**INFORMATION MEMO**

**Re: Expectations and Responsibilities of Secretary-General Candidates**

FROM: Lucia Cheung, Officers & Leadership Lead Staff  
APPROVED: Richard Hsu, Assistant Director for Leadership Programs   
  
TO: Secretary-General Candidates  
 Lead Advisors to Secretary-General Candidates

**Section 1  
General**

* 1. The purpose of this memorandum is to clarify the responsibilities and expectations of Secretary-General (SG) Candidates at the 13th Model United Nations Summit in Irvine, CA.
  2. The Lead Advisor should go through this memorandum with their candidate so they both understand what is expected at the Summit.
  3. This memorandum is for your information only. No action is required on your part.

**Section 2  
Commission Topic**

2.1 The SG is the highest elected office in the Model United Nations program and, ever since the 7th MUN, is responsible for selecting the theme for the following year.

A) 7th Secretary-General Grant selected the **Eradication of Poverty**.

B) 8th Secretary-General Lam selected **Refugees**.

C) 9th Secretary-General Verzosa selected **World Health**.

D) 10th Secretary-General Ehrenberg selected **Environmental Education**.

E) 11th Secretary-General Riley selected **Water Access**.

F) 12th Secretary-General Watson selected **Forced Child Labor.**

2.2 SG Candidates must select a world-wide topic that will be the topic of discussion for next year’s Commission. Candidates ***may*** explain their choice in their 2 minute candidacy speeches, but are not required to. The International Press Corps ***will*** ask them what their topic selection is and ask them to justify why it should become the focus of next year’s summit.

2.3 In the event the SG Candidate wins the election, the topic selected will be the basis for the staff’s selection of keynote speakers, potential events, and topic selection for GA, ECOSOC, and NGOs.

2.4 The SG candidate’s topic decision should ***not*** be made lightly. Frivolous topics are not allowed and regional topics are discouraged. The topic should be of worldwide concern. Please contact Lucia Cheung at munofficers@calymca.org if you have any questions regarding topic selection.

**Section 3  
Senior Staff Appointments**

3.1 The Office of the Secretary-General (OSG) is divided into two primary groups: Policy and Administration. While these are the traditional division of labour, every group provides different dynamics. OSG program staff will be working closely with the Secretary-General to provide an optimal balance of responsibilities suited to each Secretary-General’s strengths and interests.

3.2 The Secretary-General appoints the Deputy Secretary-General (DSG) and Chef-de-Cabinet (CdC) immediately upon election. The Secretary-General, DSG, and CdC work together as a team to appoint committee chairs, other members of the cabinet. These positions are very similar to the Governor’s Chief of Staff position in the High School Model Legislature and Court program.

A) Policy - The DSG leads the policy team, and is responsible for the creation, advocacy, and follow through of the Secretary-General’s priorities. In terms of speech writing, the DSG will assist the Secretary-General by bringing up important issues to include in the speech, editing out of the speech issues that are not a priority, and providing coherence and overarching goals for policy priorities.

B) Administration - The CdC leads the administration team, and is responsible for the effective functioning of the OSG. This includes strict adherence to deadlines, ensuring compliance with all rule and procedures, and overseeing the work of all personnel in the OSG. The CdC also manages and certifies all elections and runs the Meet the Candidates session the following year. In terms of speech writing, the CdC should be working with the SG on editing, general content, and revisions of all speeches and works.

3.3 SG Candidates should be thinking about whom they will appoint as their Deputy and Chef throughout the Summit. They should pay particular attention to other Secretary-General Candidates; however, the Secretary-General elect is free to choose any qualified 7th grader as their Deputy and Chef.

3.4 While there is no explicit rule against appointing someone from within the Secretary-General elect’s own delegation, the Office of the Secretary-General (OSG) strongly believes in geographic and political diversity.

**Section 4**

**Meet the Candidates Session**

* 1. Candidates will participate in a Meet the Candidate Session presented in front of the entire conference on Friday morning of the Summit. Please be prepared for the following:
  2. Each candidate will give a 2 minute opening speech. This speech should tell other Ambassadors why the candidate (i.e. you) should be elected.
  3. After the opening speech, candidates will participate in a limited Q & A session where members of the press will ask three questions. Each candidate will have up to 30 seconds to respond to each question. These questions will include:
  4. If elected, what topic will you choose as the Commission’s Topic for next year and why is that topic important?
  5. After the Q & A, each candidate will have one minute to give a closing speech.
  6. Remember, ambassadors will elect the candidate they most respect for office. This is a serious process.  Take this into account while you are preparing your speeches.

**Section 5**

**Voting & Announcement**

5.1 CHANGE FROM PREVIOUS YEAR: Every delegate will to vote in TWO (2) different ways in the Secretary-General primary:

1. Popular Vote - Secret Ballot (1 Delegate - 1 Vote): Delegates will vote for their choice for Secretary-General at voting terminals during designated times in the schedule; AND
2. Country & Delegation Voting (Each Country & Delegation – 1 vote): Each Ambassador and Permanent Representative will have one vote. These delegation leaders are expected to caucus with their constituents and deliver the ballot to the Secretary-General’s Office. Each Country Ambassador will represent the delegates in their country. Each Permanent Representative (Delegation President) will represent all delegates without a country (NGO, IPC, ICJ, Secretary-General’s Cabinet).
3. The Candidate with the highest number of votes in the Secret Ballot and the candidate with the most Country & Delegation Caucus Votes will be the 2 finalist candidates. If a candidate has both the most popular votes and country & delegation votes, than the candidate with the next highest popular vote will be the second finalist. If a candidate wins a majority of the popular vote AND a majority of the Country & Delegation votes, no run off will be necessary.
4. The results of the Secretary-General Primary will be announced at friendship service.
5. The Secretary-General run off election, if necessary, will take place at Breakfast on Sunday.

5.2 A “dress rehearsal” will be conducted for all candidates prior to the closing session. All candidates are expected to attend as noted in the Program Schedule.

5.3 The winning candidate will be announced by the current Secretary-General at the Sunday morning closing session. All candidates should have a 1 minute acceptance speech prepared to deliver at the closing session (should they be elected). The other unsuccessful candidates should be thanked in the Secretary-General Elect’s acceptance speech.

**Section 6  
Campaign Limits & Rules**

6.1 SG candidates have a maximum of $150 they can spend on their campaign and $75 in donated contributions.

6.2 SG candidates are required to fill out Campaign Disclosure form ST-13-FORM-4 and turn it in to the office of the Secretary-General by 10:00 pm on Thursday, 24 April 2014.

6.3 SG Candidates and their supporters may not campaign near the voting stations. Usually defined at 50 feet, this will be determined and enforced at the reasonable discretion of the staff and secretariat working at the polls.

6.4 SG Candidates file their candidacy in Reggo by Day 2 of the training conference, 10:00PM PST Saturday, 15 March 2014.

**Section 7  
Review**

7.1 SG Candidates must choose a topic for next year’s commission.

7.2 SG Candidates will be required to speak and be asked questions by the International Press Corps during the Meet the Candidates session.

7.3 SG candidates should spend some time during the Summit to meet other leaders in an effort to get to know potential Deputies and Chefs.

7.4 The SG Candidate that wins the election should be prepared to appoint his or her Deputy and Chef at the conclusion of the Closing Ceremony.

7.5 The Lead Advisor should go over this entire document with their SG Candidate.

7.6 Any questions regarding this bulletin should be directed to Lucia Cheung at [munofficers@calymca.org](mailto:elections@calymca.org)