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## **PURPOSE, MISSION, AND STRUCTURE**

### **Purpose**

This handbook has been designed to assist students, advisors and staff members of the Lake Erie International Model United Nations Corporation (LEIMUN) conferences at Kent State Ashtabula in understanding the mission, organizational structure, rules, policies, values and perspectives of our high school, collegiate, and post-collegiate conferences. Parts of the handbook will also assist in preparing for our conferences. Please read this handbook carefully, especially if you are unfamiliar with our program.

For current contact information for Lake Erie International Model United Nations Corporation, see p. 20 of this handbook.

### **Mission Statement**

To promote and encourage awareness, understanding, tolerance, and acceptance of the world's peoples, cultures, beliefs, values, and attitudes by organizing, sponsoring or promoting conferences which model the United Nations and other international organizations and forums.

### **Vision Statement**

By modeling the United Nations and other international organizations, we encourage knowledge of international affairs, research, understanding of parliamentary procedure, analytical reasoning, problem solving, negotiation, oral and written presentation of ideas, and professionalism.

By working together as a team, drawing from the past and present, we strive to prepare our youth for the future.

### **Structure of LEIMUN and its Conferences**

In 1980, Dr. John Hammond, with the assistance of collegiate staff members, began a conference at the Kent State University Ashtabula Campus for high school students to participate in Model UN debate. In 1994, the high school conference was joined by a conference for college students. The Lake Erie International Model United Nations Corporation is a non-profit organization founded in 2000 to carry into the future the educational mission begun by Dr. Hammond.

The Lake Erie International Model United Nations Corporation is administered by a 5-member Board of Trustees, which has taken on the responsibilities formerly handled by Dr. Hammond as Program Director. Trustees are elected from the Gold Members of the Lake Erie International Model United Nations Corporation to 3-year terms on a rotating basis.

Among its educational offerings, Lake Erie International Model United Nations Corporation administers two Model United Nations conferences each year. The Lake Erie Conference (our college-level debate) is typically held at the end of October. The Northcoast Conference (our high school-level debate) is held at the end of March. We sometimes offer other activities and programs for schools, including workshops that provide educational sessions for high school students and advisors.

Following each Northcoast Conference, the Trustees elect one staff member to serve as Secretary-General and five staff members to serve as Corporate Directors. The Secretary-General is primarily responsible for administering the conferences. The Directors are responsible for specific organizational areas - Research, Recruitment, Staff Development, Fund Raising, and Marketing & Communications. The Secretary-General serves for a term of roughly 16 months, from the conclusion of the 3rd Quarterly

Meeting to the end of the following fiscal year, i.e. from March 2010 until July 2011. For the period from March until July, there will be two Secretaries-General. The Directors serve a 12 month term from the conclusion of the 3rd Quarterly Meeting to the end of the following 3rd Quarterly Meeting, i.e. from March 2010 to March 2011. Individuals need not be LEIMUN Members to serve in these positions, though it is preferred. Trustees may not serve in these positions.

### **Types of Conference Simulations**

The Trustees and Staff firmly believe that small simulations (15-30 countries) are the most beneficial for students. They involve each student in face-to-face debates in committees where delegates can interact more easily. Huge committees can be intimidating to many students, especially inexperienced delegates. They also prevent the kind of extensive participation in debate and caucus that enables delegates to become totally engaged in the process.

Therefore, the Lake Erie International Model United Nations Corporation generally simulates the 15-nation Security Council, pared down versions of other United Nations committees, and smaller regional bodies (such as the Arab League). The number of nations represented in committees other than the Security Council often varies according to the number of schools and students registered. This allows us to maintain a “real-world” balance with regard to caucusing blocs. Conferences that start with large General Assembly committees that only get partially filled tend to give an unnatural advantage to developed countries, which American and Canadian delegates tend to select as preferred country assignments. By maintaining smaller committees, the Lake Erie International Model United Nations Corporation can maintain a balance of countries from different caucusing bloc.

### **Security Councils**

The Security Council is the primary organ of the United Nations for dealing with “breaches of peace” in the world. The “Uniting for Peace Resolution,” adopted by the United Nations in the 1950’s, also made it possible for the General Assembly (GA) to become involved in peacekeeping activities. While the GA has sometimes chosen to become involved in these situations, the Security Council, particularly in recent years, has been given almost sole responsibility for conflict resolution.

Simulating the Security Council makes students aware of how it is organized and operates, which, with the Permanent Members and their “veto power,” is very different from other U.N. bodies. More importantly, it teaches students about the character of major world conflicts. The Security Council gives the bigger, developed nations more voting power than they have in the General Assembly and other committees. However different regions and voting blocs – Africa, Asia, the Arab States, etc. – are always represented on the 15-member Security Council. Consequently, debates in the Security Council generally reflect a wide range of views on military and security matters.

Since its inception, the Program has believed that Security Council simulations are particularly good for students new to Model U.N. In addition to the committee’s size and structure, the issues discussed in this committee involve relatively well-known, emotionally powerful issues and conflicts that are easily researched.

### **Other UN Committees**

Approximately 70% of the work in the United Nations focuses on economic, social or environmental issues. The larger General Assembly committees and the Economic and Social Council (ECOSOC) deal with these issues. Our Program utilizes committees that are designed to be smaller, representative versions of these regular committees. We typically run these committees larger than the Security Councils to accurately reflect the greater geographic distribution of these committees. We also try to always utilize the actual committee members and topics so that delegates will be able to more easily find resources on their country’s policy in that committee.

## **Regional Bodies**

The Lake Erie International Model United Nations Corporation conferences have a long history of simulating regional bodies, most notably the League of Arab States and the Organization of the Islamic Conference (OIC). We have found that these simulations provide a unique experience for delegates because they expose students to specific cultural perspectives and regional problems that are often overlooked in a global simulation. Regional bodies allow delegates to delve more deeply into the subtle differences between nations that are allies and neighbors. Other regional bodies offered in the past include North Atlantic Treaty Organization (NATO), the European Union Council of Ministers, the Organization of American States (OAS), and the African Union (AU). As with our UN committees, Lake Erie International Model United Nations Corporation tries to maintain as complete and balanced a membership as possible in our regional bodies while still maintaining smaller committee sizes.

## **Historical & Dual Crisis Simulations**

Due to a growing demand for historical simulations that involve students in role-playing with regard to past world conflict situations, we have added these historical simulations to our repertoire. These simulations have generally taken the form of a historical Security Council or a conference that discussed peace and security prior to the formation of the United Nations. Some historical simulations used at past conferences were the Suez and Hungarian crises (1956), the post World War II debate about the creation of the state of Israel, and the first Iraq war (1991). Dual Crisis simulations are two committees debating a single incident from opposite sides. These committees debate in “real time” and the decisions of one committee directly affect the other committee, e.g. the US and USSR during the Cuban Missile Crisis.

## **A-Team**

The A-Team (absent nations) represents countries or movements that are not represented by conference delegates when a committee requests the testimony of such countries or movements. In recent years, delegates have been assigned to carry out this task, with staff members administering the team. A-Team members are generally knowledgeable, seasoned Model U.N. veterans with a broad knowledge base. Typically, A-Team members are required to represent a wide variety of nations with viewpoints on many different topics in rapid-fire succession.

Once a committee has requested that an outside representative be invited to speak during debate on a particular topic, the A-Team Director will assign a member to carry out the presentation. The A-Team member will then appear before the council and deliver a policy statement on his/her nation’s position on the issue at hand. The A-Team member may then decide whether or not s/he will respond to questions. (A-Team members are encouraged to respond to questions persuasively.) At times, several A-Team speakers will be present in a committee at the same time. This arrangement can lead to valuable debate – a cross-examination of all involved parties to a dispute.

## **Conference Organs and Support Services**

In addition to chairing the conference simulations, our staff organizes and executes a variety of other functions during the conference. Some of these are explained below.

### **Research Assistance Library (RAL)**

A principal goal of Lake Erie International Model United Nations Corporation is to educate and inform students about world events. The staff of RAL helps delegates obtain information that will aid them in the simulations. With the advent of the Internet as an important information clearinghouse and research source, the focus of RAL has shifted toward use of computing resources. The RAL staff seeks to be proficient in the use of computer search procedures, enabling inquiring delegates to quickly obtain information. The location of RAL affords staff members and delegates easy access to various library research materials and a set of computers with Internet access.

Lake Erie International Model United Nations Corporation believes that the proper role of Presidents and Rapporteurs is to facilitate orderly debate and decision making, and to fairly and objectively judge and evaluate the delegates for awards purposes. Thus, Chairs are not allowed to educate the delegates concerning accurate portrayal of their country's foreign policy. Instead, the RAL staff is designed to function in this role. When delegates have questions as to their country's policy on an issue during the conference, they should direct these to RAL staff members rather than their Chairs. Advisors - please make your delegates aware of this policy. Also, please visit the RAL operation at the beginning of the conference to meet the staff and learn more about what services are available for delegates.

### **Delegate Services**

The Delegate Services team types and/or copies all conference documents, resolutions, working papers, and nametags for the various committees and staff. The team also aids in the dissemination and collection of conference forms and memos.

Working papers and resolutions must be approved and signed by the Chair and delivered to Delegate Services by a staff member of the committee in order to be processed by Delegate Services. All documents submitted must be written in proper form (i.e., correct headings, underlining, numbering, etc.), include the names of the committee and the sponsoring and co-sponsoring countries, and be printed legibly. (Illegible resolutions will be returned for rewriting.) Working papers will not be typed by Delegate Services. Rather, the handwritten copy provided by the committee will be photocopied and returned to the committee. All resolutions must be typed before the committees can vote upon them. The committees should be prepared to allow Delegate Services a reasonable amount of time to type the resolutions.

Students, advisors, or staff members needing copies of research articles must have these copied at the Research Assistance Library (RAL). Please see the section of this handbook entitled "Copying Policy."

### **Emergency Simulation Design Committee**

The purpose of this pre-conference committee is to create various crisis "scenarios" which can be presented to the Security Councils during the conference. (In some instances, the Arab League or another body will receive this type of scenario.) "Emergencies" are a traditional part of most Security Council Model U.N. conferences because they force delegates to act consistently with their nation's foreign policy positions in unexpected situations. This enables delegates to experience the sense of crisis created by dramatic world events, such as the news that Iraq has invaded Kuwait. (Coincidentally, this emergency simulation was presented to some of our high school committees a few months before it actually took place in the real world.)

The Chairs of the appropriate committees have an opportunity to select the emergency that they believe is most appropriate for their council, given what has been discussed previously. The delegates are introduced to the emergency by press releases or official messages from the Secretary-General and updated through written communiqués that provide further detailed information about fast-breaking events. When our staffing situation permits, these scenarios are videotaped as CNN-type video news broadcasts.

### **Northcoast News and Lake Erie News**

When staffing permits, these conference newspapers serve the purpose of providing information to conference participants. Prior to the conferences, the newspaper staff generates ideas for editorials, creates cartoons and words of wisdom, and interviews subjects for biographical "profiles." A significant portion of each edition is prewritten, however, space is left for legitimate, developing conference news stories, as well as for announcements of important events and activities.

## **CONFERENCE POLICIES**

Although there are many conference policies outlined throughout this handbook, listed below are some additional policies that advisors, staff and delegates must be aware of. Because the Northcoast Conference takes place on Kent State University's Ashtabula Campus, all of the university's rules and regulations (Discrimination, Honor Code, etc.) are in effect at all times.

### **EEOC Policy**

This policy shall cover all Lake Erie International Model United Nations Corporation employees and participants, which shall be defined as the Trustees, Staff Members, Advisors, Delegates, and other parties directly participating in a Lake Erie International Model United Nations Corporation sponsored event or activity.

The Lake Erie International Model United Nations Corporation is committed to the principals of Equal Employment Opportunity and to making all corporate and conference related decisions, both in employment and otherwise, based on merit and value. The Lake Erie International Model United Nations Corporation is committed to complying with all federal, state, and local laws regarding Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to maintain an employment and educational environment that is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, or any other status protected by federal, state or local laws. Additionally, the Lake Erie International Model United Nations Corporation will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee or participant, unless undue hardship would result for the Lake Erie International Model United Nations Corporation.

Just as the Lake Erie International Model United Nations Corporation bears a responsibility towards this policy, each employee and participant must clearly communicate their disinterest in or offense taken to any perceived discrimination or harassment. We are all responsible for upholding this Equal Employment Opportunity policy and the commitment thereto. Equal Employment Opportunity laws afford each one of us the chance to succeed or fail based on individual merit.

Any employee or participant who believes he or she has been subject to unlawful discrimination should file a complaint with the Lake Erie International Model United Nations Corporation's Board of Trustees.. Such complaints should be filed as quickly as possible, but not later than 30 days after the incident in question. Complaints shall be handled by the procedures established in our Sexual Harassment Policy. Concerns may also be addressed to the Equal Employment Opportunity Commission. The address, telephone number, and website for the EEOC office is: 1801 L Street, N.W., Washington, D.C. 20507, (202) 663-4900 [www.eeoc.gov](http://www.eeoc.gov).

### **Sexual Harassment Policy**

#### **Statement of Policy**

The Lake Erie International Model United Nations Corporation (LEIMUN) is committed to maintaining an environment free of inappropriate and disrespectful conduct and communication. Lake Erie International Model United Nations Corporation does not tolerate and will prohibit any form of sexual harassment. All Lake Erie International Model United Nations Corporation participants have a right to be free from sexual harassment, as well as an obligation to be aware of this policy and abide by its terms. Advisors and the Lake Erie International Model United Nations Corporation Board of Trustees shall ensure that they themselves, along with their delegates and staff, respectively, are aware of the policy, receive a copy of it, and shall periodically reinforce Lake Erie International Model United Nations Corporation's commitment to the policy.

This policy shall cover all Lake Erie International Model United Nations Corporation participants, which shall be defined as the Trustees, Staff Members, Advisors, Delegates, and other parties directly participating in a Lake Erie International Model United Nations Corporation sponsored event or activity. The Board of Trustees shall facilitate and administer this policy consistent with the terms set forth herein and consistent with the state and federal rules, regulations, and laws. The procedures specified below shall be utilized to inform Lake Erie International Model United Nations Corporation of incidents of harassment and to allow all delegates, advisors, staff, and Trustees to prevent, report, and to eliminate sexual harassment from Lake Erie International Model United Nations Corporation sponsored events.

### **Definitions**

Sexual harassment is a form of sex discrimination that violates state and federal laws. Any sexual harassment is limited to conduct or communication by someone in authority, but also includes conduct or communication perpetrated on any delegate, advisor, staff member, or Trustee by any other delegate, advisor, staff member, or Trustee. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining the benefits or opportunities inherent in Lake Erie International Model United Nations Corporation sponsored events; or
- Submission to or rejection of that conduct or communication is used as a factor in decisions affecting an individual's benefits or opportunities; or
- Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment is conduct that is "unwelcome." It may include, but is not limited to:

- Uninvited verbal harassment or abuse;
- Any pressure for sexual activity;
- Inappropriate touching, pulling at clothes, intentional brushing, or blocking an individual's movement;
- Demanding sexual favors accompanied by implied or overt threats or promises;
- Any sexually motivated unwelcome touching, cornering, or;
- Hanging or displaying inappropriate and sexually explicit pictures, posters, drawings, or writings;
- A pattern of conduct intended to discomfort or humiliate, or both, a reasonable person.

Delegates, advisors, staff, and Trustees should make clear through conduct and/or verbal statements to an alleged harasser that such conduct or communication is unwelcome and uninvited and should cease immediately. However, the individual's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged. Lake Erie International Model United Nations Corporation recognizes that not every conduct, communication, or consent constitutes harassment. Lake Erie International Model United Nations Corporation further recognizes that different individuals have differing levels of tolerance and discomfort.

False accusations of sexual harassment can have a serious detrimental effect on innocent parties and all others who are concerned. This policy shall not be used to bring frivolous or malicious charges against fellow delegates, advisors, staff or Trustees. Such charges may result in discipline against the offending individual pursuant to decision of the Lake Erie International Model United Nations Corporation Board of Trustees.

### **Reporting and Investigating a Complaint**

Anyone who believes they are the victim of sexual harassment has the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than 30 days after the incident in question. Complaints shall be handled by the procedures herein. Lake Erie International Model United Nations Corporation reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

Informal reporting procedures are as follows. Delegates should contact their advisor, or if the advisor is the alleged harasser or unavailable, a member of the Lake Erie International Model United Nations Corporation Board of Trustees. Upon being informed of a complaint or if they are the complainant, advisors should contact immediately a Trustee. Staff members should contact immediately a Trustee. A Trustee, when contacted about a complaint of sexual harassment, must report the complaint to the full Lake Erie International Model United Nations Corporation Board of Trustees immediately. The Lake Erie International Model United Nations Corporation Board of Trustees shall promptly investigate and then attempt to resolve the complaint. If the alleged harasser is a Trustee, that Trustee must recuse themselves from the investigation and resolution process.

Formal reporting procedures are as follows. Should informal procedures not produce a resolution satisfactory to the complainant, he or she has the right to file a formal written complaint with the Lake Erie International Model United Nations Corporation Board of Trustees. Upon receiving a formal complaint, the Lake Erie International Model United Nations Corporation Board of Trustees shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The Lake Erie International Model United Nations Corporation Board of Trustees shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

### **Resolution of a Complaint**

There shall be an aggressive effort on the part of all parties involved to resolve all complaints promptly. Any individual accused of sexual harassment is entitled to due process. The Lake Erie International Model United Nations Corporation Board of Trustees shall report the results of their investigation and any recommendation for disciplinary action to the complainant and accused within 30 days of submission of complaint.

Violators of this policy may be subject to a variety of actions which may include, but are not limited to, referrals for counseling, written or oral reprimands, suspension from participation in Lake Erie International Model United Nations Corporation sponsored events for a specified period of time, or referral to the criminal justice system. These actions will be undertaken based upon the decision of the Lake Erie International Model United Nations Corporation Board of Trustees.

Nothing contained herein shall be deemed to restrict or prohibit the complainant from filing a complaint with an appropriate external governmental agency, nor shall this policy be deemed as discouraging individuals from seeking legal counsel. It shall, however, be the responsibility of such individuals to meet any agency filing deadlines.

In the event that allegations can not be substantiated, reasonable steps shall be taken to ensure that the accused suffers no damage to his or her reputation as a result of the claim. Any complainant, found to be dishonest in making allegations or who has been found to have made them maliciously, shall be subject to disciplinary action pursuant to decision of the Lake Erie International Model United Nations Corporation Board of Trustees.

### **Retaliation**

Retaliation is defined as the undertaking of adverse action against individuals for the exercise of rights under this policy -- for having brought forward a charge of discrimination or sexual harassment,



testified, assisted, or participated in any manner in an investigation or hearing or other proceeding under this policy or pursuant to procedures provided by law. The exercise of such rights shall not reflect upon an individual's status or affect their benefits or opportunities at Lake Erie International Model United Nations Corporation sponsored events.

### **Confidentiality**

All complaints shall be considered confidential and only those persons necessary for the investigation and resolution of complaints will be given information about them. Lake Erie International Model United Nations Corporation will respect the confidentiality of the complainant and the individual against whom the complaint is filed, consistent with Lake Erie International Model United Nations Corporation's legal obligations.

### **Alcohol Policy**

The Lake Erie International Model United Nations Corporation (LEIMUN) is committed to conforming to all federal, state, and local laws regarding the possession and consumption of alcohol. LEIMUN is also committed to conforming to the policies and practices of those locations hosting our conferences.

### **Dress Code**

A delegate's dress dramatically affects his or her attitude and performance. Casual clothing (jeans, t-shirts, etc.) tends to contribute to a less serious attitude towards the simulation experience, as well as a less professional atmosphere. Therefore, Lake Erie International Model United Nations Corporation has established a dress code for all participants (staff, delegates and advisors). Appropriateness of dress is one factor taken into consideration by Chairs when they judge "portrayal of country". All conference staff members are expected to set the example in this regard.

Lake Erie International Model United Nations Corporation considers the following to be appropriate dress for men: business suits, dress slacks, dress shirts, sweaters or jackets, ties, socks, and dress shoes. Lake Erie International Model United Nations Corporation considers the following to be appropriate dress for women: dresses, suits, dress slacks or skirts, blouses, hosiery, and dress shoes. Lake Erie International Model United Nations Corporation considers the following items unacceptable: t-shirts, sweat clothes, jeans, tennis shoes, sandals, baseball caps, etc. In short, appropriate dress is what is often called "professional business attire."

A delegate may choose to wear the cultural dress of the nation he or she represents. Delegates are reminded that ambassadors to the United Nations are not permitted to display any symbol of nationality (pins, flags, sashes, etc.) inside the U.N. buildings. Instead, all of the flags are displayed outside of the U.N. building. In keeping with this policy of the U.N., no one is permitted to display any symbol of nationality at our conferences at any time. Any delegate found to be in violation of these guidelines will be asked to remove the offending item. The infraction may also cause a reduction in the delegate's score for "portrayal of country" for the session(s) in which it occurs.

### **Behavior in Simulations**

During the simulations, all delegates are expected to follow our Program's Rules of Parliamentary Procedure. In addition to these rules, we have established other policies to promote fairness in the debate.

### **Speaking Policy**

During the simulations, speeches must be given seated or standing at the delegation's assigned position (next to the placard), or from a point designated by the Chair. Delegates may not move around the council or committee room while speaking. Countries represented by more than one delegate may

share their allotted speaking time among the members of their own delegation. However, each delegate may only speak once during the country's recognized time to speak. Only the delegate who is speaking may be standing during his/her speech.

### **Electronic Devices**

No electronic devices will be permitted in the conference simulations. We do not want to give unfair advantage to schools and students with greater economic resources. We do not want debate to be interrupted or delegates to be distracted by the use of these devices. We strive to be consistent with real world debate situations in international organizations. Laptop computers, pagers, cellular phones, walkie talkies, PDAs, iPods, MP3 players, and other electronic devices may not be used during session inside the committee rooms or caucusing areas. These devices may be used only in public areas during those time periods when delegates are not in session. Any violation of this rule will be reflected negatively in the offending delegate's "portrayal of country" evaluation. The sole exception to this policy is that these devices may be used by the Chairs in order to type or conduct conference business.

### **Plagiarism**

All speeches, working papers, resolutions, and recommendations, introduced in any committee, must be entirely original in nature. The individual delegates must compose speeches in totality. Speeches may not be quotes, in full or in part, from published statements by world leaders or ambassadors to the United Nations, its organs, or other international bodies. Working papers, resolutions, and recommendations must be entirely composed by the individual delegates during the conference. Pre-written documents are not permitted. Documents that paraphrase or quote, in full or in part, any resolution or recommendation utilized at another conference are not permitted. Documents that paraphrase or quote, in full or in part, any resolution or recommendation considered by the United Nations, its organs, or any international body are not permitted. Violations will negatively affect the offending delegation's "Debate and Parliamentary Procedures" and/or "Caucusing and Resolution Writing" evaluations. In addition, the Lake Erie International Model United Nations Corporation Board of Trustees, in conjunction with the Secretary-General and any other relevant parties, will deal with violators on a case by case basis.

### **Parliamentary Courtesy**

At all times during Program conferences, delegates, advisors, and staff members should conduct themselves as though they are participating in an actual session of the United Nations or other international organization. Generally, this involves showing due respect to other delegates, advisors, and staff members, as well as to other committees. "Common courtesy" covers most of the situations delegates will encounter during the simulations, and includes remembering to say "please" and "thank you," listening attentively, and not being rude and disruptive when others are speaking. Delegates should avoid excessive note passing, instead communicating with others during the regular caucus times or outside the committee or council room. When in public areas, conference participants should be respectful of other committees, which are in session, as well as to the staff and students of Kent State University's Ashtabula Campus.

Learning to use Points of Order, Information, and Personal Privilege appropriately will also reduce unnecessary interruptions and facilitate effective debate. Delegates should always address the Chairperson as "Mr. President" or "Madam President." This rule also applies to the Rapporteur and Director, if they are presiding. Indirectly, they may be referred to as "the Chair," "the President," "the Rapporteur," and "the Director." They should never be called by their given names.

Fellow delegates should be treated with respect and great courtesy. They are appropriately referred to in speeches or conversation as "the Delegate from \_\_\_\_\_" (the country he/she represents), or as the "honorable," "respected," or "distinguished" delegate. As a group, they should be called

"delegates," "my fellow delegates," or "colleagues." The true test of a delegate is his or her ability to maintain a sense of dignity when the debate becomes heated.

At the beginning of a conference, it is customary for delegates to begin their first speech by congratulating the Chairpersons on their appointments and recognizing efforts made by nations since the previous session. It is also customary to recognize fellow delegates with whom the delegate has worked in the past, as well as any notable delegates whose reputation precedes them. In this speech, delegates should also state the goals they have set for the conference. (For example, to bring final settlement to the situation in Bosnia, or to achieve universally recognized copyright laws, etc.) All of this can be accomplished in a few sentences and sets a positive and professional tone for the debate. Near the end of the conference, it is not out of place to commend the staff and those delegates he or she thinks have earned special merit during the conference.

### **Copying of Materials**

Lake Erie International Model United Nations Corporation is continually trying to conserve precious natural resources, reduce expenses, hasten the dissemination of papers by Delegate Services, and ensure personal responsibility for conference items. As such, copiers will be limited to reproducing official conference documents. Only materials that have been signed and brought to Delegate Services by a member of the Chair will be processed. All other copying will be permitted only on the temporary copy machine located in Delegate Services. This copier should only be used to reproduce research materials. If it is a reasonable request, research copies will be given to the delegates free of charge. However, any delegate, advisor or staff member with bulk copying (in excess of 10 pages) will be charged the normal charge of \$.10 per page. In addition, a charge of \$2 per nametag and \$3 per placard will be levied if these items need to be replaced for any reason other than the presence of incorrect information.

### **Student Enrollment**

All team members for each school group must be currently enrolled at that school. In certain circumstances, permission might be granted to a student not presently enrolled in the school to participate as a member of that school's team. However, approval of this nature is rare. Therefore, if a school would like to bring students who are not enrolled, as members of its team, the school's advisor must submit a written request to the Lake Erie International Model United Nations Corporation Board of Trustees and/or the Secretary-General no less than two weeks prior to the conference.

## **INFORMATION FOR ADVISORS AND DELEGATES**

### **Responsibilities of the Advisor**

Although there have been occasions when student groups have participated in Lake Erie International Model United Nations Corporation conferences with little or no assistance from an academic advisor, we discourage schools from sending student groups without an advisor. Student participation in Lake Erie International Model United Nations Corporation conferences is significantly enhanced when faculty advisors enthusiastically assist and guide the students through the pre-conference preparation, as well as during the conference itself. The advisor's reward is in observing the energy and enthusiasm the students focus on an academic endeavor, and observing the results of the pre-conference preparation during the conference. If an extenuating circumstance exists, and your school is unable to send an advisor to conference, please contact the Lake Erie International Model United Nations Corporation Board of Trustees and/ or Secretary-General for special instructions.

### **Getting Started**

Many high schools and colleges award credit for participation in Model U.N. This facilitates the recruitment of students and the supervision of their research and practice simulations. Other advisors

recruit team members and meet with them outside of the regular class schedule. Organizing a Model U.N. club is also an effective way of generating interest in a group of students who can work on fundraising and conference preparation. This also helps maintain a presence in the school over time.

An advisor's initial responsibility is to promptly and properly register the school for the conference, and be certain that all registration fees are collected and paid. Advisors who are organized and efficient in this matter will often get their preferred country assignments because assignments are typically given on a first-come, first-served basis.

Because Lake Erie International Model United Nations Corporation utilizes relatively small simulations, we recommend that two students represent each country. First, this allows advisors to pair more experienced, more verbal, and/or more reliable students with a partner who is less experienced, less verbal, and/or less reliable. Second, this decreases the likelihood that an assignment will be unrepresented if a student must withdraw prior to the conference. Missing a few nations in a 15-member Security Council is a real problem, especially if the nations are major powers. As the conference approaches, it is important for the advisor to make every effort to maintain the country assignments his or her school group has been assigned, even if it means splitting up two-person teams and moving students to new assignments at the last minute. If all of your efforts fail, however, and you must return a country assignment, please inform the Lake Erie International Model United Nations Corporation Board of Trustees and/or Secretary-General as early as possible.

### **Research**

Once the advisor receives the school's country assignments, the assignments should be distributed to the students so they may begin their research.

We have outlined some beginning steps for researching foreign policy. Model U.N. conferences create role-playing situations in which students pretend that they are career diplomats representing the government of a particular state or country in a specific U.N. or other international body. In order to do this accurately and effectively, students should obtain information regarding (1) the social, economic, cultural, and political character of the country and government they are representing; (2) the general nature of the issues that are listed in the conference brochure for their specific committee (i.e., Security Council, League of Arab States, etc.); and, (3) the positions that their country/government takes on these specific agenda issues.

Information on the country and government can be found in standard encyclopedias and almanacs. Much of this information is also available on the Internet. Delegates should be aware of the timeliness and accuracy of the information available in these sources. For instance, if an informational article on Poland were written before 1989, it would be totally inaccurate with regard to the present government. In addition to knowing about the constitutional/governmental system of the country (whether it is a dictatorship or a parliamentary democracy), it is also necessary to understand the character of the present government (the political party or coalition of parties currently in power and the ideological views of the existing governmental leaders). For example, Israeli foreign policy will be different if the left-wing Labor coalition rather than the right-wing Likud coalition are governing it.

Information on the agenda issues can be obtained by locating articles in hard copy or computerized library indexes. Students should do background research on each issue to be generally familiar with the topics and the types of positions being taken on the issues by different kinds of countries. Delegates should begin to understand and embody the major arguments/positions on the issues and not just the position of his/her government. The better delegates are the ones who can remove themselves from the traditional "Western frame of mind", and begin embodying the values and beliefs of the country s/he represents.

Today, more research tools are available than ever before. In addition to the traditional magazines, journals, and newspapers at the student's disposal, there are also TV documentaries, National Public Radio and CNN broadcasts. Most libraries are equipped with computers that supplement traditional research books, and the Internet is a wonderful source of information.

The most important information that a student needs is the *precise position* of his/her assigned country/government on the specific agenda issues that may be discussed in his/her committee. This information can be obtained in a variety of ways. Delegates should check the Internet for web pages, particularly those of the country's foreign ministry, UN mission, or embassies. If they cannot locate a website, students should write to the country's U.N. Mission in New York City and/or its Embassy in Washington, D.C. or Ottawa. Addresses, telephone numbers, and fax numbers of these Missions and Embassies can be found in a library, or online at [www.un.org/Overview/missions.htm](http://www.un.org/Overview/missions.htm).

Students may also find information on the policy position of nations from newspapers or magazine accounts of U.N. votes and debates. The *New York Times*, *Christian Science Monitor*, and *U.N. Chronicle* are particularly good for this research. Some colleges and universities are depositories for information coming directly from the U.N., such as speeches, resolutions, etc. The Cleveland Public Library is also a U.N. depository. Delegates should focus on recent speeches by diplomats from their assigned nations on the specific agenda topics to be debated at the conference.

If all of these methods do not provide the needed information, the delegate may want to use two other resources. Telephone the U.S. State Department in Washington, D.C. at 202/647-4000 and ask to speak to the Desk Officer for the delegate's assigned country. These officials are responsible for being well informed about certain countries or regions and they can be extremely helpful in providing the type of information the student needs. However, students should be well prepared before calling the Desk Officers, and should let them know that they have already exhausted all other means of obtaining information on the nation. Desk Officers will not deal with lazy, uninformed students who are trying to get information in a painless, easy manner.

Another related recourse is to call the U.S. Mission to the U.N. in New York at 212/415-4000. Ask to speak with someone who would be informed about the foreign policy of the student's assigned country. Again, follow the same procedure you would with the Desk Officers mentioned above.

### **Practice Simulations**

Lake Erie International Model United Nations Corporation also recommends organizing practice simulations. This is a very important way to prepare for Model U.N. conferences. The hands-on experience allows students to use the information they have been studying in a pragmatic way. The students have an opportunity to practice parliamentary procedure and to become acquainted with the role-playing process that takes place in a simulation. The simulations generate interest and excitement in the students, as well as decrease the fear that students feel when preparing for conference participation.

Before beginning a practice simulation, students must have a minimal knowledge of conference parliamentary rules and procedures. These rules are bound separately and also available on our Internet site. Advisors should provide the relevant set of rules to each delegate. When conducting a practice simulation, using a Security Council forum is relatively helpful. Students tend to be more familiar with the topic areas and the committee is a convenient size.

During a practice simulation, each student is assigned (or chooses) either a nation to represent or a chairing position. Select a topic to be debated and set a date for the actual practice. We suggest you give delegates a week or two to think about it and prepare themselves. Even non-international issues can be debated, such as instituting school uniforms or the quality of the food in the school cafeteria.

Sometimes students are more comfortable with these issues and it is a good way to “break the ice” with parliamentary procedure. Explain to the students that while it is important to represent their nation’s foreign policy as accurately as possible in these practice sessions, it is not crucial that they have a perfect understanding of that policy. The purpose is to get an understanding of how the simulations work, to learn how to operate according to parliamentary rules, to gain experience speaking in front of the committee, and to learn how to caucus and construct working papers and resolutions.

If your school group is relatively inexperienced concerning the rules, try to get someone from a nearby college or high school Model U.N. clubs whom can take charge of the first few sessions. If LEIMUN has experienced staff members living near your school, we are also willing to assist you with these practice simulations. If you are interested in having a staff member conduct an initial practice, please contact the Board or the Secretary-General. Also, schools that are in close proximity will often arrange for joint practices. If you do not know of other Model U.N. programs in your area, please contact us and we will give you a list of the schools in your area that are participating in our Program.

If possible, students should come up with conflicting resolutions that they have “roughed out” (a draft resolution) as the basis for the practice debate. The basic outline for beginning a practice simulation is as follows:

1. Call the meeting to order
2. Call the roll to determine what nations are present.
3. Ask if there are any motions from the floor.
4. Set the agenda
5. Accept a motion to take up the pre-set topic.
6. Obtain a second.
7. Vote on the motion.
8. Begin debate on the topic at hand.
9. Establish a speaker’s list for the topic.

An alternative would be to ask each of the delegates to give a short speech generally indicating their position on the topic (a policy statement). Possibly entertain a motion for a short caucus, in order for the different caucusing groups to begin planning strategy and deciding upon working papers or resolutions that they could support.

The school groups that succeed at our conferences, with many delegations receiving awards, are the ones that regularly have these practice simulations.

### **Resolutions and Working Papers**

Decisions of international organizations are formalized in the resolution process. The international bodies simulated at our conferences deal with resolutions and working papers. Certain committees technically produce recommendations, which are passed on to other committees for final approval as resolutions, but we will refer to all final committee documents resolutions for the sake of simplicity. Generally, the process flows from separate ideas of individual delegations, to working papers based on the consensus of groups of delegates, and then to resolutions. (Please note: resolutions are the only documents that can be discussed in formal consideration.) This process involves considerable negotiation and compromise, and ideally should proceed as follows:

- Each delegate determines, through personal research, what his/her country wants included in a final resolution.
- During the caucus period, the delegates share their ideas regarding what they think is appropriate.

- Delegates in caucusing groups together construct working papers that are the product of their agreed upon perspectives and compromises.

In order to be distributed to the entire body, working papers must be submitted to the Chair for approval (with regard to content, form, and relevancy). If the approved document is legible the Chair will send it to Delegate Services for photocopying. Working papers are only photocopied, not typed.

Working Papers are discussed and amended in caucus and formal consideration. There may be multiple papers under consideration at this point, preferably in an attempt to combine the ideas whenever possible. When working papers address widely different aspects of a particular problem (e.g., setting up elections and calling for economic sanctions), the best approach may be to table one topic until the other can be resolved.

When there is general acceptance of the content of a working paper within a large caucusing bloc, it must be written in appropriate form, have the proper number of sponsors and co-sponsors, and be submitted to the Chair as a Resolution. If it is acceptable (in terms of content, format, and relevancy), it will be signed, given a number designation, and sent to Delegate Services to be typed and photocopied. Any resolution submitted in improper form or written illegibly will be returned to the sponsors to be rewritten.

When copies of the typed resolution are delivered by Delegate Services to the Chair, they will be distributed to the delegates. The resolution may not be referred to as such in formal consideration until the Chair has accepted a motion to introduce the resolution from its sponsor.

If wholesale changes are made to a resolution through the amendment and voting process in formal consideration, the Chair, using his/her discretion, may send it to Delegate Services for retyping before the final vote. This will normally only occur if the content of the resolution has been called into question.

### **Relationship of Advisors to Delegates and Chairs**

Lake Erie International Model United Nations Corporation has established certain policies that advisors must follow during our conferences.

No coaching is allowed in committee areas. No communication between advisors and their students should take place inside the committee room or in any area where caucusing is taking place at that time (i.e., the hallway, the lounge, etc.) The Chairs are evaluating delegates for award purposes. Faculty coaching of students in the midst of this process is improper and will result in a lower evaluation for the delegation being coached. If advisors and delegates need to speak to one another for any reason, they should leave the room or caucusing area.

Advisors should not communicate with the Chairs (Presidents, Rapporteurs, or Directors), either to voice a complaint concerning the simulation or to inquire about the quality of performance of their students. Any complaints concerning simulations should be directed to the relevant Under Secretary-General or the Secretary-General. It is their responsibility to handle these complaints and to take whatever action is deemed necessary.

No school shall utilize "runners." Delegates are allowed to speak to other members of their school's team during the conference. However, a school cannot use runners – a student whose primary purpose at the conference is to deliver information from the Research Assistance Library (RAL) or the school's own research materials to its delegations.

Please see the topic under INFORMATION FOR STAFF MEMBERS, entitled "Relationship of Chairs to Delegates." This will provide the advisor with insight into the environment of fairness that we are trying to foster in our evaluation process. Please inform your delegates before conference that the only sources of information available to them during the conference are their faculty advisor and the RAL. If, for some reason, you cannot locate a necessary resource, please bring this to the attention of the relevant Under Secretary-General. Chairs will not be allowed to discuss any aspect of a delegation's performance.

### **The Conference Awards System**

Healthy competition encourages diligent preparation and the pursuit of excellence. Hence, by rewarding outstanding delegate performance, Lake Erie International Model United Nations Corporation has always sought to foster friendly competition among individual delegates, as well as among the various school groups participating in the conference. Given these objectives, over the years, Lake Erie International Model United Nations Corporation has sought to refine a system for fairly and accurately evaluating delegate performance. Considerable energy and effort have gone into the development of a scoring system that attempts to evaluate each different aspect of simulation activities.

#### Individual Awards

The Presidents and Rapporteurs evaluate delegations at the end of each committee session. An evaluation form is completed for each delegation, awarding a number of points in three separate categories, the first of which is more heavily weighted. These categories are slightly different for the Delegate A-Team.

- 1-15 points      Portrayal of Country: the accuracy with which the country's foreign policy positions are represented.
- 1-10 points      Caucusing and Resolution Writing
- 1-10 points      Debate and Parliamentary Procedure

Lake Erie International Model United Nations Corporation weights portrayal more heavily because it believes that this is of the utmost importance in the simulation experience. No matter how effective a delegation is in the other two categories, if they are not accurate in the portrayal of their country's policy, then it will be difficult for them to win an award at our conference.

Lake Erie International Model United Nations Corporation believes that the only allowable departure from a country's realistic portrayal is in the area of frequency of speaking. The diplomatic style of some nations is to speak less often than other nations in international organizations. However, in the interest of fostering the development of delegates' speaking and parliamentary skills, it is acceptable to depart from realism in this regard. No delegate will be penalized for speaking more than his or her nation would generally speak. In fact, delegates will be penalized in our scoring system if they do not speak regularly and effectively.

After each session, the relevant Under Secretary-General will collect the scoring sheets from each President and Rapporteur. The data from these forms is entered into a computer. At the end of the final session, our computer program generates a final point total. The computer averages these final point totals and an evaluation of superior, excellent, good, fair, or poor is determined. Listed on the next page is the table that Chairs use as they evaluate the delegations.

One of the advantages of this scoring system is that it does not create a situation in which there must always be winners and losers. At our conferences, all of the delegations can be winners. Hypothetically, all can achieve the superior award. We have found that this avoid the kind of "cut-throat" competition that intensely competitive conferences encourage. Lake Erie International Model United Nations Corporation believes this is important as the U.N. ideal is cooperation rather than



conflict. Delegates at our conferences know that they do not have to “destroy” competing delegations in order to win an award. In fact, diplomatic excellence in the real world involves the establishment of warm and friendly relationships with one’s fellow diplomats, even if the countries and governments may be hostile.

Portrayal of Country		Debate & Parliamentary Procedure		Caucusing & Resolution Writing	
0	Not Present	0	Not Present	0	Not Present
1	Poor	1	Poor	1	Poor
2	Poor	2	Poor	2	Poor
3	Poor	3	Poor	3	Poor
4	Fair	4	Fair	4	Fair
5	Fair	5	Good	5	Good
6	Fair	6	Good	6	Good
7	Good	7	Excellent	7	Excellent
8	Good	8	Excellent	8	Excellent
9	Good	9	Superior	9	Superior
10	Excellent	10	Superior	10	Superior
11	Excellent				
12	Excellent				
13	Superior				
14	Superior				
15	Superior				

It is of the utmost importance that Presidents and Rapporteurs understand this scoring system thoroughly, along with the spirit that underlies it. LEIMUN attempts to educate its Chairs so that they generally use the same evaluative criteria and have the same notion of poor, fair, good, excellent, and superior. This is not easy to accomplish, but it is an ideal for which we continually strive. We do not want to “cheapen” the higher evaluations by awarding too many of them where unwarranted. On the other hand, we do not want to be so unreasonably strict in our scoring of delegations that we do not recognize their outstanding efforts and accomplishments. It must be understood that just as academic classes differ in quality, so do Model U.N. committees. Consequently, one committee may not have any superior delegations, while another may have several.

When a delegation is composed of more than one delegate, the evaluation (points awarded) corresponds to the effectiveness of the delegation as a whole, working together. The fact that one delegate does not do as much speaking as the other (or does not speak at all) should not detract from the delegation’s overall score. One delegate may be an effective researcher or writer and the other may be a more effective speaker. Also, delegations are often composed of one experienced delegate with one less experienced delegate. The points awarded should reflect the overall effectiveness of the team, rather than the particular strengths or weaknesses of the individual delegates.

When ranking a delegation on portrayal, the Chairs must first decide into what category the delegation falls – superior, excellent, good, fair or poor. Once that determination has been made, the Chairs assign a numerical value to that delegation based on the strength of the delegation. (For example, a weaker superior, stronger excellent, etc.) Then the Chairs repeat the process with the other two categories. The scores for each category are entered into the Conference Awards system separately. At the end of the conference, each delegation’s scores are averaged in the three categories, and then these averages are added together in order to arrive at a final delegation score. The highest attainable score would be 35 (15 for portrayal, 10 for caucusing and resolution writing, and 10 for debate and parliamentary procedure). The chart below is used to determine whether the delegation will receive a superior, excellent, good, fair, or poor ranking.

Superior	29.50 – 35.00
Excellent	23.50 – 29.49
Good	16.50 – 23.49
Fair	9.50 – 16.49
Poor	0.00 – 9.49

At the final conference awards assembly, those delegations receiving a superior and excellent ranking are recognized for outstanding achievement, and are awarded conference medals with ribbons. Individual presidents will often award their gavel to particular delegates as a form of special recognition.

### **Team Competition**

In addition to individual awards, Lake Erie International Model United Nations Corporation encourages schools to compete for team awards. Certain rules have been designed in an attempt to guarantee the fairness of this competition. Team awards are determined by assigning the point values listed below to rankings earned by the top ten of the school's delegations, and adding up these points.

Superior – 5    Excellent – 4    Good – 3    Fair – 2    Poor – 1    Not Present - 0

First, second, third, and fourth place trophies are awarded to the teams with the highest point totals. The conference also gives a team award in the "Small Delegation" category. This award typically goes to the outstanding school group with only 5 or 6 delegations.

After the conference, advisors will receive a form that indicates the ranking of all of their delegations, as well as brief written comments on each delegation by their Chairs. In this way, we try to provide enough feedback so that the advisors and delegates understand why they have received certain rankings.

Failure to comply with any conference policies could subject a school to disqualification from the team competition.

## **INFORMATION FOR STAFF MEMBERS**

### **Staff Conference Assignments**

Any person who wishes to volunteer as a staff member must fill out the appropriate application forms. If you have not received an application form, please contact the current Secretary-General by using the link on the conference website.

There are numerous tasks to be performed during the conferences. Those filling out staff applications are asked to prioritize the assignments they would prefer. The Secretary-General and the Board of Trustees make the staff assignments based on the needs of the conference, as well as the staff members' choices, experiences, skills and past performance. "Chairing" assignments are the assignments most often requested. However, there are crucial assignments in other areas as well. Lake Erie International Model United Nations Corporation cannot always assign staff members to their first choice assignments. Therefore, receiving an assignment to another area does not reflect a negative judgement concerning chairing ability. Instead, it is a way for Lake Erie International Model United Nations Corporation to broaden the experience of staff members, making everyone more versatile. It should be noted that, for the Lake Erie Collegiate Conference, chairing assignments are generally given to those staff members who are not currently attending college. Staff members who are college students are encouraged to attend the Lake Erie Conference as delegates, but may apply for staff assignments. High school students may not serve as staff at any LEIMUN conference.

### **Staff Member Responsibilities**

All staff members must read this handbook carefully in order to familiarize themselves with Lake Erie International Model United Nations Corporation, its mission, structure, rules and regulations, values, and perspectives. This will help to develop unity and cohesion with regard to the institutional framework and underlying philosophy of Lake Erie International Model United Nations Corporation.

Staff members should prepare for the conference. Each staff member's type of preparation will vary depending on his or her assignment. However, all staff members should do the following:

- Communicate with the other members of your "team" (Chairing staff, A-Team, Delegate Services, etc.) prior to conference. Establish a friendly working relationship and divide the necessary preparations prior to conference. Exchange contact information.
- Be responsive to your Under-Secretary-General, the Secretary-General, The Director of Research, and the Board of Trustees. You may receive requests for information from them prior to conference.
- Stay well informed about world issues. Even though your staff assignment may not be in a chairing role, it will assist your other conference responsibilities if you have an understanding of the different topics being discussed. Also, we must often juggle staff assignments at the beginning of a conference due to staff absences or other unexpected events. Therefore, you may be asked to assume a chairing role at the last minute. For this reason, it is also important for you to review our Program's parliamentary rules prior to the conference.

### **Chairing Guidebooks**

A special Chairing Guidebook will be provided to the president of each simulation during the staff orientation meeting or the opening ceremony of the conference. This book contains forms and checklists that will assist the Chair in running his or her simulation, standardize procedures for the conferences, and assist with obtaining all of the necessary paperwork in a timely manner. All Chairs must carefully read the Guidebook to familiarize themselves with the specific tasks that must be completed during each step of the conference. Although the Guidebook may seem to contain a considerable amount of paperwork, all of this paperwork is necessary for the various conference and post-conference reports that must be completed. All Chairs are expected to follow the daily checklists and turn in the requested materials at the designated times.

### **Conference, Delegate and Peer Evaluations**

During the last conference session, Chairs will ask their delegates to complete conference evaluation forms. These forms are located in the folders that are given to each conference participant at the onset of the conference. It is important that the Chairs do not collect these evaluations from their delegates. There will be instructions in the Guidebook on how to collect these evaluations. Please follow these procedures, and do not collect them yourselves. Delegates may be apprehensive about candidly expressing their assessment of those chairing the simulations if the Chairs are collecting the evaluations. Advisors and staff members are also asked to fill out these conference evaluation forms and turn them in to a Lake Erie International Model United Nations Corporation Trustee or the Secretary-General.

At the end of each conference, Presidents and Rapporteurs will write a brief evaluation of each of the delegations represented in their committee. These evaluations are an opportunity for the Chairs to educate their delegates with specific information on their performance. The evaluations are given to the faculty advisors in order to assist delegates in understanding how the Chairs perceived their specific strengths and weaknesses. The evaluations should be thoughtful, constructive and appropriate! They should never discourage delegates from future participation.

Presidents, Rapporteurs, and Directors also complete peer evaluation forms near the end of each conference. Directors and Team Members from all non-"chairing" committees are asked to complete these evaluations as well. The staff members who make staff assignments are not always able to observe all of our staff members during the conference. Consequently, the peer evaluation forms can be very helpful with regard to future assignments. Although most peer evaluations are positive, they are kept confidential. Typically, the forms are collected during the debriefing meeting following the conference. Instructions are included in your Chairing Guidebooks on how to complete the forms to ensure confidentiality. If you are uncomfortable following those procedures, please hand your evaluations directly to a Lake Erie International Model United Nations Corporation Trustee or the Secretary-General.

### **Staff Expenses**

Lake Erie International Model United Nations Corporation will try to assist staff members with any extraordinary expenses that they incur relative to our conferences. Such expenses include applicable housing, travel reimbursements, and at least one staff dinner.

Staff members who wish to have housing provided during the conference will be assigned a hotel room with three other staff members in a double room with two beds. Staff members requesting single or double rooms will have these expenses paid for by Lake Erie International Model United Nations at a rate of 50-75%. Staff members requesting these accommodations must reimburse LEIMUN for their room in advance of the conference. Failure to do so will result in the room(s) being released and the staff member(s) having to pay for their rooms at the going hotel rate. This is required to defray Program expenses and ensure that rooms are properly paid for.

Any staff member traveling a long distance to conference can apply for assistance with travel expenses. In such cases, you must try to travel as inexpensively as possible, attempting to carpool, travel by bus, or otherwise find the least expensive mode of transportation. Please keep receipts for these expenses. Only original receipts will be accepted for reimbursements. Copies will not be accepted. You will need to give them to the Chief Financial Officer at the beginning of the conference. Lake Erie International Model United Nations Corporation will arrange for a reimbursement check for your expenses, not to exceed 50% of your actual costs, 60% if you are a LEIMUN Member, capped at \$150.00 per conference. Be aware that checks may take several weeks to be processed. The reimbursement policy is subject to change without notice.

Lake Erie International Model United Nations Corporation also attempts to provide at least one staff dinner during conferences, but these arrangements are based on the financial status of each conference.

Other expenses incurred by staff members who are working on special projects throughout the year are also reimbursable. Please get permission from the Board of Trustees before incurring expenses that you expect to be reimbursed for.

### **Relationship of Chairs to Delegates**

Our overriding concern as a Program is to create an environment of fairness and impartiality in the evaluation of each individual delegation. Our Chairs are expected to evaluate the delegates in their committee rooms in order to present awards at the end of our conference. This role as a judge is incompatible with a teaching or coaching role. Therefore, our Chairs are instructed not to "coach" delegates during the conference, specifically not informing them as to whether they are "in character". Chairs will provide evaluative information to each delegation after the conference has ended. If a delegate approaches a Chair seeking information on foreign policy, the delegate should be referred to their advisor or the Research Assistance Library.

We understand that occasionally a hopelessly “out of character” delegation may be adversely affecting the direction of debate in a committee. If this situation occurs, the Chairs should inform their relevant Under-Secretary-General. If the USG agrees that the situation is a problem, the Chair will be instructed to suggest to the council as a whole (*not to an individual delegate or delegation*) that some delegations are not “in character.” The Chair can then suggest that they recess for a brief time so that the delegates will have an opportunity to check with their advisors and the RAL.

The proper relationship of Chairs to delegates is analogous to the student-teacher relationship. Lake Erie International Model United Nations Corporation discourages fraternization of any kind between chairs and delegates as a means to defray any appearance of impropriety.

## **2010-2011 LEIMUN CONTACT INFORMATION**

**All mail should be directed to:**

LEIMUN  
P. O. Box 1148  
Ashtabula, OH 44005-1148

**Conference Information can be found at:**

[www.leimun.com](http://www.leimun.com)

**LEIMUN Board of Trustees:**

*David Bebout*  
*Michael Dylan Brennan*  
*Warren Matthew Buckey, Chairman*  
*Gregory Laurence, Ph.D.*

E-mail the Board of Trustees at [LEIMUNBoard@yahoo.com](mailto:LEIMUNBoard@yahoo.com) or [Board@LEIMUN.com](mailto:Board@LEIMUN.com)

**Secretary General:**

*Shannon Hopkins*

E-mail the Secretary General at [SG@LEIMUN.com](mailto:SG@LEIMUN.com)

**Registrar:**

*Samantha Drew*

Email the Registrar at [Registration@LEIMUN.com](mailto:Registration@LEIMUN.com)

**HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, do hereby acknowledge that I have both received and been made aware of the provisions of the Conference Handbook for the Lake Erie International Model United Nations Corporation.

I have been specifically made aware of the following specific provisions.

- \_\_\_\_\_ Alcohol Policy
- \_\_\_\_\_ Sexual Harassment Policy
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Behavior in Simulations
- \_\_\_\_\_ Plagiarism
- \_\_\_\_\_ Parliamentary Courtesy
- \_\_\_\_\_ Copying of Materials
- \_\_\_\_\_ Student Enrollment
- \_\_\_\_\_ Staff Member Responsibilities
- \_\_\_\_\_ Chairing Guidebooks
- \_\_\_\_\_ Conference, Delegate, and Peer Evaluations
- \_\_\_\_\_ Staff Expenses
- \_\_\_\_\_ Relationship of Chairs to Delegates

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Staff Volunteer

\_\_\_\_\_  
Corporate Witness

\_\_\_\_\_  
Date