

## **BUAMUN Rules and Regulations**

The staff and Secretariat of BUAMUN hope that our conference will be an exciting and enjoyable event. To this end, we have prepared the following list of conference rules, which all delegates are expected to abide by.

**Please note that, by attending and participating in BUAMUN, you are acknowledging that you understand and agree to the following rules and policies. If delegates are found to be in violation of any of these policies at any time, the Secretariat will invoke disciplinary measures commensurate with the violation, leading up to and including expulsion from the conference without refund.**

1. Delegates will abide by all posted signs and verbal instructions of conference staff and the Secretariat at all times.
2. Delegates will wear their nametags at all times when at the conference. These will serve as ID throughout the weekend.
3. Delegates will not use illicit drugs, tobacco, or alcohol, and will not bring the aforementioned items to the conference with them. If a staff member finds any prohibited substances during the conference, delegates will be subject to expulsion, and the Boston University and City of Boston Police departments will be contacted.
4. Delegates are expected to attend all committee sessions, and to be prompt as not to miss the beginning of any proceedings. Roll call will be taken at the start of each committee session, and advisors will be informed if any of their delegates are not present. Delegates found outside of committee rooms without a valid reason to be there will be referred to their delegation's advisor. If a delegate will be absent or significantly late to any session, their advisor should inform the Secretariat as soon as possible.
5. Delegates are encouraged to use sources outside the background guide when they are researching and writing your position papers. They must, however, be careful to acknowledge all such sources, either in footnotes or in a list at the end of your paper. BUAMUN does not require adherence to a particular style of citation, but please cite all websites, books, articles, and other sources clearly enough that your chair can find them. Use of another person's words and ideas without citation constitutes plagiarism. BUAMUN reserves the right to check all submitted position papers for plagiarism, and to disqualify a delegate from awards on the basis of a plagiarized position paper.

6. Any damage to or theft of University property will not be tolerated, and individuals will be held responsible for items that are missing or damaged in the building.
7. Delegates may not use laptops or other electronic devices in committee rooms at any time. BUAMUN will be conducted using the North American style of parliamentary procedure; electronic and pre-typed resolutions and working papers will not be permitted. Wi-Fi in the Academy building is for conference staff and advisor use only.
8. Dismissal and Congregation:
  - a. After dismissal, delegates are expected to go directly to their advisors. All delegations have been allotted specific meeting spaces. Advisors are asked to instruct their delegates on the location of their meeting place; the staff of BUAMUN will assist any delegates who are confused.
  - b. Delegates are not to leave the building at any time without the presence of their advisor, a parent, or a conference staff member. This is for the delegates' own safety.
9. The dress code for the conference is Western Business Attire.
  - a. For men, this generally includes a suit with a collared shirt and a necktie. The suit is comprised of a matching jacket and trousers, preferably of a dark color. The outfit is worn with dress shoes and a belt.
  - b. For women, appropriate attire is a jacket with a skirt or trousers. Women should wear a blouse or button down shirt underneath the jacket, as well as appropriate shoes. A dress with a jacket over it is another option.
  - c. It is important that all clothes look professional. Clothes should not be too tight or revealing, and delegates should look clean or presentable. This will minimize distractions and help delegates to do their best. Clothing should also be comfortable, as delegates will have limited opportunities to change during the day.
10. BUAMUN 2015 prohibits discrimination in all of its communications and events on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs. This policy applies to all participants and staff. To report a concern, please contact a member of the Secretariat.
11. A delegation's faculty advisor is the sole individual responsible for the behavior of his or her delegates. He or she must ensure compliance of his or her delegates to this code. Faculty advisors may enforce other rules in addition to this code; however, they may not

exempt any student from this code. If any infractions occur, advisors are expected to assist the BUAMUN staff in rectifying the situation appropriately.

12. Delegates must obey the fire and safety rules of the University. Delegates must also abide by the laws of the Commonwealth of Massachusetts, the City of Boston, and of their respective schools.

13. Emergency information:

- a. Any incident not considered minor must be reported to conference staff as soon as possible, and an incident report must be filed. This includes medical incidents, serious policy/rule infringements, and anything requiring police attention.
- b. Delegates should acquaint themselves with the location of emergency exits and fire alarms.
- c. If a medical issue occurs, Boston University Student Health Services will be contacted. If the matter is more serious and requires immediate hospitalization, conference staff will dial 911. At least one member of the BUAMUN delegation is trained in First-Aid, CPR, and AED use.
- d. Emergency contact information:
  - i. Boston University Police: 617-353-2121 (BU ext. 3-2121)
  - ii. Emergency (ambulance/fire/etc.): 911
  - iii. Student Health Services: 617-353-3575