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**BACKGROUND INFORMATION**

**AND GUIDANCE ON MOTIONS**

**AT REGIONAL CONFERENCES**

In accordance with the Regional Conference Rules of Procedure, Member Organisations (MOs) can propose motions for discussion at the Regional Conference. Proposed Motions should be submitted by **17:00 (UTC) on Friday 12 April 2019**. The Regional Committee will then consider whether they are relevant and suitable for presentation to Conference.

A submitted 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 Regional Committee or the Procedural Team, acting on the behalf of the Regional Committee. During the Regional Conference, this decision is made by the Procedural Team and Conference Chair together.

Proposed Motions received will be translated and circulated to all Member Organizations in the Region no later than 60 days before the official opening day of the Regional Conference.

Member Organisations will be able to submit amendments to these motions which clarify, strengthen or weaken the original motion, in writing at the start of the Conference. The specific deadline for this will be announced by the Conference Chair. New motions can only be submitted at the Conference with the approval of the Conference Chair and Procedural Team Coordinator. Such motions (also known as tabled motions) cannot be amended during the Conference. **Motions submitted during the Conference that relate to issues concerning policy[[1]](#footnote-1) or which require significant research will not be considered. The term policy includes the financial plan for the triennium. Motions that have a significant budgetary effect are therefore considered to relate to policy. Such motions should therefore instead be submitted at the latest by the 12 April 2019 deadline.**

**Motions related to the WAGGGS Constitution or Membership will not be considered. The reason that motions regarding these matters cannot be considered, is due to the WAGGGS Constitution that states that these matters are decided by the World Conference, where all Member Organisations gather.**

Please find below guidelines prepared by the Governance Committee to assist Member Organisations when submitting proposed motions or proposed amendments to motions. These guidelines explain the purpose of Regional Conference motions, guidance on which motions should/could be taken to a Regional Conference and guidance on how to write a motion.

# **PURPOSE AND SCOPE OF CONFERENCE MOTIONS**

1. Proposed Motions are proposals that are open for discussion by Member Organisations (MOs) at the Conference and then voted upon. Proposed motions should be of interest, direct concern and relevance to the WAGGGS Region; and for decision or consideration by the Members of the Region. That means that the proposals should address something that the proposer thinks are of interest for the whole Region or a majority of MOs within the Region. The proposals will be sent out to all MOs in the Region by WAGGGS before the Regional Conference.
2. A proposed motion must be concerned with, and related to WAGGGS’ Mission, or an issue on which the proposer considers that the WAGGGS Region should express an opinion. A proposed motion that does not comply with this requirement will not be submitted to the conference.
3. A proposed motion should be clear and concise, and where possible, should indicate future ways of action. The proposed motion consists of two parts: the proposal and a short explanation (rationale) on why the proposer suggests the Conference vote “yes” to the proposed motion. If it is unclear what the proposer suggests, the Procedural Team could contact the proposer to discuss clarifications. If a proposer is contacted by the Procedural Team, this is to offer support. If a motion is too unclear, it will not be submitted to the Conference. What is stated in this paragraph, also applies to suggested amendments to motions.
4. The Regional Committee may propose a motion, but may not propose an amendment.
5. Proposed motions could, for example, cover suggested ways to work or suggested forms of support to the MOs in the Region for the upcoming triennium, as long as this has no significant budget effect or changes the overall priorities – the Policies – for the Region or WAGGGS. Proposed Motions relating to policy, Constitution, or which require significant research will not be considered. The term policy includes the triennial work plan and the financial plan for the triennium. Motions that have a significant budgetary effect are considered to relate to policy. The term “require significant research” refers to suggestions that would either significantly affect the budget to research or that would require significant volunteer/staff time to research. The reason that motions regarding these matters cannot be considered, is due to the WAGGGS Constitution that states that these matters only can be decided on by the World Conference, where all MOs gather.

The proposed motions can only apply to the Region that the proposer belongs to: if the proposer wants to make a suggestion that would affect WAGGGS globally, the proposed motion should instead be submitted to the next World Conference.

If the Procedural Team considers a motion as relating to policy, Constitution, Membership or requiring significant research, the Procedural Teammight contact the proposer to explain why a motion cannot be considered in the submitted form.

1. We encourage MOs within the Region to engage with each other before and during the Regional Conference, and within this it is allowable for an MO to ask and/or answer any reasonable questions of clarification about motions that have been proposed. However, following the principles of Guiding, we discourage the active campaigning or attempts to influence the voting of fellow MOs outside of the official process. For example, we discourage the unauthorised distribution of materials, and/or the giving of gifts in return for support of a motion.

# **HOW TO WRITE A CONFERENCE MOTION**

1. *What is most important to think of when writing a proposed motion?*

A motion should be easy to understand, logically argued and well presented. It should contain two parts: the actual proposal and the rationale/background. As far as is possible the motion should be brief. It is always a good idea to have someone that is not familiar with your proposed motion read it through before you submit it, to make sure that it is easy to understand and that you have managed to convey what you wanted to convey.

1. *What features will reduce the chances of other MOs voting “yes” to a proposed motion at the Conference?*

A motion’s chances of being carried will be reduced if it is unnecessarily long, uses too many words to convey its message, is incoherent or unclear in parts; or if it presents no new information, restates existing policy, is on an area of policy which has recently been fully debated by conference or is about to be subject of a policy paper debate.

3. *How should we go about deciding what our motion should say?*

Generally, motions should be drafted around the three Ps:

• the Problem(s) which need to be solved (part of the rationale)

• the Principle(s) which underlie the solution (part of the rationale); and

• the Proposals which must be the heart of the motion (what is the actual suggested decision).

# **PROPOSED AMENDMENTS TO PROPOSED MOTIONS**

An Amendment is a suggested change to a Motion which has been proposed.

When the proposed motions have been circulated to the MOs of WAGGGS, any Member Organisation may submit a proposed amendment, in writing, provided the proposed amendment is relevant to the motion, and is submitted within the time limit specified.

A proposed amendment will alter the text of a proposed motion by addition or deletion of words, but it must not contradict the central purpose of the proposed motion, or it will produce a proposed counter motion (a proposed counter motion is a motion which addresses the same issue as a proposed motion, but which is basically opposed to the purpose of the proposed motion). If a Member Organisation does not agree with a proposed motion, it should demonstrate its disagreement by debating and voting against the motion at the conference.

# **EVALUATING PROPOSED MOTIONS**

There is a lot to consider with regard to voting on proposed motions. The following list highlights a few criteria MOs should think through in relation to each motion:

* Is the purpose of the proposed motion clear?
* Is it aligned with WAGGGS vision, mission and values?
* What is the impact of the motion?
* Will it benefit the Movement?
* What are the resource implications – financial, people, other?
* What are the advantages/disadvantages?
* How will it be funded?
* Is the motion compliant with WAGGGS governance, polices & procedures?
* Do you have enough information to cast your vote?

The Regional Committee will consider whether the Proposed Motions are relevant and suitable for presentation to Regional Conference. 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 the Region should express an opinion.

If you would like to propose a motion for discussion at the Regional Conference, please complete this form and return it by **17:00 (UTC) on Friday 12 April 2019** to the:

Head of Governance - Confidential,

WAGGGS, Olave Centre, 12c Lyndhurst Road

LONDON NW3 5PQ, England.

fax: + 44 (0) 207 431 3764

Email: governance@wagggs.org

**APPENDIX 1 - SAMPLE MOTION**

**Proposed Motion**

The Regional Conference tasks the Regional Committee to, in every open call and in every invitation to a function within the Region, specifically consider:

* how to attract young women to the assignment or function and
* how to support MOs to nominate young women to these assignments and functions.

**Proposer**

MO XXXX

**Additional background submitted/rationale**

Recognising WAGGGS as the leading organisation of girls and young women, acknowledging the fact that the World Board encourages young women to step forward to apply for governance positions, fully aware of the joint responsibility of both MOs and the Regional Committee on this important issue,

Continuing the excellent work of the previous triennium on leadership and guided by the 2018-2020 Global Strategic Plan and its strategic objective of a strong and vibrant Movement as stated in outcome 5, ‘built leadership capacity at every level’,

Taking note that there were no candidates under the age of 30 years at the 36th World Conference standing for the World Board, considering that leadership has been one of the leading strategic themes over the last decades, and that leadership training is an integral part of the Girl Guide and Girl Scout program, we as the leading youth Movement for girls and young women need to strive for more age diversity within the highest levels of governance,

Recognising that the World Conference 2017 decided to task the World Board to conduct an investigation

a) looking into the reasons why more young women are not standing for governance positions in consultation with Member Organisation and their young women, and;

b) to develop a concrete set of actions that will significantly increase the number of young women standing for governance positions,

Recognising that the outputs of the investigation will be presented at the Regional Conferences 2019 in order to give the opportunity to the MOs to participate actively in the discussion and take forward the key recommendations to the 37th World Conference and fully convinced that the World Board will present working solutions that will benefit the whole Movement at the World Conference 2020, we see that the Regions have a possibility to try to enhance the number of young women in governance positions while the World Board develops more ways to work together globally;

We ask the Conference to task the Regional Committee to, in every open call and in every invitation to a function within the Region, specifically consider

* how to attract young women to the assignment or function and
* how to support MOs to nominate young women to these assignments and functions.

**APPENDIX 2 - REGIONAL CONFERENCE PROPOSED MOTIONS FORM**

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| **Name of Member Organization** |
| **Proposed Motion(s)**  *This is where you write what you want the Conference to decide, formulated as: the Conference decides to/the Conference tasks the Regional Committee to/the Conference states that…In other words, here you write* ***what*** *the Conference should decide.* |
| **Background Information**  *This is where you explain the background to your suggested motion and the reasons for other MOs to vote yes for your suggestion. In other words, here you write* ***why*** *the Conference should vote as you propose it to. (Please use additional sheet if required).* |

**Submitted by:**

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Position in MO** |  |
| **Date** |  |
| **Contact details (email and phone number) if the Procedural Team needs to contact you.** |  |

When completed, please return to: Head of Governance - Confidential,

WAGGGS, Olave Centre, 12c Lyndhurst Road

LONDON NW3 5PQ, England.

Fax: + 44 (0) 207 431 3764

Email: [governance@wagggs.org](mailto:governance@wagggs.org)

to arrive no later than **17:00 (UTC) on Friday 12 April 2019**

1. Policy refers to the process of making important Organisational decisions, including the identification of different alternatives such as strategy or spending priorities, and choosing among them on the basis of the impact they will have. [↑](#footnote-ref-1)