

# Japan Metropolitan Model United Nations Conference 2022

Renovation x Innovation ~Reworking the Present and  
Reimagining the Future ~

Code of Conduct

# JMMUN Code of Conduct

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## Communication in English

The conference will be conducted in English. Delegates must use English in both formal and informal sessions at all times. Any Japanese or any other language spoken during a conference session may result in a warning from the dais. Note passing must not be conducted in any language other than English. Online note passing will be conducted in Zoom chat. Any note found that is not in English will be deleted by the dais without notice. JMMUN chairs will provide assistance for English by speaking in both English and Japanese in the Beginner committees when necessary.

## Pre-Written Ideas and Note Passing

Delegates are NOT permitted to share pre-written ideas, draft resolutions, or clauses. When the dais becomes aware of documents written or shared between delegates of other countries before the start of the conference, they will warn the delegates who attempted to use them.

## Prohibition on Personal Comments

The content of notes and all other communication used by delegates at the conference must remain strictly related to the topics being discussed in the committee. Personal conversation through private messages is absolutely forbidden. Any personal comments directed at a delegate or attempts to ask about a delegate's private information may be viewed as harassment and will thus be strictly punished according to the Code of Online Conduct for this conference (see the Code of Online Conduct below).

## Harassment Policy

Delegates are strictly prohibited from harassing other delegates, chairs, or staff in any way. If a delegate feels harassed during the conference, they should contact a chair or teacher immediately. Chairs will notify the secretaries about the situation, and the secretaries will alert teachers (who will also be present in the committees). Delegates accused of harassment may be exempted from consideration for awards. Furthermore, their teachers will be contacted by teachers from Senzoku Gakuen. While JMMUN may not be able to resolve all disagreements that come up during conferences, we are dedicated to creating an environment where all delegates feel safe to participate.

## Dress Code

Delegates are required to participate in formal appropriate wear, such as suits or school uniforms. Even though you may be participating from your home, we ask that you attempt to follow the same etiquette that delegates of the UN have been following when they participate remotely during the pandemic.

## Code of Conduct (In-Person)

### 1. Nametags

Delegates must wear their name badges at all times. Name badges are the only identification recognized by the JMMUN staff and other officials. Nametags must be kept visible at all times.

There are QR codes at the back of the name tags used for location tracking. When entering rooms, please hold up the QR codes at the iPads situated at the entrance. This will enable JMMUN staff to track your activity, which may be used in case a delegate is diagnosed with COVID-19.

### 2. Laptop/Cell Phone Policy

Delegates are encouraged to use electronic devices for writing draft resolutions, but all devices must be turned off during MOD. JMMUN is NOT responsible for lost or stolen property.

### 3. Trash

Delegates may use the trash cans in the venue. After each committee session, each delegate is to clean his/her own area before leaving the room. When using the trash cans in the venue, each delegate must separate their trash and put their garbage in the correct trash can.

### 4. COVID Precautions

- a. Please keep your mask on at all times and stay socially distanced.
- b. Since we are going to keep some windows open, the conference rooms may feel cold. Please bring jackets if you are worried about the room temperature.
- c. Please refrain from shouting in order to prevent the spread of COVID.

### 5. Lunch

All delegates must bring their own lunches.

### 6. Shoes

Delegates do not have to bring slippers to school.

## Code of Conduct (Online)

In order to ensure the safety of students participating in JMMUN, our conference has a strict policy regarding what can and cannot be done online. In cases where this policy is violated, we will first warn delegates. If the behavior continues, we may be forced to eject students from the conference. In cases where delegates' privacy has been violated, Senzoku teachers will contact teachers at the school of the offending student.

### 1. Online Manners and Privacy Rules

- a. Delegates are discouraged from exchanging personal information during committee sessions, including social media usernames. Only during break can delegates chat with other participants about matters unrelated to their agenda. JMMUN 2022 will have an online social for after the second day of the conference where delegates may freely exchange their contact information.
- b. Delegates are only allowed to use the Zoom chat function in two different cases:
  - i. The delegate can make a general comment to the committee when a technical difficulty prevents them from responding through video chat. For example, if a delegate's mic does not work when their turn to speak comes, they can alert the committee with a comment such as "I'm having mic troubles."
  - ii. Direct messages to other delegates and the chairs are allowed at any time. This will take the place of note passing at a typical MUN conference. However, when sending direct messages, delegates are asked to follow the rules below.
- c. Rude, inappropriate, or intimidating comments are strictly prohibited. Please act in a professional way that befits a delegate of the United Nations.
- d. Only JMMUN Press members are allowed to take screenshots, pictures, videos, or audio recordings. Delegates are strictly prohibited from turning any of the images or audio from the conference into shareable digital media such as videos or photos. If you use other software that turns audio from the cointo text (i.e. transcription software), sharing of that text is prohibited.
- e. Comments or behavior that show a mocking or prejudicial attitude toward a specific nation, race, ethnicity, gender, gender expression, sexual orientation, or religious affiliation are not allowed. If in any case a delegate performs such behavior, they may be prohibited from participating in the rest of the conference.

### 2. Using Zoom

- a. Delegates must keep their microphones off until the chair recognizes them. We recommend all delegates to use earphones during the conference to avoid howling.
  - b. Delegates must change their Zoom username to their country's name and their own name. We also recommend delegates to change their Zoom name after delegates move into blocs. Zoom names are the only identification recognized by the JMMUN staff and other officials. If you do not update your name, you may end up in the wrong place.
    - i. Format (Before joining blocs): Country Name (Full Name)
      - Sample: Afghanistan (Hanako Senzoku)
    - ii. Format (After joining blocs): BLOC 1/Country Name (Full Name)
      - Sample: BLOC 1/Afghanistan (Hanako Senzoku)
  - c. When problems occur, delegates should first contact their chair using a direct message in Zoom or an email for a more complex problem. If the problem is not resolved through this method, please contact the JMMUN administrator by email ([jmmunadmin@senzoku.ac.jp](mailto:jmmunadmin@senzoku.ac.jp)) or google form (<https://forms.gle/ruSq5sqDhXSsuAmi8>). You may also contact the school (080-3258-0249).
  - d. Delegates must turn on their cameras at all times. This is the only way the JMMUN staff can confirm that delegates are fully participating in the conference.
  - e. If your Zoom connection or internet connection is cut during the conference, please exit and reenter the Zoom meeting. If this does not work, please email the JMMUN staff. You may need to contact us via cell phone if your home internet connection is not working.
  - f. It may be advisable to turn off other electronic devices in order to mitigate network troubles.
  - g. Delegates are advised to have a backup electronic device (such as a smartphone with Zoom installed) by which they can access their committee if they have trouble with their primary device.
3. Usage of the Internet
- a. Delegates must not use the internet for researching additional information during the conference. While you may be tempted to gather new information during committee sessions, this is not allowed at a typical MUN conference, so we ask you to focus on what is happening in the committee, not on doing new research. Please make sure to finish your research by the day of the conference.

## Lobbying

Delegates are not permitted to lobby before committee sessions start. “Lobbying” refers to direct communication in which a delegate tries to push their own ideas or countries’ stance on other delegates with the aim of gaining influence in the committee. Any lobbying found may result in a warning by JMMUN staff. This includes making a JMMUN social media account prior to the conference and discussing with other participants from the same school.

## Committee Sessions

With the exception of unmoderated caucuses, direct dialogue between delegates will not be permitted during committee sessions on platforms other than Zoom. During POIs and other instances where a delegate wishes to speak, all delegates must wait until the dais gives permission. When in voting blocs, note passing and any other form of communication between delegates will not be permitted.

## Privacy

All delegates must sign a form agreeing to allow pictures and screenshots taken by JMMUN Press members prior to the conference. These images may be used in future pamphlets or on the JMMUN website. Those who cannot agree to this will have to send an email to the JMMUN committee beforehand. Any delegate not agreeing to these terms will be able to keep their cameras turned off at all times.

## Awards

The JMMUN committee will acknowledge delegates who do a superb job of representing their country. Although awards are presented at the end of the conference, this should not be the sole purpose of attending a Model UN conference.

Awards may be granted to delegates who show they are able to do the following:

1. represents their assigned country, realistically conveying a thorough understanding of the country’s policies
2. conducts themselves in a diplomatic manner during formal and informal debate

3. shows a willingness to negotiate through the topic for the benefit of the committee
4. shows strong knowledge of United Nations structure and function
5. understands, follows, and respects the conference code of conduct
6. displays the ability to verbally present a policy, ideas, and questions during committee
7. is cooperative with the dais to conduct a smooth and fruitful debate that all delegates can enjoy and take part in

The following awards will be given:

- **The Best Delegate Awards:** The Best Delegate Awards are given to one delegation from each committee who demonstrates excellence in representation and performance in the conference.
- **Honorable Mentions:** Honorable Mentions are given to 2 delegations per committee whose diplomatic performance had a positive effect on the committee.
- **Position Paper Awards:** Position Paper awards are given to 1 delegation per committee who performed outstandingly in writing their position papers. Position papers will be evaluated on the thoroughness of the research, the organization/persuasiveness of ideas, and the novelty of solutions presented.

## Chaperone Code of Conduct

### *In Committee Sessions:*

We ask that teachers and chaperones not give advice to their students during committee sessions. Due to social distancing and the limit set on the number of people who can join a Zoom meeting, a limited number of chaperones can enter any given committee at one time. We appreciate your understanding in this matter as we try to provide an environment where many students can participate and their teachers can observe them.

- Chaperone Login Settings

Chaperones are asked to set their Zoom username to the following format:

Format: CHAPERONE (School name TEACHER NAME)

Example: CHAPERONE (Senzoku SMITH)

Other MUN conference guides were used as sources when creating these rules and procedures. Particularly the Global Classrooms International Model United Nations Middle School Conference Conference Code of Conduct, Dress Code, Performance Expectation & Awards booklet (2016) was used to provide ideas.