

# Middleton Model United Nations Bylaws



## Article I. Officers, Elections, and Duties

### 1. Officers & Duties

- a. The officers of the Model UN board are, in order of election, emergency succession, and position priority:

- i. President

1. The President is responsible for overseeing club meetings, organizing simulations, meeting with club advisors, and being the primary point of contact for members with questions about parliamentary procedure, club operations, etcetera. Any member of the board is free to take over these duties if it alleviates the burden of the President.

- ii. Vice President

1. The Vice President is the primary point of contact for MADMUN organization and participation, and serves as the Secretary General when Middleton High School is MADMUN's host school. The Vice President is responsible for maintaining duties of the President which the President cannot reasonably achieve due to occupation with other duties.

- iii. Secretary

1. The Secretary is responsible for organizing Board meetings, taking notes, and is usually responsible for keeping time during speeches. The Secretary may take on additional duties as needed. The Secretary works on MiniMUN conferences. Secretaries are recommended to be the primary point of contact for new members with questions *during* meetings.

- iv. Treasurer

1. The Treasurer is responsible for collaborating with club advisors and procuring funds through fundraisers, MiniMUN conferences, and the sale of Bucky Books. The Treasurer may also introduce spending plans to the Board and its advisors. The Treasurer must prioritize access to Model UN programming for those who are financially unable to access this programming under normal circumstances.

- v. Public Relations Representative

1. The Public Relations Representative is in charge of the MUN social media accounts as well as club promotion and branding. Communicating with the rest of the school, including contacting the yearbook and ensuring the club is represented at school events, is a primary responsibility of the PR representative. The PR Representative is responsible for maintaining a weekly

post-meeting summary communication with all members and sending out resource links.

- b. The Board is expected to do everything reasonably necessary to continue the operation of the club as a safe and educational experience for all, including electing Parliamentarians, maintaining the club website, familiarizing themselves with parliamentary procedure, and holding Board/advisor meetings and communications.

## 2. Elections

- a. Elections will take place on the penultimate MUN meeting of the year
- b. Elections for the offices of President, Vice President, Secretary, Treasurer, and Public Relations Representative will be held
  - i. Any member of Model UN is eligible to run for office, given that they will attend Middleton High School or Clark Street Community School for the entirety of the following school year. Therefore, graduating seniors or students transferring out of the MCPASD school district are not eligible to run for office
  - ii. Candidates may plan to run for multiple positions, knowing that they will be ineligible to run for lower positions if they win a higher one (i.e. if someone runs for every position and wins President, they will no longer be able to run for other positions)
- c. Elections will include a secret ballot system to maintain the privacy of each voter
- d. The winner must achieve a majority threshold (50.1% or higher).
  - i. If a majority is not achieved in the initial round of voting, a runoff will be held between the two highest vote-receivers of the initial round.
- e. Those seeking election may give a speech advocating for their candidacy, yet are not required to do so.
- f. If any election results in a tie, a runoff must be held to determine a winner. However, if the following run off results in a tie then all senior votes will be subtracted from the runoff tally.

## 3. Special Elections

- a. In the case that a member of the board steps down or is removed from office, a special election must be held at soonest convenience
  - i. Once it is known that a board member is unable to continue their duties, the club must be notified immediately
  - ii. Current board members will take the next position, in ascending order according to the line of succession
  - iii. The special election will be held in the same way as regular elections, except only the position of PR representative will be voted on

## **Article II. Membership**

### 1. Membership Qualifications

- a. Any student at Middleton High School or Clark Street Community School is eligible for membership in Middleton Model UN

### **Article III. Officers and Decision-Making**

- 1. Parliamentarians
  - a. Parliamentarians are chosen by the board
    - i. Parliamentarians, once appointed, may decline the position
  - b. Parliamentarians are responsible for training the club on parliamentary procedure and on maintaining a good example for club members, learning how to run simulations, and assisting with running meetings as necessary
  - c. The board creates a list of outstanding delegates to vote on for Parliamentarian
    - i. This list must be formed between three and four weeks after the first Model UN meeting, and delegates must consent to their inclusion on this list in order to expedite the process of election
  - d. There is a standing recommendation of three Parliamentarians, but the Board may adjust the number of Parliamentarians they are electing as they see fit.
  - e. Parliamentarians can assist the board with conferences, assist in the management of sims and overall running of club meetings.
  - f. If a parliamentarian steps down from their position, the board should appoint a new Parliamentarian
- 2. Votes of no confidence
  - a. If necessary, a vote of no confidence may be held against a member of the board
  - b. In order for a vote of no confidence to pass, the board must have:
    - i. The consent of both advisors
    - ii. The board's unanimous approval to remove, excluding the vote of party being voted on
    - iii. The approval of two-thirds of parliamentarians
  - c. Once a vote of no confidence passes, the party voted on will be removed from the board, effective immediately
  - d. See clause 3 of Article I for the re-election of the removed party

### **Article IV. Meetings**

- 1. Meetings are held every Monday when school is in session from 4:00-5:00 p.m. in the North LMC, unless the school specifies otherwise
  - a. It is recommended that the final meeting of each school year be held outside
- 2. Not all board members are required to be present for meetings; however, it is recommended that board members inform the rest of the Board of their absence ahead of time to ensure that two or more members are present in an ideal high-absence scenario. If no board member is present at the meeting, the Parliamentarians will run the meeting according to standard operations.

3. Meetings are recommended to include three parts:
  - a. Club Updates
    - i. Updates on merchandise, conferences, etcetera should be briefly discussed
  - b. Current Events
    - i. Current Events should be briefly discussed in order to maximize delegate and member awareness of the state of the world
  - c. Simulation
    - i. The running of a simulation should take the majority of a meeting's time and should be engaging and accessible. Joint Crisis Committees and Crisis Simulations are permitted but no more than one simulation should take place during a meeting. Members should be given a one-week notice that a simulation is ending. Members should be consulted as to whether or not a simulation takes place. Crisis notes may be replied to during meetings provided that this does not disrupt the running of a Simulation.