



SIMUN – SECRETARIES BRIEF

DUTIES:

1. Timing Check:

- ◆ Check the timing required by each motion.
- ◆ A sheet with the specific timings will be posted at the chairs' desk in each of the committee rooms.

2. Messengers:

They are responsible for transmitting notes and messages within and between committee rooms.

3. Manning doors:

- ◆ One secretary must be posted at the door
- ◆ After the chair specifies that doors must be kept closed, there will be no exceptions, other than to admit a member of the EXECUTIVE COMMITTEE or DIRECTOR.
- ◆ No delegate will be allowed in or out during voting procedure. They will only be allowed to move between resolutions and during debate turnover (debate time for to debate time against).

4. Counting votes: The timing secretary must assist the chairs in counting votes and write clearly on the appropriate printed sheets available at the chair's desk FOR, AGAINST and ABSTENTIONS.

5. Speaker check sheet: a sheet is posted on the chairs' desk. The secretary must keep a list of speakers and brief the chair occasionally to avoid any accusation of bias.

6. Security:

- ◆ **maintaining order.** Sequence must be adhered to. For minor offences (talking, chewing gum, taking badges off,...), the delegates must be **REPRIMANDED** tactfully, reminded that they are contravening SIMUN rules and warned that if they are caught again, their badges will be clipped. This offence must be recorded at the Secretaries' desk.
- ◆ **More serious offences** (eating, drinking in the committee rooms, abusive language or behaviour, ...) result in consultation with the delegate and Head Secretary. This will often result in **IMMEDIATE CLIPPING** or **REMOVAL OF BADGE** by the Head Secretary.
- ◆ **Severe Contravention** of SIMUN Rules e.g. drinking alcohol, smoking, drug use or any form of GROSSLY DISORDERLY BEHAVIOUR will result in the participant being **IMMEDIATELY EXPELLED** from all SIMUN activities. The Senior Chair, SIMUN Co-ordinator and Head Secretary must be notified immediately.
- ◆ **All disciplinary measures must be recorded at the Secretaries Desk.**

7. Screening notes: All notes must be read by secretaries to ensure that only messages on Official Note Paper and pertaining to SIMUN matters are transmitted. Messages must be in English. Inappropriate messages will be discarded. Do not talk to delegates. A Director will be present in all committee rooms to supervise and assist in note screening.

SIMUN RULES:

- 1) **DRESS CODE.** Appropriate and formal business attire must be worn by all EAMUN participants in conformity with SIMUN DRESS CODE. If any delegate or other participant is found to be improperly dressed, he/she will be asked to dress appropriately before being allowed into any Committee Room.
- 2) **NO SMOKING, DRINKING, DRUG USE or POSSESSION** of any sort is allowed on LFS premises. They will result in immediate expulsion from all SIMUN activities for the duration of the conference.
- 3) **STRICTLY NO WEAPONS** are allowed on the premises.
- 4) Delegates must conduct themselves appropriately, diplomatically and in an orderly manner at all times.
- 5) Chewing gum, eating and drinking are not allowed in any SIMUN Committee Rooms.

SANCTIONS:

Secretaries, like delegates, are subjected to the same rules and restrictions. Contravention of the procedures will be dealt with as follows:

1. **REPRIMAND.** Either the Chair or the Head Secretary will reprimand the offending secretary.
2. **WARNING.** Notification will be given that if the offence is repeated appropriate action will be taken (Secretary duties to be terminated)
3. **SUSPENSION / TERMINATION OF DUTIES.** In this case, the secretary's school will not be allowed to present secretaries for the next Annual Conference.

REMEMBER:

- ◆ Use your judgement and logic.
- ◆ Do not abuse your power.
- ◆ If in doubt, consult the Head Secretary or the Chair.
- ◆ Respect the Head Secretary.