



37th WAGGS WORLD  
CONFERENCE  
UGANDA  
2020

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS  
**37th WORLD CONFERENCE**

**WoCo 1a: RULES OF  
PROCEDURE**

DECEMBER 2019



WORLD ASSOCIATION  
OF GIRL GUIDES  
AND GIRL SCOUTS

# WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS

## 37th WORLD CONFERENCE RULES OF PROCEDURE

### 1. THE PURPOSE OF THE RULES OF PROCEDURE

The purpose of the Rules of Procedure (Rules) is to facilitate the handling of the business of the World Conference and establish the way decisions will be taken. These Rules ensure a clear, democratic and transparent decision-making process and provide clarification on attendance, circulation of information, and voting and election procedures at World Conference.

### 2. ATTENDANCE

#### *i. Delegates and Observers from Member Organisations*

Each Full or Associate Member Organisation of WAGGGS is entitled to send two Delegates appointed from within its membership. The Delegates carry the authority of their Member Organisation to speak on its behalf and are expected to participate in all proceedings. One of these Delegates should be identified as the Head Delegate and will carry the additional authority to vote on behalf of the Member Organisation.

In accordance with Section 12.7.3 of the WAGGGS Constitution, if the identified Head Delegate is unable to attend a voting session during the conference, the Member Organisation shall authorise another person to act as its representative and shall give notice of that appointment to WAGGGS in accordance with the constitution. The notice should be provided to the Procedural team Coordinator.

Member Organisations may also send Observers. The Observers act in support of their Head Delegate. Each Member Organisation may send up to a maximum of ten (10) Observers.

Where a Federation exists, the Component Associations of that Federation should decide together the composition of the delegation. Each Component Association may suggest members to form part of the Federation's delegation and the Federation shall select two from among this number to be their official Delegates and may select additional persons to attend as Observers in line with the observers scale above.

#### *ii. World Board and WAGGGS staff*

Members of the World Board and WAGGGS staff attend the World Conference and may be invited to speak, by the Conference Chair, during sessions. Throughout the Conference, members of the World Board, and WAGGGS staff are available for consultation and discussion.

### *iii. Guests*

Guests invited by the World Board, in conjunction with the Hostess Member Organisation, may include:

- Representatives of National Girl Guide/Girl Scout Organisations working towards Membership of WAGGGS;
- Honorary Associates;
- Members of WAGGGS Committees and Working Groups, including Regional Committees
- Additional representatives of the Hostess Member Organisation;
- WAGGGS representatives at the United Nations and its specialized agencies;
- Representatives of Organisations outside the Membership of the World Association;
- Members of the Board of Directors, Executive Director and National Co-ordinators of the Olave Baden-Powell Society;
- Other Invited Guests.

### *iv. Expectations*

Delegates and Observers are expected to:

- have read and discussed the content of all Conference documents before arriving at the Conference;
- be fully informed on their Member Organisation's point of view on all agenda items;
- attend all sessions;
- participate in learning and sharing groups and workshops;
- participate in an evaluation of the World Conference;

Delegates should make a full report to their Member Organisation on the Conference and the decisions reached.

Guests and invited attendees are expected to:

- attend sessions they are required to;
- participate in learning and sharing groups and workshops;
- participate in an evaluation of the Conference.

## **3. QUORUM OF THE CONFERENCE**

The quorum at World Conference is one-third of the Member Organisations entitled to vote upon the business being considered. For each session, the quorum is half plus one of those attending the conference meeting and entitled to vote upon the business at that session.

If at any time during the conference a quorum ceases to be present, the Conference may discuss issues and make recommendations to the World Board but may not make any decisions. If decisions are required which must be made by a meeting of the Member Organisations, the meeting must be adjourned without making a decision.

#### *i. Roll Call*

A Roll Call of all Member Organisations is taken at the Opening Session to record all Member Organisations in attendance at Conference. The Roll Call will be repeated at the start of every voting session.

#### *ii. Voting Strength*

The voting strength is the total number of votes able to be cast. It is equal to the number of Member Organisations registered at the Conference present in the room at the start of the voting session. This is established at the start of each voting session by the Teller and reported to the Session Chair who will then inform Conference.

### **4. THE LANGUAGES OF THE WORLD CONFERENCE**

The languages of the Conference are Arabic, English, French and Spanish and participants should have a good working knowledge of one of these. All Conference documents will be available in these languages. Simultaneous interpretation in these four languages will be available during the Plenary Sessions, and as far as practicable in breakout sessions.

### **5. CONFERENCE DOCUMENTATION**

Documents (for acceptance, discussion, and decision) which support the agenda will be made available on the World Conference website, Conference App and emailed to Member Organisations. During the conference these will also be available on the Conference App. Member Organisations are requested to ensure that their delegation has access to the required Conference documents.

#### *i. Agenda*

The Agenda is prepared by the World Board from items submitted by Member Organisations and by the World Board. It is shared with Member Organisations at least sixty days before the date of the World Conference.

With the approval of the Conference Chair and the Procedural Team Coordinator, items not included on the Agenda may be considered at the Conference for discussion only. This request requires a simple majority vote to be approved.

## *ii. Programme*

The programme, outlining the timetable and the content of the World Conference, is devised by the World Board, in consultation with the Hostess Member Organisation. A draft of the programme will be circulated at least sixty days before the date of the World Conference.

## **6. KEY ROLES AND RESPONSIBILITIES**

### *i. Conference Chair (refer also to the separate Terms of Reference for the Procedural Team)*

There is one overall Chair of the Conference appointed by the World Board. There may also be two Vice-Chairs, appointed by the World Board from amongst their number to support the Conference Chair in her duties. The Conference Chair and Vice-Chairs will be ratified by World Conference at the start of the Conference by general consent or a simple majority vote. The Conference Chair may delegate chairing of sessions to a Session Chair(s).

The Conference Chair, following consultation with the Procedural Team Coordinator, will decide on any point of voting not covered in the Rules of Procedure including the sequencing of voting on Proposed Motions and Proposed Amendments. The ruling of the Conference Chair will be final on all procedural matters including, but not limited to length of speeches, voting methods, and management of agenda items.

### *ii. Procedural Team (refer also to the separate Terms of Reference for the Procedural Team)*

There will be a Procedural Team of three individuals from different Member Organisations, one of whom will be the Procedural Team Coordinator and will lead the Procedural Team. The Procedural Team will be ratified by World Conference at the start of the Conference by general consent or a simple majority vote.

The Procedural Team supports Member Organisations to understand Conference procedures and submit motions and amendments. The team works with Member Organisations before and during the Conference, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and/or Proposed Amendments. This includes refining language, compliance with WAGGGS Constitution and Bye-Laws, ensuring intent and outcomes are clear, and that translations are appropriate.

During the Conference the Procedural Team supports the Conference (and Session) Chair to ensure that the WAGGGS Constitution and Bye-Laws and the Rules of Procedure are appropriately implemented and complied with.

### *iii. Teller(s)*

There shall be at least one Teller selected by the World Board from among the members of WAGGGS Member Organisations already attending the conference (excluding Delegates). The Teller will be ratified by World Conference at the start of the Conference by general consent or a simple majority vote. In addition, members of the Procedural Team (excluding the Procedural Team Coordinator) may also undertake the role of Teller when needed.

The Teller(s) will count all votes cast by general consent, recorded vote and by ballot and assist, as necessary, with electronic voting and report to the Conference Chair.

## 7. MOTIONS AND AMENDMENTS

### *i. Definitions of motions and amendments*

<b>Proposed Motion</b>	A Proposed Motion is a proposal that is open for discussion by the Conference.
<b>Motion</b>	A proposal that has been moved by one Member Organisation, to
<b>Proposed Amendment</b>	Suggested change in the wording of a Proposed Motion.
<b>Amendment</b>	A change which has been moved by a Member Organisation (different to the original moving Member Organisation) in the wording of a Motion.

### *ii. Proposed Motions received before the conference<sup>1</sup>*

Proposed Motions should be clear in intent and outcome, concerned with and related to the Mission of WAGGGS, or an issue on which the proposer considers WAGGGS should express an opinion. Proposed Motions should also be clear and concise, and, where possible, indicate future ways of action.

A Proposed Motion that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. Before the start of the Conference, this decision is made by the World Board or the Procedural Team, acting on the behalf of the World Board. The Proposer will be informed if their Proposed Motion has been approved or not. Proposed Motions submitted and not approved will not be circulated to Member Organisations.

The Proposer may be required to work with the Procedural Team:

- To make such changes in the wording of a Proposed Motion to ensure clarity and a clear presentation;
- To work with another Proposer to develop or agree to a composite Motion if two or more Proposed Motions on the same or similar topics are submitted.
- If no composite Motion is agreed upon, then all proposed Motions on the same or similar topics will be considered by the World Board to determine if they are suitable for presentation to Conference.

All Proposed Motions received, approved and circulated prior to the conference will be presented and discussed at the Conference. The Session Chair will ask for a member from a delegation of a Member Organisation to formally present the Proposed Motion. The Session Chair will ask the member to state whether she/he is speaking in the capacity of a Delegate or Observer and the Member Organisation they represent. In the case of Motions proposed by the World Board, a member of the Board will be asked to formally present the Proposed Motion.

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1. Background information and guidance on writing motions and a template can be found in the "Call for Proposed Motions" document

Following the presentation of each item, the Session Chair will open the discussion to the floor. The Session Chair determines and declares when the discussion ends. Each Member Organisation will speak only once, unless the Session Chair makes an exception. The presenting Member Organisation is also able to speak once during the discussion, in addition to presenting the Proposed Motion.

### *iii. Proposed Motions and Proposed Amendments received at the conference*

With the approval of the Conference Chair and Procedural Team Coordinator, Proposed Motions not previously circulated may be considered and voted by the Conference. At the beginning of the Conference the Session Chair will inform Member Organisations of the time by which Proposed Amendments and new Proposed Motions submitted during the Conference must be presented to the Procedural Team. The deadline will ensure sufficient time for the Member Organisations to prepare themselves for voting.

A Proposed Amendment should not introduce a different topic, but should clarify, strengthen or challenge the original Proposed Motion. A Proposed Motion or Proposed Amendment that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. During the Conference, this decision is made by the Conference Chair, in consultation with the Procedural Team Coordinator.

Proposed Motions submitted during the Conference relating to policy and standards; Triennial policy; Membership; WAGGGS Constitution and Bye-Laws; and general financial policy will not be considered. Proposed Motions received during the Conference may not be amended.

The Proposer will be informed if their Proposed Motion or Proposed Amendment has been approved or not. Proposed Motions and Proposed Amendments received but not approved will not be circulated.

The Proposer may be required to work with the Procedural Team to:

- make such changes in the wording of a Proposed Motion or Proposed Amendment to ensure clarity and a clear presentation;
- work with another Proposer to develop or agree to a composite Motion or Amendment.

All Proposed Motions and Proposed Amendments received, approved and circulated during the conference will be presented and discussed during the voting session. The Session Chair will ask for a member from a delegation of a Member Organisation to formally present the Proposed Motion or Proposed Amendment. The Session Chair will ask the member to state whether she/he is speaking in the capacity of a Delegate or Observer and the Member Organisation they represent. In the case of Motions or Amendments proposed by the World Board, a member of the World Board will be asked to formally present the Proposed Motion/Amendment.

Following the presentation of each item, the Session Chair will open the discussion to the floor. The Session Chair determines and declares when the discussion ends. Each Member Organisation may speak for up to three minutes and may speak only once, unless the Session Chair makes an exception. The presenting Member Organisation is also able to speak once during the discussion, in addition to presenting the Proposed Motion/Amendment.

There may be more than one Proposed Amendment for a Proposed Motion. The Conference Chair in consultation with the Procedural Team Co-ordinator, will decide the order in which the Amendments will be voted on, prior to the main Proposed Motion. The Session Chair explains the consequences of the Proposed Amendment to the Proposed Motion it suggests to change.

#### *iv. Moving Motions and Amendments*

After discussion and before voting, the Session Chair will ask for a Head Delegate of a Member Organisation or a member of the World Board to move the Proposed Motion/Amendment. Proposed Motions and Proposed Amendments must be moved or the Motion/Amendment fails.

Motions and Amendments which have been successfully moved do not require seconders. Once a Motion or Amendment has been moved, it may only be withdrawn with the consent of the Conference.

## **8. VOTING**

Decisions of the World Conference will be recorded in a Voting Record that is sent to Member Organisations and is made available on the WAGGGS website within one month of the Conference.

#### *i. Proxy Voting*

Proxy voting is not permitted under the current Rules of Procedure.

#### *ii. Eligibility to Vote*

To be eligible to vote, a Member Organisation must have paid their annual WAGGGS' Membership fee up to and including the financial year immediately preceding the Conference, unless remission or postponement of fees has been authorized by the World Board. Any change to this status during the World Conference should be advised to the Procedural Team Coordinator prior to the start of the next session.

#### *iii. Speaking and voting rights*

<b>Who</b>	<b>Speaking</b>	<b>Voting</b>
Delegates	May speak on any and all issues, when recognised by the Conference/Session Chair in accordance with the procedures	Have one vote per Member Organisation
Observers	May speak only if requested by their Head Delegate and approved by the Conference/Session Chair	Do not have a vote



**Who**

World Board

Any other attendees  
(Including: representatives from Countries

Working Towards

Membership, WAGGGS

staff, individuals or representatives of groups

invited to attend as

**Speaking**

May speak on any and all issues, when recognised by the Conference/Session Chair in accordance with the procedures

May be invited to speak by the Conference/Session Chair during sessions

**Voting**

Do not have a vote

Do not have a vote

**iv. Issues for voting:**

Each Member Organisation present at the Conference has one vote, unless suspended. However, there are some issues on which only Full Member Organisations can vote. The voting rights at World Conference are as follows:

Opening Business session - Ratification of: <ul style="list-style-type: none"> <li>World Conference Chair and Vice-Chairs</li> <li>Procedural Team Coordinator and Procedural Team members</li> <li>Teller(s)</li> <li>Conference Agenda</li> <li>Rules of Procedure</li> <li>Acceptance of the previous World Conference Record of Decisions</li> </ul>	Full and Associate Members	General Consent or Simple majority
Acceptance of Triennial Report	Full and Associate Members	75% majority
Approval of: <ul style="list-style-type: none"> <li>Changes to the Constitution and Bye-Laws;</li> <li>Policy, strategy and standards;</li> <li>Triennial policy</li> <li>Admission and cancellation of Membership;</li> <li>General financial policy/issues;</li> <li>Making a session a Closed Session; and</li> <li>Changes to those permitted to attend the World Conference</li> </ul>	Full Members only	75% majority
Election of the World Board	Full Members only	Simple majority
Bid to host the next World Conference	Full and Associate Members	Simple majority
Other Motions and Amendments	Varies according to the nature of the Motion/ Amendment. The Procedural Team will decide (before voting) the majority required to carry a Proposed Motion or Proposed Amendment.	

#### v. *Methods of Voting*

The following voting methods may be used during the Conference:

**General Consent:** When a proposal is not likely to be opposed, the Session Chair says, "If there is no objection". The members show agreement by their silence. If an objection is raised, the Session Chair may ask for a show of hands.

**By Show of Hands:** For majority votes only. The Session Chair asks for those in favour to raise their hand. The Teller(s) must always take an exact count of this number for record purposes.

**Electronic Voting:** The results will be shown in detail, apart from the Bid to host the next World Conference, election of World Board members and decisions on the cancellation of Membership, when only the decision and not the counted vote will be displayed.

**By Raising Country Card:** For use when a full count is required. The Session Chair asks in turn for those in favour, those against and those abstaining to raise their country card. On each occasion the Teller(s) counts this number. This is a quick and simple method when secrecy is not crucial.

**Paper ballot:** A paper vote may be taken when electronic voting is not available. A paper vote may also be taken at the discretion of the Conference Chair, after consultation with the Procedural Team Coordinator, when secrecy is desired. The Teller(s) counts the paper votes and reports the result to the Session Chair.

In any vote where Member Organisations are asked to vote in favour of a proposal, against a proposal or abstain, an abstention has the effect of a no vote.

#### vi. *Voting on bids to host the next World Conference*

Where there are more than two bids there will be one initial round of voting for all the bids. If no bid receives a simple majority, the bid with the lowest number of votes will be eliminated, and a further round of voting will take place. This process will be repeated until such time as a simple majority is reached.

#### vii. *Voting on Proposed Motions and Proposed Amendments (see also section 7iii)*

- Before taking a vote on Motions and Amendments the Session Chair will explain:
- what the vote is about;
- who is entitled to vote;
- the order in which any Proposed Amendments will be voted on;
- the required majority and how many votes are needed for the Proposed Motion/ Amendment to be carried;
- how the vote will be taken;
- the outcome in the case of passing or defeating the Proposed Motion or Amendment.

Proposed Motions are voted in the order determined by the Conference Chair, in consultation with the Procedural Team Coordinator. In the event of a tied vote, the Motion/Amendment is not carried. The Teller(s) have the final word in relation to the number of votes cast during the voting session.

## **9. CLOSED SESSIONS**

All sessions are open to all Conference participants. However, at any time the World Board or any Member Organisation may request for a specific session to be closed and will be allowed up to three minutes to explain the reasons for the request. The request needs to be agreed by a majority of 75% of Full Member Organisations entitled to vote at that particular session.

Only Head Delegates, other Delegates and Observers of eligible voting Member Organisations, the World Board, and WAGGGS staff may attend a closed session. During the closed session communication with people outside of the room will be restricted, including the use of Social Media.

## **10. ELECTION OF THE WORLD BOARD**

### *i. Voting process*

The process of voting is as follows:

- There will be six rounds of voting, one round for each of the vacant seats.
- Voting is by secret ballot and will be by electronic ballot or, if that method is not available at the time of voting, by paper ballot
- The names of the candidates shall be displayed in alphabetical order on the ballot.
- In each round of voting, one vote for one candidate may be cast.
- At the end of each round of voting the candidate with the highest number of votes is selected to fill a vacancy. The candidate name is displayed to Conference.
- The Approved Persons will be filled by the candidates receiving the 2nd and 3rd highest number of votes in the final (6th) round of voting.
- If there is a tie for first place at any stage, the tied candidate(s) will all be considered elected if there are sufficient vacancies remaining. If it is the final round of voting or if insufficient vacancies remain open, a vote will be run between the tied candidates.
- Voting continues until all vacancies have been filled.
- Following the six rounds of voting there will be a final vote by simple majority to ratify the six new Members of the World Board and the Approved Persons.

## **12. SOCIAL MEDIA**

The use of social media (Facebook, Twitter, Skype, smart phones, etc.) is allowed during sessions of the Conference including voting sessions, excluding Closed Sessions. Should the use of social media have to be restricted for any reason, participants will be informed by the Session Chair.

### **13. GENERAL**

The Conference Chair, following consultation with the Procedural Team Coordinator, will decide on any point not covered in the Rules of Procedure.

# GLOSARIO

<b>Agenda</b>	Formal printed list of matters to be considered at the Conference.
<b>Abstention</b>	During a vote, when a Member Organisation declares that it is neither voting for, nor against, a proposal.
<b>Amendment</b>	A change which has been moved by a Member Organisation (different to the original moving Member Organisation) in the wording of a Motion.
<b>Associate Member</b>	A national organisation that has achieved Associate Membership in accordance with 10.9.2. of the WAGGGS Constitution
<b>Conference Chair</b>	The person who has been appointed by the World Board and approved by World Conference to preside over the conference and to ensure that the business of the Conference is properly carried out.
<b>Delegate</b>	A person selected to represent a Member Organisation.
<b>Full Member</b>	A national organisation that has achieved Full Membership in accordance with 10.9.1 of the
<b>Member</b>	When written with a capital “M” this refers to a Member Organisation that is either an Associate or Full Member of WAGGGS.
<b>member</b>	When written with a small “m” this refers to a person.
<b>Majority</b>	The number of votes in favour required for a Proposed Motion to be carried
<b>Motion</b>	A proposal that has been moved by one Member Organisation, to be voted on by the Conference.
<b>Observer</b>	A person appointed by a Member Organisation, other than the Delegates in a delegation of a Member Organisation, to act in support of its Delegates at a World Conference.
<b>Procedural Team</b>	The Team which ensures the Conference is run as per the Rules of Procedure, WAGGGS Constitution and Bye-Laws and which is the starting point and coordinator of any wording changes for Proposed Motions and Proposed Amendments. The Team is available for con-
<b>Proposed Amendment</b>	Suggested change in the wording of a Proposed Motion.
<b>Proposed Motion</b>	A Proposed Motion is a proposal that is open for discussion by the Conference.
<b>Quorum</b>	The minimum number of Member Organisations required to make the Conference pro-
<b>Session</b>	A period of time in the conference programme dedicated to a particular topic.
<b>Session Chair</b>	A person who Chairs a session of the World Conference to ensure that the business of the session runs smoothly while referring all questions on procedure to the Procedural Team Coordinator
<b>Simple Majority</b>	A simple majority is more than half of the voting strength.
<b>Teller</b>	A person who is responsible for counting all votes cast by Member Organisations where a count is required and assist, as necessary, with electronic voting.
<b>Tied vote/Parity of votes</b>	When an equal number of votes has been received for and against a Proposed Motion, or in the case of an election, between two candidates.
<b>Vote</b>	A count of opinions of Member Organisations
<b>Voting record</b>	Written record of all Motions/Amendments and their proposer, together with the votes for, against and abstentions.
<b>Voting strength</b>	The total number of votes able to be cast. Established at the start of each voting session by the Conference/Session Chair. It is equal to the number of Member Organisations registered at the Conference present in the room at the start of the voting session. It is reported to the Conference and includes Full Member, or when appropriate, Full and Associate Member voting strength.