

# THE OBSMUN COVENANT & INTERNAL GUIDELINES



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## CHAPTER I

### Introduction to the OBSMUN Organisation

#### **Article 1 - Statement of Purpose**

1. The Oporto British School Model United Nations (hereinafter OBSMUN) Organisation is a student-led Model United Nations (hereinafter MUN) programme, established in 2017 and based at the Oporto British School (hereinafter OBS), with the following key purposes and objectives:
  - a) To organise annual conferences, simulating the committees and activities of the United Nations;
  - b) To promote its members' attendance and participation at external conferences;
  - c) To provide MUN training to its members, particularly younger students, to ensure the long-term continuity of objectives (a) and (b);
  - d) To promote engagement in MUN, more broadly, among OBS students;
  - e) Any other purposes deemed appropriate by the Leadership Committee.

#### **Article 2 - Membership**

1. Membership is open to any and all students in the OBS Secondary Section, who have registered as official members, in accordance with clause 5 below.
2. Membership is further open to upper secondary school students (Form 9 to Form 12) enrolled at International Schools based in Porto, at the Secretary-General's discretion.
3. A member shall qualify for seniority, and be considered a 'Senior Member', where he/she has met at least one (1) of the following conditions:
  - a. Membership for a period of no less than two (2) years, or;
  - b. Attendance at a minimum of two (2) official MUN conferences, or;
  - c. Involvement in the Leadership Committee, as a conference organiser or Committee President, at any past conference organised by OBSMUN, or;
  - d. Appointment by the incumbent Secretary-General or Director-General.

4. A member shall cease to be a member of the organisation, and lose any seniority therewith associated (where applicable), where he/she either:
  - a. Formally withdraws his/her membership, or;
  - b. Permanently leaves the OBS after the completion of his/her studies, or;
  - c. Is expelled for severe misconduct, as deemed appropriate by the Secretary-General and the Director-General, where both have consented to the expulsion.
5. The Secretary-General shall maintain a register of all members, with the relevant distinctions of seniority.

### **Article 3 - Leadership**

1. OBSMUN is a student-led and student-managed organisation, formally led by the Secretary-General and the Leadership Committee.
2. OBSMUN is overseen, on behalf of the school, by the Director-General, a member of the OBS teaching faculty designated by the Headmaster or the Headmaster themselves.
3. The Director-General shall respect the autonomy of the Leadership Committee to exercise its functions outlined in this covenant, and shall only interfere in the administration of OBSMUN as permitted by this Covenant.

### **Article 4 - Annual Conference**

1. OBSMUN shall organise one (1) annual conference, with external staff members, delegates and schools being invited to attend.
2. The annual conference shall take place each year between the months of January and March, on specific dates to be designated by the Leadership Committee.
3. The annual conference shall have a duration of no fewer than three (3) days, with further additions to be determined by the Leadership Committee.
4. Each conference shall include:
  - a. Opening and closing ceremonies;

- b. MUN committee sessions;
  - c. At least one (1) social activity or event;
  - d. Any further events deemed necessary or appropriate by the Leadership Committee.
5. All further aspects of each conference shall be decided on a case-by-case basis, by the relevant Leadership Committee, unless otherwise specified in Chapter IV.

## CHAPTER II

### The Secretary-General

#### **Article 5 - Functions and Responsibilities**

1. The Secretary-General is the formal leader of the OBSMUN organisation, and is therefore ultimately responsible for the fulfilment of the objectives outlined in Article 1.
2. His/her principal responsibility is to lead the organisation of the annual OBSMUN conference, alongside the Leadership Committee.
3. He/she is further responsible for representing OBSMUN within the school and at external conferences.
4. Further functions, powers and responsibilities are outlined in Chapter III, with respect to the Leadership Committee.

#### **Article 6 - Eligibility**

1. Eligibility for the position of Secretary-General is limited to Senior Members who meet all of the following conditions:
  - a. Previous participation in any official MUN conference as a delegate;
  - b. Previous participation in an OBSMUN conference as Chair;
  - c. Previous involvement in the OBSMUN Leadership Committee;
  - d. At least two (2) years of MUN experience at the time of appointment.
2. In addition to the eligibility conditions stipulated under clause 1 above, the Secretary-General must be a student at Oporto British School at the time of election, and at the time of the subsequent annual conference.
3. In the event that no Senior Member meets all of the conditions stipulated under clause 1 above, or that all eligible members are unable or unwilling to take the position of Secretary-General, the procedure outlined in Article 7 shall be implemented without regard to the eligibility conditions specified under clause 1 above.

## **Article 7 - Election and Term**

1. The Secretary-General shall be elected no later than four (4) weeks after the completion of the previous OBSMUN conference, and thereafter serve until the completion of the following conference, approximately one (1) year later<sup>1</sup>, in accordance with the process hereby stipulated:
  - a. One (1) week after the previous OBSMUN conference, the previous Secretary-General shall inform all the Senior Members of the organisation that an election is in order;
  - b. All members wishing to apply for the position shall reply to the previous Secretary-General within one (1) week, declaring their intention to stand for election;
  - c. The previous Secretary-General shall verify the candidates' eligibility, in accordance with Article 6, and submit to the Senior Members a list of all eligible candidates who will stand for election, within two (2) days of the application deadline stipulated under sub-clause b above;
  - d. The previous Secretary-General shall, simultaneously with the provisions of sub-clause c, establish a reasonable date, time and location for the election, without conflict to any major OBS events, and no later than four (4) weeks after the previous OBSMUN conference;
  - e. On the date, time and location established by sub-clause d above, the Senior Members shall convene and cast their votes for the eligible candidates;
  - f. The candidate with the highest number of votes shall be elected as the new Secretary-General;
  - g. In the event of a tie, the election shall be immediately repeated in a second round, with only the tied winners qualifying for the second round;
  - h. In the event of a tie after the second round, the previous Secretary-General shall cast the tie-breaking vote;
  - i. Any additional distinctions of seniority, permitted by Article 2, clause 3, sub-clause d, shall be suspended during the election period.

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<sup>1</sup> For example, the Secretary-General of the 2025 conference shall be appointed two (2) weeks following the completion of the 2024 conference, and serve until the completion of the 2025 conference.



2. The Secretary-General shall serve from the moment of election, until the completion of the next OBSMUN conference, for a period of approximately one (1) year.
3. Upon completion of his/her first term, the Secretary-General shall be eligible for a second term, provided that he/she satisfies all of the following conditions:
  - a. He/she is not a Form 12 student;
  - b. He/she has not been previously impeached.
4. Should the Secretary-General stand for re-election to a 2nd term, as permitted by clause 3 above, the same procedure as outlined under clause 1 shall be enacted, with the previous Deputy-Secretary-General being responsible for summoning the elections and casting the tie-breaking vote.
5. Upon completion of a second term, the Secretary-General shall not be eligible to serve for a third term.
6. Upon completion of his/her final term, the Secretary-General shall facilitate a smooth transition to the new administration.

#### **Article 8 - The Deputy Secretary-General**

1. The Deputy Secretary-General shall be appointed directly by the Secretary-General, within one (1) week of his/her election, and shall serve as a member of the Leadership Committee.
2. To ensure the continuity of the OBSMUN organisation, and to provide adequate leadership for future conferences, the Deputy Secretary-General must be:
  - a. An OBS student at the time of the conference;
  - b. In a year group below that of the Secretary-General.
3. In the event that the Secretary-General is temporarily unable to perform his/her duties, the Deputy Secretary-General shall temporarily assume these functions, powers and responsibilities, as acting Secretary-General.

#### **Article 9 - Impeachment**

1. Under extreme circumstances, where the Secretary-General has engaged in severe misconduct, serious negligence of his/her duties, or failure to successfully lead

OBSMUN in accordance with Article 5, he/she may be impeached and removed from office through either of the following procedures:

- a. Direct dismissal by the Director-General, after consultation with the Senior Members of the organisation;
  - b. A vote by the Leadership Committee, where both over  $\frac{2}{3}$  of members (not voting points) and the Deputy Secretary-General have consented to impeachment.
2. Both the Director-General and the Leadership Committee shall undertake all reasonable efforts to resolve any issues or disagreements with the Secretary-General, before considering impeachment as a last resort.

#### **Article 10 - Succession**

1. In the event that the incumbent Secretary-General is impeached, resigns, or is permanently unable to perform his duties, the position of Secretary-General — alongside all the functions, powers and responsibilities — shall automatically pass to the Deputy Secretary-General.
2. In the event that the Deputy Secretary-General's unavailability or incapacity prevent the invocation of clause (1) above, the Leadership Committee shall designate, in accordance with the committee's decision-making procedures specified in Article 15, a new Secretary-General.

## CHAPTER III

### The Leadership Committee

#### **Article 11 - Nature and Purpose**

1. The Leadership Committee is the principal decision-making body of OBSMUN, with the authority to make decisions on all important matters pertaining to the organisation of the annual conference, as well as the day-to-day administration of OBSMUN.
2. Alongside the Secretary-General, the Leadership Committee is ultimately responsible for the fulfilment of the objectives stipulated under Article 1.
3. The Leadership Committee serves from the moment of appointment by the Secretary-General, until the election of a new Secretary-General, for a period of approximately one (1) year.

#### **Article 12 - Structure and Members**

1. The Leadership Committee shall be composed of a minimum of twelve (12) members (hereinafter 'Leadership Committee Members' or 'LCMs'), corresponding to the occupants of the following twelve (12) positions:
  - a. Secretary-General;
  - b. Deputy Secretary-General;
  - c. Under-Secretary-General for Conference Management;
  - d. Under-Secretary-General for Communications and Public Information;
  - e. Chief Committee Room Assistant (hereinafter 'CRA') Officer;
  - f. Chief Financial Officer;
  - g. Chief Typist;
  - h. President of the Security Council (hereinafter SC);
  - i. President of the Economic and Social Council (hereinafter ECOSOC);
  - j. President of the Human Rights Council (hereinafter HRC);
  - k. President of the Disarmament and International Security Committee (hereinafter DISEC);

1. President of the World Health Organisation (hereinafter WHO).
2. Where applicable, there may be overlap between the occupant of positions a to f, and positions h to l.<sup>2</sup>
3. In addition to the Presidents of the core committees outlined under clause 1, sub-clauses h to l, the President(s) of any further committees established under Article 25 shall likewise be accorded a position in the Leadership Committee.
4. Additional members may be appointed to the Leadership Committee at the Secretary-General's discretion.

### **Article 13 - Appointment**

1. Within one (1) week of his/her election, the Secretary-General shall inform all the members of the OBSMUN organisation of his/her intention to establish a Leadership Committee, and, to that effect:
  - a. Provide a list of all the available positions therein, with relevant 'job descriptions';
  - b. Invite all members of OBSMUN to apply to the available positions;
  - c. Detail the requirements for applying to each position, and specify how members can submit their applications;
  - d. Stipulate a reasonable deadline, no earlier than one (1) week after the opening of applications, by which prospective LCMs should submit their applications.
2. After the deadline established under clause 1 above, the Secretary-General shall review the applications and decide on the appointment of candidates to the relevant positions.
3. The Secretary-General reserves the right to request additional information from prospective LCMs, conduct additional tests or interviews, and/or consult with external advisors, to aid his/her final decision on the appointments.
4. In the event that any LCM resigns or is dismissed under Article 20, the Secretary-General shall directly procure and appoint a suitable replacement.

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<sup>2</sup> For example, the Secretary-General may also be President of SC; the Deputy Secretary-General may also be President of HRC.

## **Article 14 - Voting Rights and Points**

1. Decisions by the Leadership Committee shall be made via voting procedures on specific agenda topics, by a majority of voting points, in accordance with the voting points accorded under clause 2 below.
2. Each LCM's voting rights will vary depending on his/her position in the Leadership Committee, as hereby stipulated:
  - a. Secretary-General - 6 voting points;
  - b. Deputy Secretary-General - 4 voting points;
  - c. Under-Secretary-General for Conference Management - 4 voting points;
  - d. Under-Secretary-General for Communications and Public Information - 3 voting points;
  - e. Chief Committee Room Assistant (hereinafter 'CRA') Officer - 1 voting point;
  - f. Chief Financial Officer - 1 voting point;
  - g. Chief Typist - 1 voting point;
  - h. President of the Security Council (hereinafter SC) - 3 voting points;
  - i. Co-President of the Economic and Social Council (hereinafter ECOSOC) - 2 voting points;
  - j. President of the Human Rights Council (hereinafter HRC) - 2 voting points;
  - k. President of the Disarmament and International Security Committee (hereinafter DISEC) - 2 voting points;
  - l. President of the World Health Organisation (hereinafter WHO) - 2 voting points.
3. The voting rights of any additional member of the Leadership Committee, either as President of a new committee, or as appointed by the Secretary-General, shall be determined by the Leadership Committee as a whole, through a simple majority vote.
4. Voting rights are noncumulative across positions in the Leadership Committee, such that, if an LCM occupies two (2) or more positions, his/her voting rights shall be determined by his/her position with the highest voting points.

## Article 15 - Voting Procedures and Decision-Making

1. All logistical aspects of the conference shall be decided by the Leadership Committee, unless otherwise permitted by clause 6 below, through a substantive vote on specific agenda topics, during official meetings (as designated under Article 16).
2. Voting procedures shall be initiated at the discretion of the meeting Chair, on specific propositions considered and debated during the meeting.
3. Substantive votes, constituting an official decision of the Leadership Committee on a specific agenda topic, shall require the following conditions, unless otherwise permitted under clause 5:
  - a. A majority of voting points *present at the meeting* vote in favour of the proposition under consideration;
  - b. Quorum of at least six (6) LCMs are present at the meeting;
  - c. The Secretary-General is present at the meeting, unless otherwise permitted by Article 8, clause 3;
  - d. All LCMs present at the meeting have been given an opportunity to express their views and opinions on the proposition under consideration.
4. In the event of a tie on a substantive vote, the Secretary-General shall cast the tie-breaking vote.
5. Notwithstanding the provisions of clause 3 above, where quorum is not present for two (2) consecutive meetings, the meeting Chair reserves the right to hold a substantive vote without regard to clause 3, sub-clause b above.
6. Notwithstanding the provisions of clause 1 above, the Secretary-General reserves the right to make unilateral decisions on behalf of the Leadership Committee, in any of the following situations:
  - a. Where there is an emergency situation that requires an urgent decision or approval;
  - b. Where there is a time-sensitive situation, and the Secretary-General has made reasonable efforts to contact and consult with LCMs;
  - c. As permitted by Article 32.

7. LCMs can make decisions on behalf of the committee on specific issues, where such decision-making responsibility has been explicitly allocated to them by the Leadership Committee.
8. The Chief Rapporteur shall be responsible for recording all decisions of the Leadership Committee, as well as reporting the outcomes of meetings to the absent LCMs.

## **Article 16 - Meetings**

1. The first meeting of the Leadership Committee shall be summoned by the Secretary-General, with a minimum of forty-eight (48) hours' notice to all LCMs, within one (1) week of finalising the appointments to the Leadership Committee.
2. At the first meeting of the Leadership Committee, LCMs shall agree on a reasonable date, time and location to meet every week, which shall be designated 'regular weekly meetings'.
3. At the first meeting, the Leadership Committee shall further designate one of its members as the permanent Chief Rapporteur, who shall be responsible for recording the agenda, principal discussion topics, and final decisions of every meeting; in the Chief Rapporteur's absence, the meeting Chair shall appoint an *ad hoc* replacement.
4. The Leadership Committee shall convene at least once weekly, for a period of at least forty (40) minutes, unless otherwise stipulated in clauses 6 to 8 below.
5. Where a regular weekly meeting falls on a bank holiday or important OBS event, the Secretary-General shall designate, with one (1) week's notice, an alternative date and time for the meeting.
6. During official school holidays, excepting the holiday period immediately preceding the annual conference, the Leadership Committee shall convene at least once fortnightly, virtually if necessary.
7. In the three (3) months preceding the annual conference, the Leadership Committee shall convene at least twice weekly, with further meeting dates and times to be determined by the Secretary-General after consultation with the remaining LCMs.

8. In addition to regular weekly meetings, fortnightly virtual meetings, and twice-weekly meetings, the Secretary-General may convene additional meetings, as deemed necessary.
9. Attendance at meetings is considered mandatory, with the exception of:
  - a. Meetings for which twenty-four (24) hours' notice has not been provided;
  - b. Meetings for which the Secretary-General has informed an LCM that his/her attendance is not required.
10. Where LCMs are unable to attend a meeting, mandatory or otherwise, they should make all reasonable efforts to:
  - a. Inform the Secretary-General of their inability to attend in advance of the meeting;
  - b. Provide a reasonable justification, where applicable, for their absence.
11. Meetings shall be chaired by the Secretary-General, or, in his/her absence:
  - a. The Deputy Secretary-General, or, in his/her absence;
  - b. The Under Secretary-General for Conference Management.
12. In addition to LCMs, further members of OBSMUN may be invited to attend meetings, on a case-by-case basis, at the meeting Chair's discretion.

#### **Article 17 - Functions and Responsibilities of LCMs**

1. Each LCM is responsible for the jurisdiction and responsibilities of his/her own department, as hereby defined:
  - a. Under Secretary-General for Conference Management - Appointment and training of all hosting officers;
  - b. Under Secretary-General for Communications and Public Information - Appointment and training of all Media Officers, Development of Design Material (Merchandising, Welcome Packs, Roll-Ups, Leaflets, Certificates, etc), and the Continuous Weekly Management of Social Media platforms;
  - c. Chief CRA Officer - Appointment and training of all CRA officers;
  - d. Chief Rapporteur - As indicated in Article 15 and Article 16;



- e. Chief Financial Officer - Liaison with OBS financial department, Keeping all accounting records in check, Checking all pending payments, Checking what is due by each school, Checking with suppliers and vendors, Being responsible for petty cash throughout the conference;
  - f. Chief Typist - Appointment and training of all Typists.
2. In addition to the general jurisdictions established under clause 1 above, each department and LCM shall further be responsible for completing any task, or set of tasks, allocated to them by the Leadership Committee or the Secretary-General.
  3. To assist the fulfilment of their responsibilities and the completion of their tasks, LCMs may appoint additional members to their departments/teams, at their own discretion, provided that they have informed the Secretary-General of such appointment(s).
  4. Where LCMs have appointed members to their departments/teams, they shall be responsible for providing adequate training to these members.
  5. Each LCM is ultimately responsible for his/her department/team as a whole, including the behaviour and work of their team members.
  6. The functions and responsibilities of Committee Presidents are stipulated by Article 28, Article 29, and Article 30.

#### **Article 18 - Chain of Command**

1. LCMs shall only have decision-making authority and supervision responsibilities over their own departments, within their 'chain' of command.
2. All LCMs, including the Secretary-General, shall respect the chain of command, and allow LCMs to exercise autonomy within their own departments.
3. Where there is any disagreement or concern pertaining to a member or officer of a particular department, the Secretary-General (as well as any other LCM), shall address this matter with the Head of the relevant department, rather than staff members individually..

### **Article 19 - Additional Responsibilities of LCMs**

1. Any LCM who is a Form 12 student must find, appoint and train a 'deputy', as an official within their relevant department, that would be a suitable successor for future conferences.
2. In regard to clause 1 above, the aforementioned 'deputy' should:
  - a. Be an OBS student between Form 9 and Form 11;
  - b. Be actively informed on all matters relating to the organisation of the conference;
  - c. Attend the Leadership Committee meetings, on an occasional matter, as requested by their department head or the Secretary-General;
  - d. Acquire the necessary knowledge to occupy a position in the Leadership Committee in the following year.
3. In the eventuality that a non-Form 12 LCM does not intend on being part of the Leadership Committee in the following year, he/she shall be responsible for finding a suitable replacement, as well as providing the prospective replacement with suitable training for them to accomplish their job.

### **Article 20 - Dismissal of LCMs**

1. The Secretary-General may, at his/her own discretion, dismiss any LCM from his/her pertinent position(s), in any of the following situations:
  - a. The LCM under consideration has missed at least one-third ( $\frac{1}{3}$ ) of mandatory meetings, over a period of at least twelve (12) meetings;
  - b. The LCM under consideration under consideration has missed over three (3) mandatory meetings, without providing a reasonable justification for his/her absence;
  - c. The LCM under consideration has persistently failed to perform his/her functions and responsibilities, as outlined under Article 17 and Article 19, or, in the case of a Committee President, the functions and responsibilities outlined under Article 28, Article 29, and Article 30;

- d. The LCM under consideration has persistently failed to complete tasks allocated to his/her relevant department by the Leadership Committee;
  - e. The LCM under consideration has acted in defiance or non-compliance with the decisions of the Leadership Committee.
2. The Secretary-General may further propose a motion to dismiss an LCM for any other reason not specified under clause 1 above, which shall take effect under the following necessary conditions:
- a. The Secretary-General has summoned a meeting of the Leadership Committee, with a minimum of twenty-four (24) hours' notice, for the purposes of discussing the motion of dismissal;
  - b. All LCMs, including the LCM whose dismissal is under consideration, have been given an opportunity to discuss and present their views on the motion;
  - c. A majority of all the members (not voting points) of the Leadership Committee present at the meeting, excepting the LCM whose dismissal is under consideration, have consented to the dismissal.

## CHAPTER IV

### Key Conference Details

#### **Article 21 - Conference Dates, Schedule and Venue**

1. The OBSMUN annual conference shall take place between the months of January and March of each year, on specific dates to be designated by the Leadership Committee.
2. The conference shall take place for a period of at least three (3) days, with further additions to be considered and determined by the Leadership Committee, with the approval of the OBS.
3. The conference shall follow a pre-established schedule, with a detailed list of the times and locations of all activities, which shall be decided on by the Leadership Committee.
4. The conference shall take place in-person, where possible, at a suitable venue in the Porto Metropolitan Area, to be selected by the Leadership Committee.

#### **Article 22 - Social Event**

1. In addition to committee sessions and all relevant ceremonies, the OBSMUN annual conference shall include at least one (1) social event, as an opportunity for delegates, organisers and staff to interact socially.
2. All decisions pertaining to the nature, time, and location of the social event shall be made by the Leadership Committee.

#### **Article 23 - Invitations, Registration and Fee Policy**

1. The Leadership Committee shall, with sufficient advance, issue invitations to schools and MUN clubs for their attendance at the OBSMUN conference.
2. The Leadership Committee shall further promote the OBSMUN annual conference, as well as registration therefor, through the official OBSMUN website, emails, and social media platforms.
3. The Leadership Committee shall further agree on a suitable and coherent registration and fee policy for the conference, including:

- a. Registration deadlines;
- b. Eligibility to attend the conference as a delegate;
- c. Fees to be paid per delegate and/or school.

#### **Article 24 - Budget Allocation and Use of Funds**

1. The Secretary-General, as well as the Under Secretary-General for Conference Management, shall be responsible for the responsible use and allocation of OBSMUN funds, both from delegate/school fees and sponsorships.
2. LCMs may not directly use OBSMUN funds, unless:
  - a. Otherwise permitted by the Secretary-General and the Under Secretary-General for Conference Management;
  - b. As directed by the Leadership Committee;
  - c. As permitted under Article 32.
3. There must always be a reserve emergency fund, of no less than 1600€, which can only be used during the week of the conference.
4. Without considering the reserve emergency fund, the Leadership Committee should, for each conference, aim to spend approximately:
  - a. 35% of the revenue on the conference venue;
  - b. 45% of the revenue on meals;
  - c. 20% of the revenue on marketing, equipment, and technical costs.

#### **Article 25 - Committees**

1. Each OBSMUN conference shall be composed of six (6) core committees:
  - a. The Security Council (SC);
  - b. The Economic and Social Council (ECOSOC);
  - c. The Human Rights Council (HRC);
  - d. The Disarmament and International Security Committee (DISEC);
  - e. The World Health Organisation (WHO)

- f. The General Assembly (GA), which shall convene on the last day of the conference, and be composed of ECOSOC and HRC.
- 2. Where necessary, the Leadership Committee may establish additional committees, beyond the six (6) core committees specified above, depending on expected conference size and delegate numbers.

## CHAPTER V

### Administration of Committees

#### **Article 26 - Overview**

1. Each committee shall be composed of:
  - a. The President;
  - b. At least two (2) other Chairs;
  - c. One (1) Typist;
  - d. Members of administrative staff, including the Committee Room Assistant;
  - e. Various member states, represented by delegates, as determined by the Leadership Committee.
2. The President is the chief officer of the committee, and is responsible for its overall administration, both before and during the conference.
3. The Chairs are the second-highest ranking officers of the committee, and are responsible, alongside the President, for:
  - a. Chairing the debates and procedures of the committee during the conference;
  - b. Assisting each other, and the President, as Co-Chairs;
  - c. Providing general assistance in the administration of the committee.
4. The Typist is the chief technical officer of the committee, and is responsible for:
  - a. Managing the submission of clauses and amendments;
  - b. Typing any clauses and amendments during committee sessions;
  - c. Ensuring the functioning of computers, projectors, screens, and other audiovisual equipment;
  - d. General administration of the committee email.
5. The Committee Room Assistant is the committee's chief member of administrative staff, and is responsible for:
  - a. Coordinating the administrative staff of the committee;
  - b. Aiding the President, Chairs and Typist, as required.

### **Article 27 - Selection of Committee Presidents**

1. Presidents shall be selected by the Secretary-General, in accordance with the procedure specified under Article 13.
2. Where possible, Presidents should have prior experience as Chairs, as well as significant MUN experience in general.
3. In the event of a President's resignation or dismissal (as permitted under Article 20) prior to the conference, the Secretary-General shall appoint a suitable replacement as soon as possible.
4. In the event that a President is absent or unavailable during the conference, or is dismissed under Article 32, his/her position, alongside all associated functions and responsibilities, shall pass to Chairs of the committee, unless otherwise indicated by the Secretary-General.

### **Article 28 - Appointment of Chairs and Staff**

1. Each Chair shall be nominated by the President of his/her respective committee, at the President's own discretion, provided that the following conditions are met:
  - a. The Chair nominees have prior MUN experience as a delegate;
  - b. The Chair nominees have good working knowledge of OBSMUN procedure;
  - c. In each committee, at least one (1) Chair, whether the President or otherwise, has previous MUN chairing experience;
  - d. In each committee, at least one (1) Chair is a non-Form 12 OBS student at the time of the conference;
  - e. The President submits a list of nominees to the Secretary-General at least three (3) months prior to the conference.
2. Having met the conditions outlined under clause 1 above, the nominees shall be verified by the Secretary-General, who shall evaluate and confirm their suitability; upon the Secretary-General's confirmation, they shall be officially appointed as Chairs.



3. With the consent of the Secretary-General, Presidents may dismiss any Chair in their committee, and find a suitable replacement according to the provisions of clause 1 above.
4. Typists shall be appointed and designated to specific committees by the Chief Typist.
5. Committee Room Assistants, as well as all additional members of administrative staff, shall be appointed and designated to specific committees by the Chief CRA.

#### **Article 29 - Chair Training and Mock Conference**

1. Each President is responsible for ensuring that his/her committee's Chairs are adequately trained and prepared for the conference, by holding the required chair training sessions.
2. Presidents are advised to coordinate with the Presidents of other committees, to organise larger-scale chair training sessions.
3. Notwithstanding the individual responsibility of Presidents to ensure that their committee's Chairs are adequately trained and prepared for the conference, the Secretary-General reserves the right to hold additional chair training sessions for all Chairs and Presidents, including, if necessary, a mock conference.

#### **Article 30 - Agenda Topics and Topic Guides**

1. Committee Presidents are responsible for selecting appropriate agenda topics for debate in their respective committees during the conference, as well as authoring topic guides to assist delegates in their research and preparation for the conference.
2. The Leadership Committee shall stipulate, with a minimum notice of one (1) month, a deadline by which Committee Presidents should submit their proposed agenda topics.
3. Committee Presidents shall research and elaborate appropriate agenda topic(s), in accordance with their committee's relevant UN jurisdiction, and submit the topics for the Secretary-General's consideration by the deadline established under clause 2 above.
4. Upon approval of the agenda topic(s) by the Secretary-General, Presidents shall then write an appropriate research-based topic guide, and submit it to the

Secretary-General for editing and approval, no later than two (2) months before the start of the conference.

## CHAPTER VI

### Powers and Procedures during the Conference

#### **Article 30 - Rules of Procedure**

1. Each committee shall follow the standard OBSMUN rules of procedure, as detailed in document “OBSMUN 2022 Delegate + Chair Procedure booklet - Pedro Pinho’s Edition”, unless otherwise specified by the Leadership Committee.
2. The Leadership Committee may make any alterations to the standard OBSMUN rules of procedure, as well as implement new rules of procedure for different committees, in accordance with the decision-making procedures outlined under Article 15.

#### **Article 31 - Powers of Committee Presidents and Chairs**

1. In addition to the functions, powers and discretions accorded to the Committee President under the rules of procedure, the President shall further have the authority to:
  - a. Designate the Chair and Co-Chairs for each session;
  - b. Coordinate, supervise and instruct the work of Chairs and the Typist;
  - c. Dismiss any Chair, where he/she has engaged in serious misdemeanour, or failed to fulfil his/her duties appropriately;
  - d. Expel any delegate from the committee room for the remainder of the session, and, with the Secretary-General’s consent, for the remainder of the conference;
  - e. Expel any guest, faculty advisor, or other observer from the committee room, with the Secretary-General’s consent, when he/she/they has/have unreasonably interfered with the procedures of the committee.
2. In addition to the functions, powers and discretions accorded to the Committee Chair under the rules of procedure, Chairs shall further have the authority, *while Chairing the committee*, to:
  - a. Coordinate and instruct the Co-Chairs and the Typist ;
  - b. Expel any delegate from the committee room for the remainder of the session;

- c. In the President's absence, expel any guest, faculty advisor, or other observer from the committee room, with the Secretary-General's consent, when he/she/they has/have unreasonably interfered with the procedures of the committee.

### **Article 32 - Powers of the Secretary-General and LCMs**

1. During the conference, as well as in the one (1) week preceding the conference, the Secretary-General shall have, in addition to the powers and discretions permitted by this covenant, the authority to:
  - a. Make decisions on behalf of the Leadership Committee, where convening an emergency meeting is unfeasible;
  - b. Dismiss any member of the Leadership Committee, Committee President, Chair, or member of staff;
  - c. Appoint emergency *ad hoc* replacements to any position in the Leadership Committee;
  - d. Appoint emergency *ad hoc* replacements to any vacant chairing positions or committee presidencies;
  - e. Make use of the emergency funds established under Article 24;
  - f. Expel, under the advice of the pertinent committee president, any delegate from his/her committee for the remainder conference.
2. During the conference, LCMs shall have, in addition to the powers and discretions permitted by this covenant, the authority to:
  - a. Make decisions within their own department's jurisdiction, on behalf of the Leadership Committee;
  - b. Make use of the emergency funds established under Article 24, with the consent of the Secretary-General or the Under Secretary-General for Conference Management.

## CHAPTER VII

### Disputes and Amendments

#### **Article 33 - Dispute Resolution**

1. Where there is any dispute pertaining to the terms of this covenant, the application of any rule stated in this covenant, the use of powers and discretions permitted under this covenant, or the legality of any party's actions, the parties to the dispute shall submit the dispute to an impartial 'judge', to be designated by the Secretary-General (unless otherwise indicated by clauses 2 and 3 below), who shall then, according to his/her own discretion:
  - a. Investigate the facts of the dispute;
  - b. Hear the case of all parties to the dispute;
  - c. Review the dispute in the context of this covenant;
  - d. Submit a final ruling on the dispute under consideration.
2. Notwithstanding the provisions of clause 1 above, if a dispute involves the Secretary-General, the Director-General shall be responsible for designating the pertinent impartial arbitrator.
3. Notwithstanding the provisions of clause 1 above, if a dispute involves both the Secretary-General and the Director-General, the Headmaster shall be responsible for designating the pertinent impartial arbitrator.

#### **Article 34 - Amendments to the Covenant**

1. Amendments to the covenant may be proposed and initiated exclusively by LCMs, during official meetings of the Leadership Committee
2. In accordance with the procedures outlined under Article 15 and Article 16, the Leadership Committee shall consider and discuss the proposed amendment(s), which shall be approved (by the Committee) where at least three-quarters ( $\frac{3}{4}$ ) of *all* voting points in the Leadership Committee have been cast in favour of the amendment.
3. Upon approval of the proposed amendment by the Leadership Committee (in accordance with the procedures stipulated under clause 2 above), the proposed

amendment shall be submitted to the consideration of the Senior Members of the organisation.

4. Upon receipt of a proposed amendment from the Leadership Committee, the Senior Members may decide whether to approve or reject the proposed amendment.
5. Where at least one half ( $\frac{1}{2}$ ) of all Senior Members have confirmed their approval of the proposed amendment, the amendment shall be in order, and the covenant shall be amended in accordance with the terms thereof.
6. Upon the successful adoption of an amendment, a copy of the new amended version of the covenant shall be sent to:
  - a. The Director-General;
  - b. The Headmaster;
  - c. All members of the OBSMUN organisation.