



BASIS Mesa Model United Nations NovaMUN Conference policies and procedures

Conference code of conduct

Behavior in Committee

Throughout any conference hosted by BASIS Mesa, all participants, including delegates, faculty advisors, volunteers, and those associated with BASIS Mesa, and said conference, will be required to demonstrate professional behavior and decorum and adhere to the policies contained within this document.

When a committee is in session, delegates must properly represent the country in the committee's work to promote the country's interests and values in an effort to achieve its policy goals. Delegates may negotiate policies through debate, bargaining, and consensus, but should make every effort to ensure that their country's policy objectives are reflected in a committee's outcome documents.

Debate at the NovaMUN Conference is between delegations and nations. Protocol requires that delegates address or refer to other delegates by referencing the Member State that they represent (Such as, "the delegate from ____.") Policy criticism is addressed to the nation, not the delegate. Derogatory remarks directed to a delegate or delegation are unacceptable behavior and are prohibited at NovaMUN.

Rules and procedures exist to facilitate the orderly flow of business in a committee, council, etc. Use of the rules to hinder this flow, if not in keeping with a country's policy on the issue, will be ruled out of order. A delegate may challenge the chair's decision to rule a motion out of order, but such challenge must be in writing and directed to one of the Secretary-General's only. The committee shall continue its work while waiting for a ruling from the Secretary-Generals.

Delegate Attendance

Attendance at all meetings during a conference is vital to achieving the benefits of the NovaMUN experience. Part of that attendance is being on time, paying attention to conference and committee business, and contributing to debate and the development of a committee's outcome documents. Delegates will not watch videos on any device during committee debate, nor listen to music with headphones.



It is the policy of NovaMUN that Member Schools and Delegates shall observe the starting and stopping times posted by the Secretariat in the conference schedule whenever practicable. The practice of suspending the work of a committee prior to the stated times shall be discouraged unless the committee has completed its agenda.

Dress Code

Preferred attire for committees shall be standard western business dress. Delegates may wear a jacket and tie with appropriate shirt and pants. Sweaters are acceptable in place of jackets and ties. Delegates may also wear dresses, skirts or pants with appropriate blouses. Sheer clothing should be avoided. No jeans or athletic wear, sneakers, T-shirts, or shorts will be allowed to be worn in committees.

Alcohol and Substance Use

BASIS Mesa prohibits at all times the presence or consumption of alcohol in committee rooms anywhere on campus. BASIS Mesa prohibits the unlawful use of controlled substances anywhere on campus. Delegates and volunteers are expected to behave in a manner that is responsible and adheres to restrictions imposed by law and respective participants' school standards of conduct.

Procedures for addressing violations of the conference code of conduct

Violations of the NovaMUN Code of Conduct may be addressed by any BASIS Mesa Employee, volunteer event staff, or member of the conference Secretariat, including committee chairs. Delegates found in violation of the Code of Conduct will be asked to alter their behavior in a way that aligns with the Code of Conduct.

If a delegate continues to act in violation of the Code of Conduct, they may be asked to leave their committee or other space where conference work is taking place. Delegates who have been removed from a committee or other conference space may only return once they have met conditions for reentry set by both the conference Secretary-Generals and Executive Director.

Statement on accessibility and reasonable accommodation

BASIS Mesa is committed to welcoming people of all abilities, and works to ensure compliance with State and Federal accessibility standards. Conference participants are encouraged to consult with their school Disability Services office regarding resources their institution may have in order to provide reasonable accommodations. Conference attendees may contact basismesamun@gmail.com to discuss how BASIS Mesa may be able to further facilitate participation at the NovaMUN conference or events.



Policy Prohibiting Discrimination, Harassment, and Retaliation

Applicability

This policy applies to all BASIS Mesa employees, conference volunteers, and event (NovaMUN Conference) attendees. This policy applies to all activities and areas over which BASIS Mesa exhibits substantial control.

Policy

BASIS Mesa is committed to maintaining an environment free from discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation, as defined below, are strictly prohibited by BASIS Mesa.

Conduct need not rise to the level of a violation of law to constitute a violation of this policy. Where an individual is found to have engaged in behavior contrary to this policy, action, up to and including removal from all NovaMUN activities, may be taken at the discretion of the Program Director, or designee(s).

Nothing in this policy shall be construed to limit or impact an individual's right to contact local law enforcement or file a criminal report.

Prohibited Behaviors

Discrimination

Discrimination means failing to treat people equally based, at least in part, on status that is protected under applicable law or policy. Protected status includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Harassment

Harassment is a specific form of discrimination. Harassment is unwelcome behavior, based on a protected status, which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment.

Sexual Harassment

Quid Pro Quo Sexual Harassment is a form of sexual harassment where unwelcome behavior of a sexual nature is explicitly or impliedly a term of an individual's participation in NovaMUN activities. Additionally, Quid Pro Quo Sexual Harassment may occur when unwelcome behavior



of a sexual nature is explicitly or impliedly a term of any benefit to an individual's participation in NovaMUN activities.

Environment Sexual Harassment is unwelcome behavior or conduct of a sexual nature (including unwelcome sexual advances or activity), which is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment.

Unwelcome Sexual Activity

Any intentional sexual contact with an individual where they have not consented, or are incapable of consent, i.e., intoxicated.

Retaliation

Retaliation occurs when an adverse action is taken against an individual for complying with this policy, opposing conduct reasonably believed to constitute a violation of this policy, reporting behavior prohibited by this policy, or participating in any investigation that may be necessary to ensure an environment free from discrimination, harassment, and retaliation.

Procedures for reporting, investigating, and acting upon violations of the policy prohibiting Discrimination, Harassment, and Retaliation

Complaints regarding violations of NovaMUN's policy prohibiting discrimination, harassment, and retaliation may be made to the appropriate faculty advisor. Complaints may also be reported by emailing don.swantko@basised.com directly. Requests for anonymity will be considered.

Upon receipt of a complaint from any BASIS Mesa employee, conference volunteer, or event attendee, the Program Director or their designated representative will, where appropriate: (1) promptly initiate an internal investigation; (2) contact necessary advisors to inform them of the complaint if students are involved; (3) determine the validity of the complaint; and (4) determine any resulting actions, up to and including removal from the conference. At the discretion of the Program Director or their official designee, interim measures may be implemented for the duration of any investigation.

Reporting incidents that occur during the NovaMUN conference or event to appropriate college departments or officials is the responsibility of the advisor or other designated point of contact employed by the participating school.



(BASIS Mesa Model United Nations thanks the Model United Nations Far West (MUNFW) organization and Mesa Community Colleges (MCC) for their permission to use their policy language in this document.)