



**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**

REGIONAL CONFERENCE RULES OF PROCEDURE

Conference document 2: Regional Conference Rules of Procedure



REGIONAL CONFERENCE RULES OF PROCEDURE

1. Purpose of the Rules of Procedure

The overall purpose of the Rules of Procedure (**Rules**) is to facilitate the handling of the business of the Regional Conference and to establish the way decisions will be taken. These Rules provide a clear decision-making process and the steps to be followed to resolve issues before the Regional Conference.

The purpose of the Rules is to provide a clarification of attendance, circulation of information, and voting and election procedures at a Regional Conference. Additionally, it provides details about the responsibilities of the Chair of the Regional Conference, the Procedural Team and the Tellers.

Member Organisations are expected to become familiar with the Rules before they are approved at the start of the Regional Conference. Should any Member Organisation wish to amend the Rules, proposed amendments must be submitted to the Regional Committee, for review and agreement, before the stated deadline. Any proposed amendments to the Rules of Procedure will be forwarded to the World Board for discussion and decision. The Rules are set by the World Board to ensure consistency across the Regions and any proposed amendment should not change the intent or meaning of the document. Amendments to these Rules cannot be proposed at the Regional Conference.

2. Who may attend Regional Conference:

Delegates and Observers from Member Organisations

Each Full or Associate Member Organisation of WAGGGS in the Region is entitled to send two Delegates appointed from within its membership. The Delegates carry the authority of their Member Organisation to speak and vote on its behalf and are expected to participate in all proceedings.

In addition, Member Organisations may send Observers according to the numbers as agreed by the Regional Committee. The Observers act in support of their Delegates.

Where a Federation exists, the Component Associations of that Federation should decide together the composition of the delegation. Each Component Association may suggest up to two members to form part of the Federation's delegation. The Federation shall select two from among this number to be their official Delegates and any others may attend as Observers. As above, the Regional Committee shall decide upon the total number of Observers allowed.

Other Attendees

Regional Ad-Hoc Committees and other WAGGGS Committees: The Regional Committee decides on attendance from the Regional Ad-Hoc Committees, Regional Working Groups and other WAGGGS Committees, who may be invited, for their expertise and input to relevant sessions. Representatives of the World Board may also attend, in consultation with the Regional Committee, and with the agreement of the World Board Chair. Budgets and costs need to be negotiated and clarified for any of these additional committee members.

WAGGGS staff may also attend, with the agreement of the Regional Committee, and the Head of Region.

Representatives from Countries Working Towards Membership may be invited to attend. The Regional Committee may also invite other individuals or representatives of groups to attend as guests.

3. Speaking and voting rights

Who	Speaking	Voting
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 delegation and approved by the Conference/Session Chair	Do not have a vote
Invited attendees	May be invited to speak by the Conference/Session Chair during sessions	Do not have a vote
Representatives from Countries Working Towards Membership	May be invited to speak by the Conference/Session Chair during sessions	Do not have a vote.
Staff	May be invited to speak by the Conference/Session Chair during sessions	Do not have a vote
Individuals or representatives of groups invited to attend as guests, by the Regional Committee	May be invited to speak by the Conference/Session Chair during sessions	Do not have a 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 Regional Conference, unless remission or postponement of fees has been authorized by the World Board.

4. Responsibilities of delegates and observers:

Delegates are expected to:

- have read and discussed the content of all Conference documents before arriving at the Regional Conference;
- be fully informed of their Member Organisation's view on all Agenda items;
- attend all sessions;
- participate in learning and sharing groups and workshops;
- participate in an evaluation of the Regional Conference;
- make a full report to their Member Organisation on the Regional Conference; and
- be prepared to vote in the election of Regional Committee members and vote on other matters in accordance to the direction of their Member Organisation.

Observers, guests and invited attendees are expected to:

- have read the content of all Conference documents before arriving at the Regional Conference;
- attend sessions they are required to;
- participate in learning and sharing groups and workshops; and
- participate in an evaluation of the Regional Conference.

5. Quorum of the Conference

The Quorum shall be more than half of Full Member Organisations of the Region.

a. Before the conference

If it appears that the quorum will not be reached before the Regional Conference, Regional Committees should encourage non-attending Member Organisations to send delegates. If the quorum is not reached on the first day of the Regional Conference, then the Conference should proceed. The Conference can discuss issues but can only make recommendations to the Regional Committee and cannot make decisions or hold elections.

b. At the conference

For voting purposes, the Regional Committee should establish a revised quorum in writing at the start of the Regional Conference and each voting session. See point 11 below for further information on voting procedures.

6. Proxy Voting:

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

7. Agenda

The Regional Committee, in consultation with the Member Organisations, shall be responsible for establishing the Conference agenda, which shall include:

- Progress report covering activities at Regional and World levels since the previous Regional Conference;
- Financial statements including budgets and Regional contributions where appropriate;
- Election of members of the Regional Committee;
- Bidding to host the next Regional Conference;
- Agenda items and Proposed Motions provided in writing by Member Organisations;
- Business of the Conference;
- Operational Plan for the Region;
- Global strategy and finances, key initiatives and worldwide priorities; and
- Content specific to the Region's priorities.

Items not submitted in time for inclusion in the agenda may, if agreed by a majority vote of the Regional Conference, be included for discussion only.

At the Conference, all Member Organisations have the right to propose alterations to the agenda. Alterations to the agenda will be agreed by simple majority vote at the beginning of the Conference.

8. Conference documentation

The Conference documentation should include:

1. A provisional programme of the Conference
2. The Agenda
3. The Rules of Procedure
4. The Regional Committee Chair's Report/Triennial Report
5. The Financial Report and Accounts
6. The budget and any proposed Regional contributions
7. Proposed Operational Plan of the Region
8. Profile of nominees for election to the Regional Committee

9. Relevant background information on discussion items
10. Any Proposed Motions received in advance of the Conference from Member Organisations of the Region and/or the Regional Committee

All documents should be in the official/working language(s) of the Regional Conference.

i. Timeframes

At least six months before the official opening day of the Regional Conference	<p>The Regional Committee shall:</p> <ol style="list-style-type: none"> 1) Circulate Rules of Procedure to Member Organisations to enable them to familiarize themselves with the procedures 2) Call for agenda items from Member Organisations 3) Call for Proposed Motions and Proposed Amendments from Member Organisations
Not less than 120 days before the official opening day of the Conference	<p>Member Organisations shall: make submissions of agenda items and Proposed Motions to the Regional Committee according to the specific deadlines set for submission of these items.</p>
Not less than 60 days before the official opening day of the Conference	<p>Regional Committee shall: send Conference agenda, documentation including proposed motions, and election nomination profiles to each Member Organisation.</p>

9. Motions and Amendments

Member Organisations may propose motions.

a. **Proposed Motions received not less than 120 days before the conference**

Proposed Motions should be submitted by the specific deadline set for submission of these items to the Regional Committee which will consider whether they are relevant and suitable for presentation to 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.

Member Organisations can also propose any amendments to Proposed Motions already circulated. The Regional Committee may propose a motion, but may not propose an amendment.

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.

b. Proposed Motions 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.

Proposed Motions related to policy,¹ the WAGGGS Constitution, or which require significant research will not be considered.

Proposed Motions received during the Conference may not be amended.

c. Proposed Amendments

Proposed Amendments are agreed, translated and distributed to Member Organisations before the planned discussion session on the issue.

The Session Chair will inform the Conference of the time by which Proposed Amendments and new Proposed Motions submitted during the Conference must be presented to the Procedural Team. The deadline needs to include sufficient time for the Member Organisations to prepare themselves for voting.

d. Definitions of motions and amendments

Proposed Motion	A Proposed Motion is a suggested proposal that is open for discussion by the Regional Conference.
Motion	A proposal that has been moved by the Regional Conference
Proposed Amendment	Suggested change in a Motion.
Amendment	A change in wording to a Proposed Motion, which has been moved by the Regional Conference.

10. Responsibilities

i. Conference Chair

There is one overall Chair of the Conference. There may also be a Vice-Chair(s) to support the Conference Chair in her duties.

Responsibilities:

- To chair sessions of the Regional Conference effectively.
- To ensure that the business of the Conference is properly carried out.
- To refer all questions on procedure to the Procedural Team, for advice and guidance, but have the final authority on all procedural matters.
- In conjunction with the Head of Region, ensure that documentation relating to Agenda items is properly prepared and presented.

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.

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

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.

The Conference Chair may delegate chairing of sessions to a Session Chair(s).

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

At the opening of the Regional Conference, the Regional Committee shall propose to the Conference for their approval by simple majority vote, the names of one person from each of three different Member Organisations to form a Procedural Team. Official delegates cannot be named or selected to the Procedural Team.

In order to select the members of the Procedural Team the Regional Committee may make an open call to Member Organisations before the Conference to suggest suitable members to the Procedural Team. The open call shall specify the skills and experiences required to undertake the role. To reduce costs, the members of the Procedural Team may alternatively be selected by the Regional Committee from among the members of WAGGGS Member Organisations already attending the conference, including those who are Observers, if they meet the specifications for the role as set out in the Terms of Reference for the Procedural Team.

The appointment of one member, by the Regional Committee to serve as the Procedural Team Coordinator shall also be approved by the Conference by simple majority vote.

The Procedural Team:

- supports Member Organisations to understand conference procedures and submit motions and amendments. The team explains and applies the process and coordinates any wording changes.
- works with Member Organisations, in a fair and consistent manner, to coordinate and clarify any Proposed Amendments and new Proposed Motions to:
 - i. Refine the language of any Proposed Amendment or new Proposed Motion;
 - ii. Ensure the intent and outcomes are clear, and the translations are appropriate;
 - iii. Ensure that the WAGGGS Constitution and Bye-Laws, are complied with.
- assists delegations to have common understanding of the Rules of Procedures to be followed at the conference.
- ensures a democratic and transparent decision making process can occur.
- supports the Conference (and Session) Chair to ensure the Rules of Procedure are implemented and Member Organisations comply with the Rules of Procedure.
- agrees, in consultation with the Conference Chair, to the sequencing of voting on Proposed Motions and Proposed Amendments.
- will be available at pre-determined times to answer questions on matters of Conference procedure.
- prepares and presents in writing to the Conference the final record of all decisions made during the Regional Conference.
- ensures the Conference is run according to WAGGGS Constitution and Bye-laws.
- within two months of the official close of the Conference completes and submits an evaluation report of Conference procedures and their implementation before and during the Regional Conference.

iii. Tellers

There shall be up to three Tellers who are nominated by the Regional Committee and approved by the Regional Conference at the start of the Conference by a simple majority vote. Tellers will be selected by the Regional Committee from among the members of WAGGGS Member Organisations already attending the conference, including those who are Observers and/or an invited guest. Members of the Procedural Team, excluding the Procedural Team Coordinator, may also undertake the role of Teller.

Responsibilities:

- To count all votes cast by general consent, recorded vote and by ballot.
- To assist, as necessary, with electronic voting and report to the Conference Chair.

11. Voting Procedures

i. Voting Strength

A Roll Call of Member Organisations is taken at the Opening Session.

Voting strength shall be established by the Teller(s) and announced by the Conference Chair. The voting strength shall be the total number of Member Organisations with delegates registered at the Regional Conference, eligible to vote and present in the room at the start of each voting session.

ii. 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 Regional Conference are as follows:

Financial issues	Full Members only
Election of Regional Committee	Full Members only
Next Regional Conference Bid	Full and Associate Members
Other Proposed Motions	Full and Associate Members
Amendments to other Proposed Motions	Full and Associate Members

A two thirds majority is required for votes on financial issues to be carried. A simple majority is required for all other votes to be carried.

iii. Speaking to Motions

All Agenda items to be voted upon will be presented and discussed.

The process will be as follows:

- At the beginning of the voting session the Session Chair asks for a member from a delegation of a Member Organisation² to formally present the Proposed Motion or the 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.

² In the case of Motions proposed by the Regional Committee, a member of the Regional Committee will be asked to formally present the Proposed Motion.

- Following this the Session Chair will ask a member from a delegation of a Member Organisation to start discussion on the Proposed Motion or Proposed Amendment.
- Each Member Organisation will only speak once to a Proposed Motion or Proposed Amendment, unless the Session Chair makes an exception.
- Each Member Organisation will restrict itself to three minutes of speaking. The Session Chair has the right to terminate the speech if it goes beyond three minutes.

iv. Speaking to and voting on amendments

The Session Chair will inform the Conference of the time by which Proposed Amendments and new Proposed Motions must be presented to the Procedural Team. The deadline needs to include 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.

Where more than one Amendment is proposed, the Session Chair, with the guidance of the Procedural Team Coordinator, will decide the order of priority in which the amendments are put to the Conference. In general, Proposed Amendments will be taken in the order in which they affect the original motion.

If a Proposed Amendment is lost, the original Proposed Motion is then put to the vote. If one or more Amendments are carried, then they are incorporated into the original Motion, which is then put to the vote in its amended form.

v. Prior to voting

Before taking the vote the Session Chair will explain:

- what the vote is about;
- who is entitled to vote;
- how many votes are needed for the Proposed Motion to be carried;
- the order in which any Proposed Amendments will be voted on;
- how the vote will be taken;
- the outcome in the case of passing or defeating the Proposed Motion or Amendment.

vi. Voting process

The voting process for the Conference will be as follows:

- The Session Chair will ask Member Organisations to vote.
- Member Organisations can choose to vote for a Proposed Motion, against a Proposed Motion or to abstain. When the votes are counted, an abstention has the effect of a 'no' vote.
- The Tellers shall count the number of votes whenever requested to do so by the Session Chair.
- Motions are declared carried when the number of votes in favour of the Proposed Motion exceeds the required voting majority. A two thirds majority is required for all Proposed Motions that relate to financial issues to be carried. A simple majority is required for all other Proposed Motions to be carried.
- In the event of a tied vote, the Proposed Motion is not carried.
- The Tellers have the final word in relation to the number of votes cast during the voting session.

Decisions made by the Conference will take effect from the official closing of the Conference, unless otherwise specified by the Conference.

12. Methods of Voting

The number of Member Organisations present in the room (as per the Roll Call from the beginning of the Voting Session) will form the voting strength for the session.

Methods of voting can include:

General Consent: When a Proposed Motion 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 Voice: For majority votes only. The Session Chair asks those in favour to say "yes" and those opposed to say "no". A Member Organisation may ask for an exact count.

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

By Raising Country Card/Flag/Name Plate: 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/flag/name plate. On each occasion the Tellers count this number. This is a quick and simple method when secrecy is not crucial.

Secret Ballot: When secrecy is desired, Member Organisations write their vote on a slip of paper. The Tellers count these and report the results to the Session Chair.

Electronic Voting: This is not always necessary, as it depends on the size of the Region, and is subject to budgetary requirements. However, it can be a useful tool, and also prepares Delegates for the World Conference. It follows the same method as a "ballot" vote using electronic means.

13. Election of Regional Committee

Refer to the CIO Constitution (Bye-Law 6.3) for the framework, documented in article 21.

i. Election Procedure

During the Conference, each Full Member Organisation within the Region shall receive a single voting paper bearing the names of all candidates. For the purposes of these Rules of Procedure the term "voting paper" shall also signify documents sent electronically or available via an electronic voting App or device.

Voting is by Secret Ballot.

There shall be only one Ballot to elect the six members of the Committee.

- a. Full Member Organisations shall vote by allocating one vote each for up to a maximum of six candidates. Full Member Organisations do not have to allocate all six votes.
- b. Should there be parity of votes for the final place, a new round shall take place between the candidates who have received the same number of votes.
- c. The candidate receiving the seventh and eighth highest votes will be noted, in case of a vacancy subsequently occurring on the Regional Committee.
- d. The six highest scoring candidates elected shall be announced in alphabetical order.

- e. At any one time not more than one elected person from any Member Organisation can serve as a member of the Regional Committee. Therefore, in the event that more than one candidate is elected from the same Member Organisation³ only the candidate from that Member Organisation with the highest number of votes shall be considered elected and the other candidate(s) from that Member Organisation are eliminated.
- f. As stated in the WAGGGS Constitution and Bye-Laws, the Regional Committee shall elect, its own Chair and Vice Chair prior to the end of the Conference.
 - i. A World Board member⁴ and/or Nominations Committee member present at the Conference will coordinate this election.
 - ii. The Chair and Vice Chair are elected by the incoming Regional Committee by Secret Ballot. Before voting the incoming Regional Committee members shall be reminded of the role description and person specification for the role of Regional Chair.
 - iii. A simple majority of votes (i.e. four out of the six Committee members) is required to be elected as Regional Chair.
 - iv. Even if there is only one candidate a vote will still be held and a simple majority is still required.
 - v. If a simple majority is not reached the process will be run again.
 - vi. If a decision still cannot be reached the World Board member present will discuss with the Committee members how to reach a conclusion.
 - vii. The results of the election of the Regional Chair and Vice Chair will be communicated to the newly elected Committee who are to keep the results confidential until the official announcement. The official announcement will be communicated to the Regional Conference by a World Board member⁵.
- g. Within one month following a Regional Conference, the voting members of the World Board will be asked to ratify the elected Regional Chair and Vice Chair, (in the event that they are required to stand in for the Regional Chair), as voting members of the World Board.⁶

14. Other Provisions

i. Extraordinary Meeting

An Extraordinary Meeting of the Regional Conference may be called by two-thirds of the Member Organisations in the Region or by two-thirds of the Regional Committee, and ratified by the World Board. The request for an Extraordinary Meeting of the Regional Conference must state the purpose of the meeting and must be submitted in writing to the Regional Committee. The Regional Committee must, within three months from the date of receipt of the request, give notice of the Extraordinary Meeting to all Member Organisations. Advance notice, and all relevant information concerning the business of the meeting, must be sent to all Member Organisations in the Region not less than three months prior to the commencement of the Extraordinary Meeting of the Regional Conference, and must be ratified by the Regional Committee and the World Board.

15. Social Media

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

³ Each Member Organisation may only nominate one individual. However, it is possible that more than one candidate from the same Member Organisation may be nominated if another Member Organisation nominates a candidate from a Member Organisation that has already nominated a candidate themselves.

⁴ This includes the outgoing Regional Chair, as a Member of the World Board, if they are not re-elected to the Regional Committee.

⁵ This includes the outgoing Regional Chair as a Member of the World Board.

⁶ As agreed at the 30th World Conference

16. Glossary

Agenda	Formal printed list of matters to be considered at the Regional Conference.
Abstention	During a vote, when a Member Organisation declares that it is neither voting for, nor against, a proposal.
Amendment	A change in wording to a Proposed Motion, which has been moved by the Regional Conference.
Associate Member	A national organisation that has achieved Associate Membership in accordance with 10.9.2. of the WAGGGS Constitution
Conference Chair	The person who has been appointed to preside over the conference and to ensure that the business of the Conference is properly carried out.
Delegate	A person selected to represent a Member Organisation.
Full Member	A national organisation that has achieved Full Membership in accordance with 10.9.1 of the WAGGGS' Constitution
Member	When written with a capital "M" this refers to a Member Organisation that is either an Associate or Full Member of WAGGGS.
member	When written with a small "m" this refers to a person.
Majority	The number of votes in favour required for a Proposed Motion to be carried: A simple majority is more than half of the voting strength.
Motion	A proposal that has been moved by one Member Organisation, which has been moved by the Regional Conference.
Observer	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 Regional Conference.
Procedural Team Coordinator/Team	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 consultation with Member Organisations.
Proposed Amendment	A suggested change in the wording of a Proposed Motion.
Proposed Motion	A Proposed Motion is a suggested proposal that is open for discussion by the Regional Conference.
Quorum	The minimum number of Member Organisations required to make the Conference proceedings valid. Quorum is more than half of the Member Organisations of a Region.
Session	A period of time in the conference programme dedicated to a particular topic.
Teller	The Tellers are responsible for counting all votes cast by Member Organisations where a count is required and assist, as necessary, with electronic voting.
Tied vote/Parity of votes	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.
Vote	A count of opinions of Member Organisations, which can be done electronically, by raising hands, by raising cards/flags/name plate, by voice, or by marking a ballot paper.
Voting record	Written record of all Motions and their proposer, together with the votes for, against and abstentions.
Voting strength	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.