



—ECHO LINE—

## CONSTITUTION

*Originality was submitted by H.E. Galib Abdullayev, Secretary-General of Echo Line Global.*

*1 May 2025*

# CONTENT

General Information	4
Background	4
Task Roles	5-38
1.1 Task Role of Deputy Secretary-General	5-6
1.2 Task Role of Special Assistant of Secretary-General	7-8
1.3 Task Role of Chief of Staff	9-10
1.4 Task Role of Secretary-Adviser	11-12
1.5 Task Role of Head of Organizer	13
1.51. Task Role of Deputy Head of Organizer	14
1.6 Task Role of Head of Communications & Personnel Affairs	15-16
1.7 Task Role of the Head of Security	17
1.71. Task Role of Deputy Head of Security	18-19
1.8 Task Role of Head of Internal Security	20-21
1.81. Task Role of Deputy Head of Internal Security	22-23
1.9 Task Role of Head of Internal Affairs	24
2.0 Task Role of Head of Administration	25
2.1. Task Role of Deputy Head of Administration	26
2.2 Task Role of Head of Media	27
2.21. Task Role of Deputy Head of Media	28
2.3 Task Role of PR Department Members	29

2.4	Task Role of Chairperson	30-31
2.41.	Task Role of Co-Chairperson	32-33
2.42.	Task Role of Director	34-35
2.5	Task Role of Moderator	36
2.6	Task role of Designers	37-38
2.7	Penalty and Reward Policies	39
2.71.	Penalty Policy	40-42
2.72.	Reward Policy	43-45
2.8	Respect to Secretary-General	46-49
2.9	Oath of Confidentiality	50

# General Information

The EchoLine Global Model United Nations is an international youth-led initiative committed to fostering diplomacy, leadership, and global awareness through educational simulations and high-impact events. As a central pillar of EchoLine Global, the Model United Nations program provides participants with the opportunity to engage in realistic diplomatic debates, simulate the operations of international bodies, and cultivate the skills necessary for addressing global challenges with professionalism and integrity.

## *Membership*

Membership in the EchoLine Global Model United Nations is open to students and aspiring young leaders who demonstrate a strong interest in diplomacy, international relations, and collaborative problem-solving. Members gain access to a network of like-minded individuals, comprehensive training programs, and exclusive participation in conferences and workshops. Those who actively contribute and excel in their roles are recognized with official recommendation letters and continued support from the Organization and the Secretary-General.

## *Governance*

The EchoLine Global Model United Nations operates under a structured Secretariat led by the Secretary-General, alongside Deputy Secretaries-General, Committee Chairs, Directors, and Department Heads. This leadership team is responsible for ensuring the professionalism, educational value, and smooth execution of all activities. The organization upholds principles of transparency, inclusivity, and ethical leadership in all of its functions.

## *History*

The EchoLine Global Model United Nations was founded in 2025 as a youth-led initiative under EchoLine Global, aiming to amplify young voices in international affairs. Since its inception, it has organized impactful conferences, built strong ties with diplomats, and united students from diverse backgrounds in realistic UN simulations. It remains committed to shaping globally aware, responsible, and diplomatic future leaders.

## 1.1 Task Role of Deputy Secretary–General

- 1 Assist in formulating and implementing the strategic vision and objectives of the organization in alignment with its core mission.
- 2 Support the development of internal policies and strategies in consultation with the Secretary-General.
- 3 Collaborate with the Chief of Staff to monitor and ensure the execution of strategic plans across departments.
- 4 Promote synergy and communication between all departments to maintain organizational unity.
- 5 Oversee and manage the work of Project Managers and ensure effective project execution.
- 6 Coordinate major initiatives, ensuring timely delivery within scope and allocated resources.
- 7 Engage with internal and external stakeholders to promote cooperation and strengthen partnerships.
- 8 Supervise daily operations, ensuring the smooth and efficient functioning of the organization.
- 9 Oversee budgetary allocation, personnel management, and the distribution of material resources.
- 10 Provide direct leadership and mentorship to department heads and senior members to encourage productivity and collaboration.
- 11 Monitor and assess departmental performance, offering feedback for continuous improvement.
- 12 Represent the organization at official functions, both nationally and internationally, as delegated by the Secretary-General.
- 13 Serve as an advocate for the organization’s mission and foster diplomatic ties with external entities.
- 14 Prepare comprehensive reports detailing project progress, departmental updates, and strategic milestones.
- 15 Ensure all activities adhere to the internal policies, ethical standards, and legal frameworks.
- 16 Identify and implement innovations to improve operational efficiency and organizational effectiveness.
- 17 Lead change management processes to ensure seamless transitions and sustained growth.
- 18 Facilitate stakeholder engagement with member states, partner institutions, and diplomatic representatives.
- 19 Resolve operational challenges promptly to maintain stability within the organizational structure.
- 20 Promote continuous learning by identifying training opportunities for staff and volunteers.

- 21 Act on behalf of the Secretary-General in their absence when officially designated to do so.
- 22 Uphold the integrity and reputation of the organization in all public representations and communications.

## 1.2 Task Role of Special Assistant of Secretary–General

- 1 Act as the moderator and master of ceremonies during official events and high-level meetings involving the Secretary-General.
- 2 Ensure clarity, structure, and professionalism in all communications during public engagements and internal meetings.
- 3 Prepare speeches, talking points, and presentations for the Secretary-General that are aligned with the organization’s vision and strategic goals.
- 4 Conduct in-depth research and policy analysis to support the development of initiatives, statements, and public addresses.
- 5 Serve as the Secretary-General’s representative at events, forums, and public functions when delegated.
- 6 Assist in drafting official statements, correspondence, and reports on behalf of the Secretary-General.
- 7 Coordinate with departments to compile briefings, updates, and documentation required for the Secretary-General’s engagements.
- 8 Manage the Secretary-General’s calendar, ensuring optimal time management and prioritization of key tasks and commitments.
- 9 Support logistical and organizational arrangements for meetings, conferences, and diplomatic visits.
- 10 Review and summarize strategic documents, reports, and proposals, providing concise briefs to the Secretary-General.
- 11 Liaise with external stakeholders—including diplomats, government officials, and institutional partners—on behalf of the Secretary-General.
- 12 Handle confidential and sensitive information with discretion, professionalism, and loyalty.
- 13 Track action items arising from meetings and events to ensure timely follow-up and accountability.
- 14 Facilitate internal coordination between the Secretary-General and various organizational units.

- 15 Provide constructive feedback and strategic recommendations based on event observations and interactions.
- 16 Maintain a comprehensive understanding of the organization's structure, policies, and ongoing initiatives.
- 17 Assist in the execution of key projects, campaigns, and high-level organizational strategies.
- 18 Ensure all activities comply with organizational standards, values, and ethical principles.
- 19 Contribute to building a professional, collaborative, and forward-thinking environment within the Secretary-General's office.
- 20 Continuously seek opportunities to improve the effectiveness, outreach, and diplomatic impact of the Secretary-General's office.



## 1.3 Task Role of Chief of Staff

- 1 Assist the Secretary-General and Deputy Secretary-General in the formulation and implementation of strategic plans and organizational policies.
- 2 Ensure that departmental strategies are consistent with the overall mission, vision, and objectives of the diplomatic community.
- 3 Monitor the execution of strategic initiatives across departments under direct supervision, ensuring alignment and accountability.
- 4 Foster communication and synergy among core departments, including but not limited to Event Organizing, Human Resources, Public Relations, and Design & Social Media Management.
- 5 Oversee and coordinate major projects across departments, ensuring timely delivery and adherence to organizational standards.
- 6 Engage with internal and external stakeholders to build trust, gain support, and promote cooperative efforts in advancing departmental goals.
- 7 Supervise the day-to-day operations of assigned departments, ensuring efficient workflows and consistent output.
- 8 Manage the allocation of key resources—budgetary, human, and material—to meet project and departmental requirements.
- 9 Address operational challenges proactively and implement solutions to ensure continuity and minimal disruption.
- 10 Provide leadership and direction to department heads, fostering a professional, collaborative, and goal-oriented environment.
- 11 Monitor departmental and project performance, offering constructive feedback and targeted support for continuous improvement.

- 12 Identify professional development needs within departments and promote a culture of continuous learning and staff growth.
- 13 Prepare regular performance and progress reports for the Deputy Secretary-General and Secretary-General.
- 14 Ensure departmental compliance with organizational policies, ethical standards, and procedural guidelines.
- 15 Introduce and implement best practices to enhance operational efficiency and effectiveness.
- 16 Lead and manage change initiatives across departments, ensuring transitions are seamless, purposeful, and aligned with broader organizational goals.

## 1.4 Task Role of Secretary-Adviser

- 1     **Provide Strategic Counsel:** Offer informed advice and insights to the Secretary-General on key decisions, initiatives, and strategic directions of the organization.
- 2     **Support High-Level Decision-Making:** Assist in evaluating proposals, reviewing policy drafts, and advising on diplomatic protocols and organizational priorities.
- 3     **Draft Official Documents:** Assist in preparing official letters, communiqués, reports, and statements on behalf of the Secretary-General and high-level leadership.
- 4     **Conduct Research & Analysis:** Provide background information and detailed research to inform the Secretary-General's speeches, meetings, and engagements.
- 5     **Ensure Policy Alignment:** Monitor and review internal actions and strategies to ensure they align with the goals, values, and mission of the organization.
- 6     **Coordinate with Senior Staff:** Maintain active communication with department heads and senior leadership to ensure cohesion in operations and strategic clarity.
- 7     **Representational Support:** Accompany or represent the Secretary-General at formal functions, briefings, or inter-organizational dialogues when necessary.
- 8     **Review Proposals & Reports:** Provide feedback on submitted reports or initiatives from various departments, offering recommendations for improvement or approval.
- 9     **Confidentiality & Integrity:** Handle sensitive information with discretion and ensure the ethical conduct of all assigned tasks.
- 10    **Support Crisis Management:** In times of organizational challenges, assist in developing and recommending responsive strategies and communications.
- 11    **Develop Briefing Materials:** Prepare concise and accurate briefing papers or summaries for the Secretary-General ahead of key meetings or decisions.

- 12     **Promote Institutional Memory:** Help maintain organized records of decisions, advice, and strategic developments for future reference and consistency.

## 1.5 Task Role of Head of Organizer

1. Lead the planning and execution of all conferences, meetings, and related events organized by the community.
2. Develop detailed event plans, including schedules, task assignments, and resource requirements.
3. Supervise the Organizing Team, delegating responsibilities and ensuring all members meet assigned deadlines.
4. Coordinate with other departments such as PR, Protocol, HR, and Logistics to ensure all aspects of the event run smoothly.
5. Oversee venue arrangements, equipment setup, and material preparation to ensure readiness before the event.
6. Ensure clear communication with all participants, including delegates, chairs, and external guests, regarding event details.
7. Monitor event timelines and address any arising issues to prevent disruptions.
8. Ensure all logistical needs such as transportation, accommodation, and catering (if applicable) are handled properly.
9. Maintain accurate records of event expenditures and collaborate with finance to stay within budget.
10. Evaluate event outcomes and submit post-event reports with insights and improvement suggestions.
11. Maintain professionalism and uphold the organization's standards throughout all event activities.
12. Foster a collaborative and respectful environment within the Organizing Team to promote effectiveness and morale.

## 1.51. Task Role of Deputy Head of Organizer

1. Assist the Head of Organizer in planning and executing all events and conferences organized by the community.
2. Support in the development of detailed schedules, logistics plans, and task distributions for organizing teams.
3. Supervise specific segments of the event, such as registration, venue setup, or delegate coordination, as assigned.
4. Ensure effective communication between organizing team members and with other departments (e.g., PR, Protocol, Logistics).
5. Step in for the Head of Organizer when necessary, maintaining continuity in leadership and oversight.
6. Monitor the progress of organizing tasks and ensure deadlines are met across all event planning stages.
7. Assist with managing the organizing team, resolving minor conflicts, and motivating members to maintain productivity.
8. Provide on-site support during events, responding quickly to any issues or unexpected challenges.
9. Contribute to post-event evaluations and help compile reports outlining successes, challenges, and recommendations.
10. Ensure all organizational activities are aligned with the community's standards and objectives.

## 1.6 Task Role of Head of Communications & Personnel Affairs

1. **Manage Internal Communications:** Ensure smooth, timely, and clear communication between departments, Secretariat members, and organizing teams.
2. **Oversee External Communication Strategy:** Work with the PR and Media teams to align all public messages, announcements, and updates with the goals and values of the organization.
3. **Coordinate Personnel Assignments:** Maintain updated records of all staff, delegates, chairs, and volunteers. Track responsibilities, schedules, and attendance.
4. **Develop and Enforce Communication Protocols:** Standardize how information is delivered across channels — whether through email, official documents, or group messages.
5. **Handle Personnel Affairs:** Address internal concerns or conflicts between members promptly and professionally. Create a supportive and cooperative environment.
6. **Ensure Transparency and Professionalism:** Promote clarity, inclusiveness, and accountability in all internal communication processes.
7. **Support Recruitment & Onboarding:** Work alongside department heads to recruit, brief, and train new members, especially volunteer teams and newcomers.
8. **Monitor Team Morale and Work Culture:** Keep track of team motivation, engagement, and collaboration. Suggest improvements to team dynamics when needed.
9. **Facilitate Feedback Collection:** Gather and summarize feedback from staff, delegates, and attendees. Deliver reports to the Secretary-General and other heads.
10. **Liaise Between Secretariat and Staff Teams:** Act as the bridge between executive leadership and organizing departments, ensuring messages and decisions are relayed accurately.

11. **Organize Meetings and Internal Reports:** Set agendas, record minutes, and provide regular updates on staff affairs and communication matters.
12. **Uphold Confidentiality and Professional Ethics:** Handle sensitive information, internal discussions, and personnel issues with discretion and integrity.



## 1.7 Task Role Of Head of Security

1. Develop and implement comprehensive security plans to ensure the safety and well-being of all participants during events and conferences.
2. Coordinate with venue authorities and local security services when necessary to maintain order and prevent disruptions.
3. Supervise the security team and assign specific duties, including entry control, ID checks, and crowd management.
4. Conduct risk assessments before each event to identify potential threats and develop mitigation strategies.
5. Monitor all entry and exit points to ensure only authorized individuals have access to restricted areas.
6. Respond quickly and effectively to any emergencies, including medical incidents, conflicts, or evacuations.
7. Maintain direct communication with the Secretary-General, Head of Organizer, and other relevant departments regarding any security concerns.
8. Train and brief all security personnel on protocols, responsibilities, and emergency response procedures.
9. Ensure compliance with safety regulations, fire codes, and legal requirements applicable to the venue.
10. Prepare detailed security reports after each event, outlining incidents, response actions, and recommendations for improvement.

## 1.71. Task Role of Deputy Head of Security

1. **Assist the Head of Security** in developing and executing comprehensive safety protocols for all events, venues, and sessions.
2. **Support Venue Monitoring** by overseeing entry and exit points, checking delegate badges, and maintaining crowd control alongside the security team.
3. **Coordinate with Volunteers** to assign roles such as hall monitors, entrance guards, and hallway supervisors to ensure full coverage.
4. **Respond to Emergencies** promptly and efficiently by following standard procedures and informing the Head of Security and Secretariat if needed.
5. **Ensure Delegate Safety** by observing behavior during committee sessions, social events, and breaks — intervening in cases of disorder or discomfort.
6. **Maintain Order** during formal events, speeches, and opening/closing ceremonies by guiding movement and minimizing disruptions.
7. **Assist in Training Security Personnel** by helping onboard new security volunteers and ensuring they understand their responsibilities and emergency protocols.
8. **Enforce Rules and Regulations** respectfully but firmly, reminding participants of expected behavior and taking necessary action if violations occur.
9. **Monitor Communication Channels** to stay updated on potential safety concerns, weather conditions, or logistical changes.
10. **Report Security Incidents** and daily updates to the Head of Security for documentation and immediate resolution if required.

11. **Support Logistical Safety** by checking room capacities, walkways, and exits to prevent overcrowding or blockages.
12. **Promote a Calm and Safe Atmosphere** where all participants — delegates, chairs, guests, and staff — feel secure and respected.

## 1.8 Task Role of Head of Internal Security

1. **Ensure the safety and discipline** of all participants within the internal premises of the event, including committee rooms, hallways, and restricted areas.
2. **Develop and enforce internal security protocols** in coordination with the Head of Security to maintain order and prevent unauthorized access.
3. **Supervise the Internal Security Team**, assigning roles such as room guards, hallway patrollers, and delegate check-in assistants.
4. **Monitor delegate conduct** to identify and address inappropriate behavior, conflicts, or rule violations discreetly and effectively.
5. **Manage access control**, ensuring that only authorized individuals (delegates, staff, chairs) enter committee rooms and staff-only zones.
6. **Coordinate with Crisis or Emergency Teams** to respond swiftly to incidents like health emergencies, disputes, or unexpected disruptions within internal areas.
7. **Conduct regular security sweeps** of event locations to identify safety hazards or suspicious activity and report findings to the Head of Security.
8. **Provide clear briefings** to the internal security team before each day's events, ensuring everyone understands their roles and protocols.
9. **Maintain constant communication** with the Head of Security and Secretariat for updates and escalation of critical issues.
10. **Prepare internal incident reports** when necessary, documenting events that require follow-up or disciplinary action.
11. **Promote a respectful and inclusive environment** by ensuring all participants feel secure, respected, and supported throughout the event.

12. **Support logistics and coordination** by helping manage participant flow, break transitions, and emergency exits during sessions.

## 1.81. Task Role of Deputy Head of Internal Security

1. **Support the Head of Internal Security** in overseeing and enforcing safety measures within the internal areas of the event, such as committee rooms, corridors, and staff-only zones.
2. **Assist in managing the internal security team**, ensuring all members are briefed, organized, and following assigned duties.
3. **Monitor delegate and staff behavior** to ensure adherence to conduct policies and report any irregularities or violations.
4. **Help maintain secure access control**, checking IDs or passes and ensuring only authorized individuals enter restricted areas.
5. **Act as second-in-command** during internal emergencies, helping coordinate a calm and effective response to incidents or disruptions.
6. **Conduct routine checks and patrols** with security members to identify any safety concerns and promptly report them to the Head of Internal Security.
7. **Assist in resolving minor conflicts** between delegates or staff in a respectful and discreet manner.
8. **Ensure proper documentation** of internal incidents and support the Head in writing accurate reports if needed.
9. **Stay in communication** with the Head of Internal Security, providing real-time updates and helping make quick decisions.
10. **Fill in for the Head of Internal Security** when they are unavailable, ensuring all internal security operations continue smoothly.

11. **Help with logistical coordination**, such as managing room transitions, maintaining order during breaks, and overseeing room entry during debates or formal sessions.
12. **Promote a safe, respectful, and inclusive environment** where all participants feel secure and supported.

## 1.9 Task Role of Head of Internal Affairs

1. **Oversee the internal operations** of the conference to ensure all departments are functioning smoothly and in coordination.
2. **Monitor interdepartmental communication**, identifying and resolving any conflicts or misalignments between teams.
3. **Act as a liaison** between the Secretary-General's office and all internal departments to ensure consistent information flow.
4. **Ensure compliance with organizational rules, values, and protocols** across all teams and activities.
5. **Handle internal concerns or issues**, including staff misunderstandings or procedural missteps, ensuring a respectful and professional resolution.
6. **Conduct regular check-ins** with department heads to track progress, provide support, and gather updates.
7. **Support planning and logistics**, making sure internal workflows are efficient and deadlines are met.
8. **Coordinate evaluation and feedback collection**, helping improve team dynamics and conference operations.
9. **Maintain confidentiality** in all sensitive internal matters and uphold professionalism in all communications.
10. **Promote unity, discipline, and accountability** within the organizing team to build a collaborative and productive environment.



## 2.0 Task Role of Head of Administration

1. Ensure the smooth execution of all administrative operations before, during, and after the conference.
2. Manage official documentation, internal records, and archives with precision and confidentiality.
3. Oversee the registration process, ensuring that delegate data is accurately collected, stored, and managed.
4. Coordinate logistics for all departments, including venue arrangements, equipment procurement, and supply distribution.
5. Communicate essential administrative information to delegates, chairs, and staff members in a timely and clear manner.
6. Collaborate with the Heads of other departments to support their operational needs and streamline administrative processes.
7. Monitor internal deadlines and task completion to ensure organizational efficiency.
8. Assist in preparing schedules, meeting minutes, internal reports, and other documentation as required.
9. Implement effective systems for file management, resource allocation, and interdepartmental coordination.
10. Uphold data protection standards and handle sensitive information with discretion and professionalism.
11. Report regularly to the Secretary–General and Chief of Staff regarding administrative progress and challenges.

## 2.1. Task Role of Deputy Head of Administration

1. Support the Head of Administration in overseeing all administrative tasks and ensuring smooth internal operations.
2. Assist in managing and maintaining official records, documentation, and databases.
3. Help organize and monitor the delegate registration process, ensuring accurate data collection and handling.
4. Coordinate logistics and supplies alongside the Head of Administration, including venue preparation, materials, and equipment.
5. Ensure effective communication of administrative procedures to all participants and departments.
6. Step in to lead administrative responsibilities in the absence of the Head of Administration.
7. Collaborate with other departments to address logistical or procedural needs.
8. Track task progress and deadlines within the admin team, ensuring timely completion.
9. Contribute to the preparation of reports, schedules, and internal memos.
10. Maintain organizational systems for file and information management.
11. Ensure confidentiality and professional handling of all sensitive administrative data.
12. Provide regular updates to the Head of Administration and support in problem-solving.

## 2.2 Task Role of Head of Media

1. Lead the planning and execution of all media-related activities for the organization.
2. Develop and manage the visual identity of the MUN, ensuring consistency across all platforms.
3. Coordinate with the Design, SMM, and PR teams to create engaging visual and digital content.
4. Oversee photo and video documentation during all official events, conferences, and meetings.
5. Supervise content creation, editing, and publishing in alignment with the organization's branding and messaging.
6. Ensure timely delivery of media outputs for promotional campaigns, reports, and internal use.
7. Collaborate with the Head of Communications to ensure proper media coverage before, during, and after the event.
8. Manage media personnel, assigning roles and responsibilities for effective team workflow.
9. Ensure the secure storage and archiving of media files for future use and reference.
10. Maintain the quality and creativity of all visual productions, from promotional videos to event highlight reels.
11. Support live streaming or real-time coverage of key sessions if applicable.
12. Report regularly to the Secretary-General or relevant senior officials on media progress and plans.

## 2.21. Task Role of Deputy Head of Media

1. Support the Head of Media in planning, organizing, and executing all media-related tasks.
2. Assist in managing the media team, ensuring that all members are effectively fulfilling their responsibilities.
3. Oversee specific projects such as photo sessions, video shoots, and editing tasks as assigned.
4. Ensure timely delivery of media content for social media, reports, and documentation purposes.
5. Coordinate with Design and Social Media teams to ensure unified visual and thematic branding.
6. Monitor the quality and consistency of visual materials produced by the team.
7. Step in for the Head of Media when necessary, including leading meetings or coordinating with other departments.
8. Provide creative input and suggestions for media campaigns, promotional videos, and visual storytelling.
9. Help maintain an organized archive of all photos, videos, and digital assets.
10. Communicate regularly with the Head of Media and report on the progress of delegated tasks and team performance.

## 2.3 Task Role of PR Department Members

1. Assist in developing and executing public relations strategies to enhance the visibility and reputation of the organization.
2. Draft and edit official communications, including press releases, announcements, and statements.
3. Coordinate with media outlets and partners for coverage and promotional opportunities.
4. Support the Head and Deputy Head of PR in managing relationships with external stakeholders, sponsors, and partners.
5. Monitor media mentions and public feedback to assess the organization's public image and report findings.
6. Help organize and manage press conferences, interviews, and public engagements.
7. Ensure all public-facing communication aligns with the organization's mission, values, and tone.
8. Collaborate with the Media and Design teams to create cohesive and compelling PR materials.
9. Manage outreach campaigns through emails, direct contact, and official channels.
10. Maintain a professional and responsive presence across all official communication platforms.

## 2.4 Task Role of Chairperson

1. **Moderate Committee Sessions:** Oversee and lead committee sessions according to MUN procedures, ensuring structured, fair, and productive debate.
2. **Maintain Order and Decorum:** Ensure that all delegates adhere to the rules of procedure and maintain diplomatic behavior throughout sessions.
3. **Guide the Flow of Debate:** Facilitate smooth transitions between speakers, moderate moderated and unmoderated caucuses, and manage the speakers' list effectively.
4. **Rule Interpretation:** Clarify and interpret rules of procedure when necessary and resolve points of order or motions fairly and impartially.
5. **Encourage Participation:** Foster an inclusive environment where all delegates are encouraged to actively engage and voice their country's stance.
6. **Support Delegates:** Assist inexperienced delegates in understanding and navigating the rules and flow of MUN sessions.
7. **Documentation Oversight:** Supervise the drafting and formatting of working papers, draft resolutions, and amendments.
8. **Coordinate with the Secretariat:** Report committee updates, issues, and progress to the Secretary-General and relevant departments.
9. **Provide Feedback:** Offer constructive feedback to delegates regarding performance, diplomacy, and procedural accuracy.

10. **Uphold Integrity:** Represent the values and principles of the conference with professionalism, neutrality, and respect.

## 2.41. Task Role of Co-Chairperson

1. **Support the Chairperson:** Assist the Chairperson in moderating committee sessions and ensuring the smooth operation of debates and procedures.
2. **Share Moderation Duties:** Take turns with the Chairperson in leading formal debate, managing the speakers' list, and recognizing motions and points.
3. **Ensure Procedural Accuracy:** Help uphold the rules of procedure and assist in resolving any points of order or confusion during committee sessions.
4. **Monitor Delegate Engagement:** Encourage participation, observe delegate performance, and ensure that all voices have a chance to be heard.
5. **Document Committee Progress:** Help keep accurate records of the committee's progress, including resolutions, amendments, and voting outcomes.
6. **Coordinate with the Secretariat:** Communicate with the Secretary-General or relevant Secretariat members regarding updates or any issues within the committee.
7. **Support New Delegates:** Provide guidance and clarification to newer or less experienced delegates during the session.
8. **Step In When Needed:** Lead the committee independently when the Chairperson is unavailable or occupied with other duties.
9. **Assist with Administrative Tasks:** Help with roll call, timekeeping, and document management as needed.



10. **Maintain Professionalism and Neutrality:** Represent the conference with fairness and respect, upholding diplomatic values at all times.

## 2.42. Task Role of Director

1. **Oversee Committee Operations:** Ensure the smooth functioning of the committee by managing logistics, timekeeping, and the distribution of documents.
2. **Support the Dais:** Assist the Chairperson and Co-Chairperson in moderating the committee, keeping track of the speakers' list, and maintaining decorum.
3. **Manage Documentation:** Collect, review, and organize position papers, working papers, draft resolutions, and amendments throughout the sessions.
4. **Time Management:** Keep track of speaking times and debate durations, ensuring the agenda progresses efficiently and sessions stay on schedule.
5. **Coordinate with Delegates:** Provide technical or procedural support to delegates, especially when they need help submitting documents or clarifying rules.
6. **Record Keeping:** Maintain accurate records of motions, votes, and major committee decisions for reference by the Dais and Secretariat.
7. **Communication Channel:** Serve as a liaison between the Dais and logistics/media/administration teams when required.
8. **Support New Delegates:** Offer guidance and encouragement to first-time MUN participants to help them feel included and confident.
9. **Crisis/Emergency Assistance** (*if applicable*): Support the flow of crisis updates, directives, or simulations when working in a crisis or specialized committee.

10. **Professional Conduct:** Uphold professionalism, confidentiality, and neutrality at all times in order to maintain a constructive and respectful environment.

## 2.5 Task Role of Moderator

1. **Lead Formal Debates:** Preside over committee sessions by calling delegates to speak, recognizing motions, and ensuring that the Rules of Procedure are strictly followed.
2. **Maintain Order and Decorum:** Ensure respectful dialogue, prevent disruptions, and uphold the professional conduct expected in Model UN proceedings.
3. **Facilitate Smooth Discussion:** Guide the flow of debate, manage the speakers' list, and ensure that all delegates have fair opportunities to participate.
4. **Handle Points and Motions:** Rule on points of order, personal privilege, and motions (e.g., to open debate, set speaking time, or move to voting procedures).
5. **Coordinate with the Dais Team:** Work closely with the Chairperson, Co-Chairperson, and Director to ensure accurate record-keeping and time management.
6. **Support Procedural Clarity:** Clarify any uncertainties related to rules, procedure, or the structure of debate for both new and experienced delegates.
7. **Promote Constructive Dialogue:** Encourage diplomacy, negotiation, and collaboration among delegates to simulate a realistic and educational MUN environment.
8. **Adapt to Committee Needs:** Adjust the pace or style of moderation based on the flow of debate, committee experience level, or any crisis elements involved.
9. **Uphold Neutrality:** Maintain impartiality at all times, ensuring that no country or delegate is favored over others during discussions or rulings.
10. **Provide Post-Session Feedback:** When appropriate, offer constructive feedback to delegates regarding procedural performance and debate style.

## 2.6 Task Role of Designers

### 1. **Visual Identity Creation**

Develop and maintain the visual identity of the organization, ensuring consistency across all platforms, materials, and content.

### 2. **Event Branding**

Design event logos, banners, posters, name tags, certificates, brochures, and other promotional materials for conferences and campaigns.

### 3. **Digital Content Production**

Create engaging graphics, layouts, and illustrations for social media, websites, and presentations to visually support announcements and updates.

### 4. **Collaborate Across Departments**

Work closely with the PR, Media, and Communications teams to ensure alignment of visual materials with messaging and communication goals.

### 5. **Adapt Designs to Contexts**

Customize design elements for different audiences and platforms (e.g., Instagram, printed flyers, presentations), maintaining brand standards.

### 6. **Support Creative Projects**

Contribute to creative projects such as video intros, promotional campaigns, digital guides, and interactive materials.

### 7. **Manage Deadlines**

Complete assigned tasks efficiently and deliver high-quality designs on time, especially before key campaign or event launches.

**8. Brand Innovation**

Propose new visual approaches and design ideas that can enhance the image and professionalism of the organization.

**9. Maintain Design Archives**

Organize and update a library of templates, past materials, and design assets for use in future projects.

**10. Uphold Ethical Standards**

Ensure that all designs respect copyright, community guidelines, and cultural sensitivity.

## 2.7 Penalty and Reward Policies

*By Secretary-General:*

This policy applies to all staff members of the EchoLine Global MUN, including employees, volunteers, and participants in organizational activities. I swear that for this policy I will not use any emotions and nepotism, but logic, outlook, and knowledge.

**Galib Abdullayev**

Secretary-General,

EchoLine Global MUN

### Purpose

The purpose of this chapter is to establish a clear framework for administering penalties and rewards within the EchoLine Global MUN. This framework ensures fair and consistent treatment of all staff members and promotes a culture of accountability and excellence.

## 2.71. Penalty Policy

### Principles

- **Penalties** are intended to **correct inappropriate behavior**, maintain professionalism, and ensure compliance with the values and standards of EchoLine Global MUN.
  - All disciplinary actions will be applied **consistently, fairly, and proportionally**, taking into account the **nature and frequency** of the misconduct.
  - The penalty process shall be **transparent**, with each individual granted the opportunity to understand the cause and consequence of their actions.
  - The integrity of the community is paramount; disciplinary procedures are designed to **preserve a respectful and productive environment** for all participants.
- 

### Types of Penalties

#### 1. Verbal Reminder

- Given for **minor, first-time infractions** or misunderstandings.
- Delivered **privately** by an authorized senior officer (e.g., Head of Department, Deputy Secretary-General).
- **Not officially recorded**, but used as a chance for correction and guidance.



## 2. Official Warning

- Issued for **repeated minor misconduct** or **any action that disrupts organizational harmony or event operations**.
- **Documented** in internal records.
- May impact eligibility for leadership roles, recognition, or delegation positions.
- A second Official Warning may escalate to suspension.

## 3. Suspension

- Temporary **removal from participation** in EchoLine Global MUN activities or roles.
- Duration determined by the severity of the misconduct.
- Applicable after one serious offense or **two Official Warnings**.
- Suspension is communicated formally and includes terms for reinstatement (if applicable).

## 4. Expulsion / Permanent Dismissal

- **Permanent removal** from EchoLine Global MUN events, teams, or the community.
- Reserved for **grave misconduct**, violation of ethical codes, harassment, or **repeated offenses despite prior penalties**.
- Once expelled, individuals are **ineligible for future involvement** in EchoLine Global MUN unless an executive pardon is granted.

---

## **Disciplinary Procedure**

### **1. Investigation**

Relevant facts are gathered by responsible parties (Head of Internal Affairs, Security, or Administration teams), ensuring objectivity.

### **2. Notification**

The individual involved is informed of the allegation and provided an opportunity to present their side or context.

### **3. Decision**

The **Secretary-General and/or Deputy Secretary-General** review findings and determine the appropriate penalty.

### **4. Implementation**

The decision is formally communicated and enacted. If applicable, conditions for return or correction are included.

### **5. Appeal**

Appeals may be submitted to the **Deputy Secretary-General** within 48 hours of the penalty notice. However, **no appeal may be made against the final decision of the Secretary-General.**

## 2.72. Reward Policy

### 1. Verbal Recognition

- Public appreciation announced during team meetings, ceremonies, or events.
- Given for commendable efforts, problem-solving, or outstanding support.

### 2. Written Commendation

- Formal certificate or letter of appreciation from the Secretary-General or Department Head.
- Recorded in the individual's EchoLine staff/delegate portfolio.
- May include commendations such as:
  - *"Best Delegate Support"*
  - *"Excellence in Leadership"*
  - *"Outstanding Commitment to Teamwork"*

### 3. Best Department Head Awards

- Awarded to **the most outstanding Department Head(s)** based on:
  - Work ethic
  - Creativity and leadership
  - Team management
  - Impactful contribution to the success of EchoLine Global MUN
- Recipients receive a **special certificate and public recognition.**

#### 4. Delegate and Staff Recognition

- Certificates of Participation or Excellence are awarded to:
  - Delegates with active engagement and diplomacy
  - Staff members who **upheld professionalism** and worked hard
- **Misconduct, lack of contribution, or disrespectful behavior will result in disqualification from certificate awards.**

#### 5. Opportunities for Leadership or Future Roles

- High-performing individuals may be offered:
  - Priority consideration for future MUN leadership or secretariat positions
  - Invitations to EchoLine training sessions, exclusive events, or advanced roles

#### 6. Professional Development Opportunities

- Recognition may include recommendations for further MUN training, external conference nominations, or involvement in international forums.

---

### Nomination & Evaluation

- **Staff or delegates** can be nominated by:
  - Department Heads
  - Deputy Secretary-General
  - Secretary-General
- Nominations must include a **clear explanation of contributions, impact, and conduct.**

- The **Secretary-General and Executive Board** will evaluate all nominations based on:
    - Work quality and consistency
    - Team behavior and communication
    - Innovation and leadership
    - Respect for rules and code of conduct
- 

## **Reward Process**

### **1. Decision**

The final reward list is approved by the Secretary-General after reviewing input from relevant heads.

### **2. Presentation**

Awards are announced at the **Closing Ceremony** or end-of-term event, with certificates presented in-person or digitally.

### **3. Documentation**

A record of awards is kept for future reference, performance tracking, and potential promotions.

## 2.8 Respect to Secretary-General

### Purpose

The purpose of this chapter is to emphasize the importance of maintaining **unwavering respect** toward the **Secretary-General** of **EchoLine Global MUN**. This respect is crucial for upholding the authority, professionalism, and integrity of the Secretary-General's office, ensuring effective leadership, and fostering a collaborative and inclusive environment within the conference community.

---

### Scope

This policy applies to **all staff members, organizers, department heads, delegates, volunteers, and participants** engaged in any EchoLine Global MUN activity, online or on-site.

---

# Principles of Respect

## 1. Recognition of Authority

- Acknowledge the Secretary-General as the **highest-ranking official** and final decision-maker of EchoLine Global MUN.
- Understand that the Secretary-General's decisions are made with consideration for the best interests of the entire conference and all its participants.

## 2. Professional Behavior

- Maintain **professionalism and courtesy** in all interactions with the Secretary-General.
- Refrain from any behavior, action, or attitude that could be interpreted as **disrespectful, sarcastic, or dismissive**.

## 3. Effective Communication

- Use respectful, clear, and diplomatic language when communicating verbally or in writing.
- Avoid gossip, inappropriate tones, or spreading misinformation involving the Secretary-General.

## 4. Loyalty and Cooperation

- Follow the instructions and directives issued by the Secretary-General **without delay or resistance**.
- Support the Secretary-General in implementing conference goals and standards.

## 5. Confidentiality

- Maintain **strict confidentiality** regarding any sensitive matters discussed with or involving the Secretary-General.
- Display maturity and discretion when representing EchoLine Global MUN in internal or external matters.

## Expected Behaviors

- **Punctuality and Attendance**

- Be on time for all meetings, briefings, and events organized by the Secretary-General or Secretariat.
- Attend **every official EchoLine event** you are assigned to, prepared and attentive.

- **Constructive Feedback**

- Share feedback through the **Special Assistant to the Secretary-General** in a professional, respectful tone.
- Avoid public complaints or discussions that may damage the image or respect of the Secretary-General.

- **Appreciation and Recognition**

- Publicly and privately appreciate the hard work and leadership of the Secretary-General.
  - Acknowledge the Secretary-General's efforts in managing and guiding the EchoLine community.
-



## Addressing Disrespect

- Any form of **rude behavior, passive-aggressive remarks, non-compliance, or public disrespect** will be taken seriously.
- Incidents must be reported immediately to the **Special Assistant to the Secretary-General** or the **Head of Internal Affairs**.
- Cases will be handled **confidentially and fairly**, following the official penalty policy.
- Depending on the **severity**, penalties may include:
  - Official Warning (Verbal or Written)
  - Temporary Suspension from Duties
  - Revocation of Position
  - Termination or Expulsion from EchoLine Global MUN

---

## Commitment to Respect

All individuals participating in EchoLine Global MUN are **expected to fully uphold the values of professionalism, diplomacy, and mutual respect**. Respect for the Secretary-General is not optional — it is a foundational principle of this organization.

By honoring and supporting the Secretary-General, we strengthen the unity, credibility, and success of EchoLine Global MUN.

## 2.9 Oath of Confidentiality

### **EchoLine Global MUN**

I, \_\_\_\_\_, as \_\_\_\_\_, solemnly swear to uphold the principles of confidentiality within the **EchoLine Global MUN community**.

**I commit to the following:**

- I will keep all sensitive information in the strictest confidence and will not disclose it to unauthorized individuals.
- I will act with professionalism and discretion at all times, ensuring the confidentiality of all internal matters.
- I will safeguard all confidential documents, data, and discussions entrusted to me and report any suspected breaches immediately.
- I will not use confidential information for personal gain or advantage, and I will respect the privacy of all staff, delegates, and associates.
- I will support and embody the mission, values, and vision of EchoLine Global MUN, and understand that any breach of this oath may lead to disciplinary measures, including dismissal from the organization.

By taking this oath, I acknowledge my personal responsibility to uphold the integrity, trust, and high standards of EchoLine Global MUN.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**Galib Abdullayev,**

SECRETARY-GENERAL,

ECHOLINE GLOBAL MUN

