



SECURITY & RUNNER HANDBOOK



YEARS OF
SHAPING LEADERS

BMUNIS'25

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INTRODUCTION

Over the past year, Our Security Department has been steadfastly committed in preparing for what promises to be the most enriching and highly anticipated BMUNIS conference yet. Celebrating a decade of diplomacy, **Our Head of Security, Shumvarthini Kannan as well as our Undersecretary of Security Avril Anthony Panvalkar** have devoted their unwavering determination and tireless efforts to guarantee the seamless success of our operations. We cordially invite you to explore the dynamic world of international relations through Model United Nations. In today's world, marked by increasing international communication and globalization, It is extremely important for students to be well-informed on geo-political conflicts and transnational discussions. Model United Nations gives beginners a platform which provides an environment where delegates learn through participation, gain experience in international relations, decision-making, and oratory.

The BMUNIS organising team would like to express our heartfelt gratitude to the **Executive Committee, the Principal, Mr. V.R. Palaniswamy, the Vice-Principal (Senior Section), Mr. G Satheesh, and the Vice-Principal (Junior Section), Mr. Jose Thomas**, for their valued support and endorsement of every decision marking the success of this event. Our teaching faculty has been our strongest pillar of support, from assisting us to giving us meaningful advice, we extend our earnest appreciation to the teachers, faculty, administrative staff, and everyone else who made this event possible.

This guide will help you get a broader aspect of all the rules and procedures of the conference. We look forward to communicating with you before and during the conference and hope to provide the students with an exciting and memorable experience.

**The Student Director of the Organising Committee,
Niharika Sarkar**

SECURITY GUIDE

Securities play a vital role in a Model United Nations Conference; it is their responsibility to ensure that the conference runs smoothly and that every delegate in the council maintains utmost diplomacy and discipline. Securities are responsible for their delegates whether they are inside or outside the council.

Securities (duties within the council):

- ❖ Securities must always be present within their respective council.
- ❖ Your role is to ensure that the council assigned to you runs smoothly without any hurdles, and the delegates must maintain decorum and diplomacy.
- ❖ All security must ensure that no delegates leave the council without your knowledge.
- ❖ All security has the authority to warn the delegates in case of any unparliamentary behavior.
 - Warnings: The delegate will be warned thrice at a maximum after which the delegate will be clipped and will not stand a chance to win an award, in case of the fourth warning, the delegate will be immediately escorted outside the conference by security.

(Clipping of any delegate can be done only by the Head of Security)

- Securities must always be alert and aware of the conference itinerary.
- Electronic devices should be kept **silent** during the council.
- Delegates are not allowed to use mobile phones while the conference is in session.

Securities (duties beyond the council):

- ❖ It is your responsibility to ensure that the securities allotted to their respective councils are always present within their councils.
- ❖ All delegates are expected to follow a certain dress code. As a security, it is your responsibility to ensure that the delegates are following the dress code.

Action: To be reported to the Head OR Undersecretary of Security.

- ❖ All security must be present during the opening ceremony, the lunch break, and the closing ceremony to ensure the smooth running of the event.

RUNNER GUIDE

In Model United Nations, the runner acts as the helping hand in the council. Within the council, there may be certain things that the chairperson or the delegates may require such as a bottle of water or a pen. This is where the runners come into the picture by providing the council with everything they require.

Important Points to be noted:

- Runners must always be present in their respective council. The runners can leave the council only if instructed by the chair.
- Any work assigned by the chairperson or the delegates, for example, to increase or decrease the A/C temperature or to provide one with a bottle of water, etc. must be done by the runner.
- Runners are in charge of passing diplomatic notes in a council as the delegates are not allowed to communicate directly, instead, they are meant to send diplomatic notes to communicate with their fellow delegates.
- ➤ *Runners should ensure that the conversation between the delegates remains confidential and must pass the note only if it is related to the council and issues at hand.*
- While in the council, the runner must be vigilant and alert so that he/she can cater to the needs of the council effectively as well as distribute the resolutions to all the delegates on time.
- Electronic devices should be kept **silent** during the council.

SHIFT ROTATION

To maintain both productivity and engagement, BMUNIS has introduced a system known as **Shift Rotation**. This initiative allows logistics runners to alternate between their designated duties and experiencing different councils, while still ensuring that responsibilities are fulfilled and the conference runs smoothly.

How the system works (example):

If “A” is assigned as the Logistics Runner for the 1st Floor, he must remain on the floor and carry out his duties during the first hour. In the following hour, he has the option to switch with a runner inside any council of the respective floor, provided that the council runner is a student of The Indian School. After completing one hour inside the council, “A” must return to his floor duty. This pattern can continue on an alternate-hour basis until lunch. After the lunch break, all logistics runners are required to remain in their assigned floors for the rest of the day.

NOTE: Councils will be spread out across three floors. Therefore, this system will apply to three Logistics Runners, each responsible for managing their respective floor. At no point should a floor be left unattended. The runner who switches into the Logistics position during the hour must take full responsibility for all duties of that role until the original runner returns.

Important points to be followed:

- Runners may only switch if the replacement is a student of **The Indian School** and both runners agree to the switch temporarily for that hour. The switch must also be communicated to and approved by the **Head or Undersecretary of Security**.
- Once a runner has spent time in a particular council, they may not return to the same council again. This ensures that every logistics runner has the opportunity to experience different councils fairly.
- Runners must be punctual and return to their original position as soon as the one-hour period has ended. Any delay in returning can disrupt council proceedings and will not be tolerated.
- Shift Rotation will take place on both days of the conference and will only apply **until lunch**. After lunch, the allotted positions remain fixed.
- Switches are to be used to gain meaningful experience within councils and to assist where needed. Misuse of the system for personal convenience will not be tolerated.
- **Logistics runners are reminded that their primary responsibility is their floor duty.** The opportunity to enter councils is a privilege that should not compromise efficiency or discipline. Runners are expected to maintain professionalism, alertness, and discretion at all times.

DRESS CODE POLICY

The following is the expected dress code:

Gentlemen:

- Dress shirt
- Dress trousers [sweater, blazer, suit, tie (optional)]
- Formal shoes (no slippers, loafers, sneakers, sports shoes etc.)
- Neat and Proper haircut
- No hats or caps are allowed.

Ladies:

- A dress / suit / dress slacks, or skirt (**strictly below the knee**) with a blouse or sweater
- Formal shoes, heels / boots are all acceptable attire. (no slippers, loafers, sneakers, sports shoes etc.)
- No hats or caps are allowed.

Action: To be reported to the Head OR Undersecretary of Security.

