotiate to secure support for their resolutions. This process involves a working knowledge of rules, procedures, caucusing, and diplomacy.

The MUNFW will require a country profile from each delegation outlining its government, economics, military, culture, geography and United Nations Policy. It will require a policy statement of one page per agenda item that states the country's policy on issues before the conference. It shall also require one quality resolution for each committee to which the country has been assigned. Failure to provide these required documents will cause a denial of credentials to participate in the conference. Resolutions and other documents submitted in committees, councils, etc. of the conference must be in the correct format or they will not be accepted.

The **Delegate Section** shall become a regularly posted item on the MUNFW web site. The MUNFW will be responsible for annual revisions, if any. The posting is provided by the Executive Director.

The **Delegate Section** on the web site shall outline the elements of delegate preparation and the Rules of Procedure and Guides to Participation during conference meetings.

Annual Issues Book (Adopted September 1, 1991)

An Issues Book is prepared by the Secretariat and posted on the web site for the delegates. The purpose of the Issues Book is to provide a framework for the issues on the agenda to assist delegates in preparations. The Issues Book does not restrict the issue, but does provide a frame for discussion of the agenda.

Production and posting the Annual Issues Book on the web site shall be the responsibility of the Secretariat and OED. The Secretariat is responsible for writing the Issues Book. The task of

writing an academically sound book is no small undertaking, but one more oriented to the current realities of students and the needs of the MUNFW. Drafts and preliminary editing are done by the Secretariat during the summer; final drafts and edits are done in September; the materials are prepared for posting on the web in October; and the posting is done by November 1.

Delegate Conference Behavior (Adopted January 30, 1991)

Once a delegate arrives at a MUNFW conference, he/she is the official representative of an assigned country, a citizen of the country. He/she must properly represent the country in the work to promote the country's interests and ideals in the effort to achieve its goals. He/she is a thinking, innovative diplomat. The delegate will maintain the country's position, but not be stifled into obstinacy or inactivity. A delegate may bend policy somewhat in debate and bargaining for votes, but will not drastically change his/her country's policy.

Debate in MUN is between delegations and nations. While a delegate adds his/her personality, he/she is a representative of his/her nation and delegates are dealing with nations. Protocol requires that delegates address or refer to other delegates as "the distinguished representative of _____" or "the delegate from _____." Policy criticism is addressed to the nation, not the delegate. Derogatory remarks directed to a delegate or delegation are unacceptable behavior for a diplomat.

Rules and procedures are to facilitate the orderly flow of business in a committee, council, etc. Use of the rules to hinder this flow, if not in keeping with a country's policy on the issue, will be called out of order.

Throughout the conference, all participants, including delegates, faculty advisors, volunteers, and those associated with the MUNFW organization, will be required to demonstrate professional behavior and decorum and adhere to the policies contained within these policies. Participants who exhibit behavior resulting in performance which is potentially or actually unsafe or unprofessional will not be tolerated.

Any questions or disputes that arise concerning a participant's conduct will be handled by demanding the highest degree of professionalism by involved parties.

If a pattern of unprofessional behavior is exhibited, and the situation cannot be resolved by the involved parties, the matter may be brought before a regular or special meeting of the Board to take any appropriate actions to ensure the completion of a safe and successful academic conference

Delegate Attendance (Adopted January 30, 1991)

Attendance at all meetings during a conference is vital to achieving the benefits of the MUN experience. Part of that attendance is being on time, paying attention to what is going on, appropriate attire for a diplomatic meeting, respectful and appropriate language at all times.

It is the policy of MUNFW that Member Schools and Delegates shall observe the starting and stopping times posted by the Secretariat in the conference schedule within all reasonable abilities. The practice of suspending Committee's prior to the stated times shall be discouraged unless the Committee has completed its agenda.

MUNFW shall support Committee Chairs who rule Delegates requesting early suspension of the Committee "Out of Order" if such request specifies re-opening of the Committee meeting the following morning or for an indefinite time.

A Delegate may challenge the Chair's ruling, but such challenge must be in writing and directed to the Secretary General only. The Committee shall continue its work while waiting for a ruling from the Secretary General.

Dress Code (Adopted September 1, 1991)

Preferred attire for committees shall be standard western business dress.

Men should wear a jacket and tie with appropriate shirt and pants. Sweaters are acceptable in place of jackets and ties. While this mode of dress is desirable, it will not be mandatory.

Women should wear dresses, skirts or pants with appropriate blouses. Sheer clothing should be avoided.

No jeans or athletic wear, sneakers, T-shirts, or shorts will be allowed to be worn in committees.

POLICY #2

CONDUCT AND PROHIBITED SUBSTANCES

Non-Discrimination Policy (Adopted October 26, 2002)

The Model United Nations of the Far West does not discriminate against any person regarding gender, sexual orientation, race, ethnicity, political beliefs, religious beliefs, ability and/or disability. The Model United Nations of the Far West welcomes persons who are actively pursuing equality, justice, health, economic development, and political freedom through peaceful discussions and endeavors.

American Disability Act (ADA) (Adopted April 22, 1995)

It is the policy of MUNFW that the MUNFW shall not contract with any facility which does not meet the requirements of the ADA for physical access; that each Member School is responsible as the primary provider for all auxiliary aids and services which may be required by any student attending the annual session of MUNFW; and that the MUNFW will assist in providing auxiliary aids and services when no institutional support is available or is insufficient to meet the needs of any student attending the annual session.

Further, that each member school planning to attend the annual session and such delegation includes any individual with a disability and institutional support is not available or insufficient to meet the needs of the student, the member school shall demonstrate due diligence in presenting documentation to the MUNFW of the member school's institutional support policy regarding disabled students participation in classes and related educational activities and documentation of the institution's failure to provide services for the student(s) attending the annual session.

Alcohol Policy (Adopted September 2, 1991, revised April 23, 2006)

MUNFW only permits the consumption of alcoholic beverages in a manner that is responsible and adheres to restrictions imposed by law and the participant's respective school's standards of conduct, as well as those created by the expectations of decorum and dignity befitting an academic community. MUNFW does not accept misuse of alcoholic beverages as an excuse for violations of any MUNFW policies. Emphasis is placed on responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not have negative effects on either the individual or the community. The preparation, sale, service, and consumption of alcoholic beverages must comply with the limitations established by these policies, local ordinances, state laws, and federal laws.

Since most hotels do not allow alcohol purchased outside to be brought in to the hotel, it shall be the policy of MUNFW to discourage alcoholic beverages from being brought on to the conference site. For all receptions taking place during conference, the consumption of alcohol must be inside the sleeping rooms or suite. Drinking of alcohol, open containers or glasses in the hallways or open doorways shall not be allowed. State laws prohibit the serving of liquor to anyone without proper identification verifying age 21 years or older.

There shall be no alcohol in committee rooms, conference rooms, or the banquet at any time.

Any person or people exhibiting disruptive behavior as a result of alcohol consumption will be requested to leave the conference immediately (No Exceptions).

Drug Policy (Adopted April 23, 2007)

MUNFW prohibits all use, consumption, sale, purchase, transfer, unlawful possession or being under the influence of any controlled or illicit substance, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia by a participant at the conference site. No participant may be under the influence of a controlled or illicit substance during the conference.

Any participant who violates Federal, State, or local laws related to the use of illegal drugs is subject to disciplinary action up to and including dismissal from the conference and notification of the faculty advisors, legal guardians, appropriate authorities for the respective school/ academic institution and/or local law enforcement.

Legally prescribed medications used in accordance with the instructions of a physician are excluded from this prohibition, and are permitted only to the extent that the use of such medications do not adversely affect the participant's own safety or the safety of others. Prescriptions for controlled substances must be in their original pharmacy container and clearly labeled with the name of participant, name of drug and dosage, name of the physician and pharmacy, and the date of the prescription and expiration date.

Violence and Harassment Policy (Adopted April 23, 2007)

MUNFW is committed to a safe and secure environment for all participants, students, and visitors. It is the policy of MUNFW to maintain a learning environment that is free from religious, racial or sexual harassment and violence. MUNFW prohibits any form of religious, racial or sexual harassment or violence. It shall be a violation of this policy for any participant to inflict, threaten to inflict, or attempt to inflict, racial or sexual violence upon any other participant. Acts of violence, threats of violence, and threatening behavior are not acceptable conduct at the Conference and will not be tolerated.

It shall be a violation of this policy for any participant to harass any other participant through conduct or communication of a sexual nature or regarding religion and race. Physical, emotional or sexually abusive behavior including psychological intimidation and harassment will not be tolerated.

Further, retaliation against an individual who has complained about sexual harassment or any other violation of this policy or who has cooperated with an investigation of a violence or harassment complaint is similarly unlawful and will not be tolerated.

MUNFW will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate actions

against any participant who is found to have violated this policy. MUNFW takes all allegations of harassment and violence seriously and will respond promptly to complaints. Sexual, racial or religious violence or harassment is a criminal activity and will be reported to the authorities.

Receptions (Adopted January 30, 1991)

Several official receptions are held at every conference for the delegates' entertainment. However, of more concern, are the many "unofficial" receptions that are hosted by delegates and delegations. Receptions are to have a specific function--caucusing, bloc meeting, recognition of national cooperation or friendship, etc. For example, Saudi Arabia would invite other states participating in "OPEC." And, in keeping with Islamic beliefs, Saudi Arabia would NOT serve alcoholic beverages.

Receptions are to be limited in number of participants (NO OPEN HOUSE) and should be "by invitation only." Once a room has reached its comfortably limited capacity, the reception is closed to additional participants. No reception should spill over into hallways and other public areas. It should be confined to the room(s) of the hosting delegation. ALL glasses and open beverage containers found on MUNFW delegates, staff, advisors and guests in hallways and public areas, excluding hotel bar and restaurant, will be confiscated.

Any reception that becomes too noisy, too crowded or otherwise in violation of the above will be shut down. Individuals and delegations deemed inebriated or in violation of the above will be excluded from further participation at the current conference.

POLICY #3

FACULTY AND MEMBERSHIP COMMITTEE

Faculty Advisor (Adopted January 30, 1991)

As part of its concern with academic excellence, the MUNFW requires all participating MUN groups to have an advisor as outlined in the Governing Documents and the Faculty Section on the web site. The advisor is viewed as the primary resource to the campus MUN group, the chief liaison with the campus administration, and the primary support for the MUN group in relations with other student organizations.

Membership Committee (Adopted January 30, 1991)

An important role of the faculty advisor (or school representative) is to represent the school in Membership Committee. Membership is the "stakeholders" of the corporation and many of its agenda items are related to the continuity of the organization such as:

- selecting and supervising secretariats,
- electing officers and members of the Board of Directors,
- discussion and approval of changes in the wording or interpretation of the Rules of Procedure and Guides of Participation (Rules Committee),
- discussion and approval of changes to the Governing Documents (General Committee),
- and proposal, discussion and approval of Policies of the MUNFW.

Between annual sessions, the Board of Directors may act on behalf of the Membership in these matters; however, the Board must make an annual report to the Membership of such actions. In addition, the Membership may make recommendations and requests to the Board and the Executive Director.

In advance of each annual session, the agenda, schedule of Membership meetings, minutes of the previous meeting, and the Governing Documents will be posted on the web site and faculty advisors will be directed to download these items and bring them to conference. Additional items such as those noted below will be available either at registration or during the Membership meetings.

Copies of Bid Proposals to host the conference two years hence
Final Report of the past Secretariat
Interim Report of the incoming Secretariat
Reports of Rules, General and Ad Hoc Committees, if available
Documents relating to other specific items on the agenda
Reminder of "Old Business" issues
"New Business" proposals with documentation
Report of the MUNFW, Inc. Board of Directors

At the first meeting, Membership will consider items 1 through 10, if available. Issues needing vote (Rules or Governing Document changes) will be presented, but not voted upon. This should allow Membership time to read and review prior to voting. At the last meeting, items 11 to 17 and any previous items not completed will be considered and completed before adjournment.

Sample Membership Agenda (Adopted May 1, 1991)

1. Opening of the Session by the Chair
2. Roll Call of the Member Schools
3. Approval of the Minutes of the last Session
4. Adoption of the Agenda
5. Appointment of the General and Rules Committees
 - a. Report of the General Committee
 - b. Report of the Rules Committee
6. Election of the three (3) Student Representatives to the Board of MUNFW, Inc.
7. Report of the Past Secretariat
8. Report of the Current Secretariat
9. Report of the Incoming Secretariat
10. Bid to Host two years hence
11. Report of the MUNFW, Inc.
12. Election of Officers of MUNFW, Inc.
13. Election of Membership Chair

14. Selection of the host two years hence
15. Old Business
16. New Business
17. Adjournment

POLICY #4

HANDBOOKS, MANUALS, AND REPORTS

Delegation Handbook (Adopted May 1, 1991)

MUNFW provides upon a Delegation Handbook to assist schools with the development of a MUN program on their campuses. The handbook covers such topics as basic organization, preparing as a group for a MUNFW conference, fundraising, etc. It is not definitive, but should be helpful to get started. The Delegation Handbook is requested from the OED.

Secretariat Handbook (Adopted May 1, 1990)

Each incoming Secretariat is provided with the current edition of the Secretariat Handbook. Its segments on Bidding, the Interim Year, Secretariat Organization, Staff Duties and Training, and Chairing a Meeting provide many helpful guidelines in preparing for and conducting a conference. The complete Handbook is provided by the Office of the Executive Director when a school receives the bid to host the annual conference.

The bidding portion is available to all schools who are thinking of bidding to host a conference. This section is provided by the OED. Potential bidding schools may contact the OED to receive a copy of this section.

The OED requests that each bid school and Secretariat provide it with information and suggestions of changes or improvements to the Handbook.

Corporate Board Manual (Adopted September 1, 1991)

It shall be the policy of MUNFW that a manual be given to each Board member when they are officially voted into office containing a copy of the Articles, By-laws, Governing Documents, MUNFW Policies, and a description of each member's duties and responsibilities during their term of office. Other appropriate procedures and information may be included.

Annual Report of the Organization (Adopted September 1, 1991)

A report on the work of the organization during the previous year is prepared by the OED. It should include budget, grants received, conferences held, scholarships given, declaration for the following year's theme, projects started or continuing, comments on the direction the organization is taking, outline of plans for the immediate and long range future. This report is presented at the first quarterly meeting after the close of the fiscal year, usually October.

POLICY #5

USE OF THE CORPORATE TAX EXEMPT NUMBER

Use of Tax Exempt Status (Adopted January 30, 1991)

The MUNFW, Inc. has tax exempt status with the State of California and with the Internal Revenue Service of the Federal Government. Use of the tax exempt status is the sole right of the corporation.

The corporation may authorize the use of its tax exempt status to Secretariats and member schools for specific purposes, such as:

1. To obtain a waiver of taxes (i.e., room tax, sales tax);
2. To receive contributions (cash and in-kind).

For waiver of taxes, a written request for a copy of the corporation's tax exempt letters from the IRS and California FTB must be sent to the corporate treasurer. The request must state the specific reasons for wanting to use the tax exempt status and for what period of time. It should, if possible, state the business, person or organization to whom a copy of the tax exempt letters would be given. A statement of all transactions/waivers containing the following information must be sent to the corporate treasurer on March 31 of each year the letters are used.

1. Name of agency, company, organization or person;
2. Item or service received under tax exemption (waiver of room tax, 20 reams of paper, etc.);
3. Value of the item or service.

If the donation is cash, the check should be made payable to MUNFW, Inc. and sent to the corporate treasurer. An acknowledgment of the donation made on your behalf will be made by the treasurer and will note tax exempt status. Within ten (10) working days of receipt of the check by the corporate treasurer, a corporate check for the donated amount and a copy of the acknowledgment letter will be sent to the Secretariat or school.

All such cash donations should be accompanied by the following information:

1. Name and address of donor
2. Amount of the donation
3. Name of the school for whom the donation is intended
4. Name to whom the corporate check should be made payable
5. Address to whom the corporate check should be mailed.

A Secretariat cannot use the tax exempt status to open a bank account. Accounts can be opened as "an unincorporated association" which does not require IRS employer identification numbers. Secretariats are not part of the corporation, though they have been authorized/selected by the member schools in Membership to provide a service (conduct a conference).