



WORLD CONFERENCE PROCEDURES MANUAL

Document N°1

*“For playing a great game successfully,
a definite organization and
clear rules are essential”*

The Founder

A sound knowledge of the contents of this Manual and of the World Association's Constitution and Bye-Laws on the part of all Conference participants is important to the smooth running of the World Conference.

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Part 1 – GENERAL INFORMATION

The **Mission** of the World Association of Girl Guides and Girl Scouts is:

“to enable girls and young women to develop their fullest potential as responsible citizens of the world.”

1.1 The purpose of the World Conference

Once every three years, to promote the Mission of the World Association of Girl Guides and Girl Scouts, the Member Organizations meet together in Conference to:

- consider and determine the policy of Girl Guiding and Girl Scouting throughout the world;
- set the policy for the next three years;
- deal with business matters, and to exchange ideas and experiences.

1.2 The Agenda of the World Conference

The Agenda is prepared by the World Board from items submitted by Member Organizations and by the World Board. There is a constitutional requirement that it be posted to Member Organizations in time to reach them at least four months before the date of the World Conference.

1.3 The programme of the World Conference

The programme outlines the timetable and the content of the World Conference and is devised by the World Board, in consultation with the Hostess Member Organization.

1.4 The languages of the World Conference

The working languages of the Conference are English, French and Spanish and participants should have a good working knowledge of one of these. Simultaneous interpretation in these three languages will be available during the Plenary Sessions. Arabic interpretation may also be available.

The Conference Documents and papers are available in English, French and Spanish. Conference documents and relevant papers are also available in Arabic, whenever practicable.

1.5 The World Conference, its participants and their responsibilities

1.5.1 Delegations from Member Organizations (Delegates and Observers)

Each Full or Associate Member Organization of the World Association is entitled to send two Delegates appointed from within its membership.

In addition, Member Organizations may send Observers according to the following scale based on their individual membership numbers:-

	Observers
Up to 20,000 members	1
20,001 to 50,000 members	3
50,001 to 150,000 members	4
150,001 to 250,000 members	5
250,001 to 1,000,000 members	7
1,000,001 or more members	8

In cases where the above scale does not allow a Federation to send two members from each Component Association – be they delegates or observers – the delegation can include two members from each Component Association.

The Delegates carry the authority of their Member Organization to speak and vote on its behalf and are expected to participate in all proceedings.

The Observers act in support of their Delegates and may speak only if so requested by their Delegation.

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 Organization's point of view on all Agenda items;
- attend all sessions;
- participate in learning and sharing groups and workshops;
- evaluate the Conference together as it proceeds and to complete an evaluation paper at the end of the Conference;
- make a full report to their Member Organization on the Conference and the Decisions reached at the Conference.

1.5.2 World Board, Committees, Working Groups and World Bureau staff

Members of the World Board provide leadership for individual sessions. Their role is to give guidance and direction. Board members may be invited to speak, by the Conference Chair, during sessions.

Members of Committees and Working Groups of the World Board may attend the World Conference and may be invited to speak. Should they attend as Delegates of Member Organizations, they may speak and act only in this capacity, although they may be consulted as members of Committees or Working Groups.

Members of the World Bureau staff attend the World Conference and may be called upon to speak. Their role is to assist both the World Conference and the World Board in the fulfilment of their duties and to provide the services essential to the successful functioning of the Conference. It is their responsibility to ensure that proceedings of the World Conference are recorded.

Throughout the Conference, members of the World Board, its Committees and Working Groups, and the World Bureau staff are available for consultation and discussion.

1.5.3 Guests

Guests, who are invited by the World Board, in conjunction with the Hostess Member Organization, may include:

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

Guests may:

- attend the plenary sessions to which they are invited, and speak, if so invited by the Session Chair. They do not have the right of vote;
- be invited to participate in learning and sharing groups and workshops.

1.5.4 Hostess Member Organization

The Hostess Member Organization is responsible for the needs and comfort of all participants and in consultation with the World Board, the arrangement of certain activities within the programme.

The Hostess Member Organization has an agreed number of guests, who, at its discretion, may attend the Conference. The number is decided by the World Board.

1.6 Action prior to the World Conference

Conference material, including the Agenda and supporting material, is sent to all Member Organizations for advance study and the preparation of their representatives.

Documents which support the Agenda will be made available in English, French, Spanish and, whenever practicable, Arabic to Member Organizations by the World Bureau, electronically or through its mailings.

Member Organizations will receive only one copy of each document, which supports the Agenda in each language in which the Member Organization usually receives its mailings from the World Bureau. Member Organizations are requested to ensure that their delegation has the required quantity of Conference Documents.

Information and background papers can also be found at www.wagggsworld.org.

Articles in *Our World*, *WAGGGS Today*, the *WAGGGS website* and the *Constitution and Bye-Laws of the World Association* will also provide useful background information.

1.7 Conference Decision-Making

Items for acceptance, discussion, and decision will be circulated to Member Organizations prior to the Conference. At the Conference, Proposed Motions and Proposed Amendments will be discussed and voted on. (*please refer to Part 2, Rules of Procedure*).

1.7.1 Voting

Voting takes place in sessions at designated times throughout the Conference and can be done by

- electronic voting
- raising country board
- paper ballot

In all instances, Member Organizations can choose to vote for a proposal, against a proposal or abstain. When the votes are counted, an abstention has the effect of a no vote.

1.7.2 Voting Strength

The Voting Strength shall be the total number of Member Organizations with delegates registered at the Conference, eligible to vote, and present in the room at the start of each voting session as established by the Teller. It is reported to the Conference by the Session Chair and includes Full Members and, when appropriate, Full and Associate Members. Rules about the quorum for each session can be found in Part III, Article 16 b) of the WAGGGS Constitution.

1.7.3 Majority

A Majority is the number of votes required for a Motion to be carried.

- (i) A simple majority is half plus one of the voting strength.
- (ii) A two-thirds majority is required for Motions concerning:
 - Policy and standards;
 - Triennial policy;
 - Membership;
 - Changes to the Constitution and Bye-Laws;
 - Audited balance sheet and accounts;
 - Closed sessions.

1.7.4 Motions and Amendments

- A Proposed Motion is a suggested proposal that is open for discussion by the Conference.
- A Motion is a proposal that has been moved, to be voted on by the Conference.
- A Proposed Amendment is a suggested change in a Motion.
- An Amendment is a change in a Motion, which has been moved.

1.8 Rules of Procedure

(*Please refer to Part 2*)

The purpose of the Rules of Procedure is:

- To assist delegations to have a common understanding of the Procedures to be followed at the Conference;
- To enable the meeting to move ahead;
- To provide opportunities for delegates to express their opinions in an orderly and open manner.

1.9 Closed Sessions

All sessions are open to all Conference participants, however, it is possible, on request of one Member Organization and the vote of 2/3 of those entitled to vote at the session concerned, for a specific session to be closed to all but voting members, the World Board, and World Bureau staff.

1.10 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.

1.11 Learning and Sharing Opportunities

The Conference delegates and observers will have the opportunity to participate in learning and sharing groups and workshops. The groups will take the form of plenary type sessions and smaller discussion groups as well as lunchtime presentations. The purpose of these sessions is to enable those attending the Conference to learn new ideas/skills, share best practices and network.

1.12 Regional Gatherings

Regional Gatherings will be held during the Conference to enable members of the respective Regions to meet together and discuss matters of particular concern to them. Reports from these Gatherings may be made to the Conference.

1.13 Bodies with specific responsibilities for the functioning of the World Conference

1.13.1 World Board

Responsibilities:

- To prepare the programme and agenda of the World Conference;
- To appoint the Conference Chair and Session Chairmen;
- To appoint the Procedural Co-ordinator and members of the Procedural Team, and the Teller;
- To appoint the leaders and recorders of the Discussion Groups and Workshops.

1.13.2 Conference Planning Group

Membership:

- Chair and Deputy Chair, World Board;
- World Board members as appointed by the Chair of the World Board;
- Representative/s, Hostess Member Organization;
- Chief Executive;
- Procedural Co-ordinator;
- World Bureau staff

Responsibilities:

- To plan and organize the World Conference;
- To ensure the day-to-day running of the Conference;
- To co-ordinate with the Host Member Organization and the World Bureau.

1.13.3 Chair of the World Conference

Responsibilities:

- To ensure all Conference sessions are chaired effectively;
- To ensure that the business of the Conference is properly presented;
- To work with the Conference Planning Group to ensure that all Agenda items are brought before the Conference and that correct procedure is followed;
- In conjunction with the Chief Executive, to ensure that background material for Agenda items is properly prepared and presented;
- To refer and discuss questions of procedure with the Procedural Co-ordinator and the session chairmen.

1.13.4 Session Chairmen

Responsibilities:

- To chair sessions of the World Conference;
- To ensure that the business of the Conference is properly carried out;
- To refer all questions on Procedure to the Procedural Co-ordinator.

The ruling of the Session Chair will be final on all Procedural matters including, but not limited to, length of speeches, voting methods and management of Agenda items.

1.13.5 Procedural Team

Membership:

Four members, including the Procedural Co-ordinator and Teller, are appointed by the World Board, and ratified by the World Conference.

Responsibilities:

- To work with Member Organizations to co-ordinate and clarify any Proposed Amendments;
- To refine the language of any Proposed Amendment or Proposed Motion to ensure the intent and outcomes are clear, and the translations are appropriate;
- To ensure that the World Association of Girl Guides and Girl Scouts' Constitution and Bye-Laws, and Policies and Procedures are complied with.

1.13.6 Procedural Co-ordinator

Responsibilities:

- To ensure that the agreed Procedures are followed by the Conference participants;
- To advise the Session Chair as necessary;
- To agree, in consultation with the Session Chair, the sequencing of voting on Motions and Amendments;
- To ensure that the World Association of Girl Guides and Girl Scouts' Constitution and Bye-Laws, and Conference Procedures are complied with;
- To liaise with the Procedural Team, the Conference Planning Group and the Session Chair;
- To work with the Procedural Team and the assigned staff to ensure that the language of every Proposed Motion and Proposed Amendment is clear in intent and outcome;
- To work with Member Organizations and the Procedural Team to co-ordinate and clarify Amendments;
- To be available at pre-determined times to answer questions from delegates on matters of Conference Procedure;

- To complete an evaluation of Conference Procedures and their implementation within two months of the close of the Conference.

1.13.7 Teller

One member of the Team will have the specific role of a Teller.

Responsibilities

- To liaise closely with the Company providing the electronic voting and simultaneous interpretation equipment;
- To assist the Session Chair in ensuring that delegates speak in the correct order in Plenary Sessions;
- To establish the voting strength for each voting session, and to inform the Session Chair;
- To ensure that delegates understand the use of the electronic voting equipment;
- To ensure that any other members of the Procedural Team are familiar with the electronic voting equipment;
- To assist with electronic voting and as necessary, to count all votes;
- To report counted votes to the Session Chair.
- To record the results of all Voting Sessions for inclusion in the Conference Decisions, and Conference Report.

1.13.8 World Bureau staff**Responsibilities:**

- To make such preparations as are necessary for the meeting of the World Conference;
- To assist as required and to provide services as necessary for the implementation of Motions of the Conference;
- To support and assist the Conference Planning Group and the Procedural Team.

1.14 Conference Decisions

Decisions of the World Conference will be recorded in a document that is sent to Member Organizations and is made available on the WAGGGS website - www.wagggsworld.org

1.15 Implementation of policy and Conference Decisions

The World Conference is responsible for formulating the general lines of policy, which are to be followed in the work of the World Association. Power to carry out action on behalf of the Conference is delegated to the World Board which will determine how this shall be done.

In the same way, the World Board will resolve the broad lines of action to be taken, leaving the details to be carried out by the World Bureau, for which the Chief Executive is responsible.

Part 2 – RULES OF PROCEDURE

2.1 General

- 2.1.1 A Roll Call of all Member Organizations is taken at the Opening Session to record all Member Organizations in attendance at Conference.
- 2.1.2 The Voting Strength shall be the total number of Member Organizations with delegates registered at the Conference, eligible to vote, and present in the room at the start of each voting session as established by the Teller. It is reported to the Conference by the session chair and includes Full Members and, when appropriate, Full and Associate Members.
- 2.1.3 The Session Chair will decide on any point not covered in these Rules of Procedures.

MOTIONS AND AMENDMENTS

2.2 Requirements for Proposed Motions received prior to the Conference

- 2.2.1 The World Board shall receive all Proposed Motions submitted, and consider whether they are relevant and suitable for presentation to Conference.
- 2.2.2 A Proposed Motion must be concerned with and related to the World Association's Mission, or an issue on which the proposer considers the World Association should express an opinion. A Proposed Motion that does not comply with this requirement will not be submitted to the Conference.
- 2.2.3 A Proposed Motion should be clear and concise, and, where possible, indicate future ways of action.
- 2.2.4 The Proposer may be required:
- 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 are considered by the World Board to be relevant and suitable for presentation to the Conference shall be considered and voted on by the Conference.
- 2.2.5 After consultation with the Proposer, the World Board may refer any Proposed Motion to an appropriate Committee for further discussion.
- 2.2.6 Amendments to Proposed Motions received prior to the Conference may be submitted.
- 2.2.7 Further Proposed Motions may not be submitted during the Conference.

2.3 Requirements for Proposed Amendments

- 2.3.1 Proposed Amendments may be submitted prior to the Conference.
- 2.3.2 The Session Chair will inform the Conference of

the time by which further Proposed Amendments, not previously submitted must be presented to the Procedural Co-ordinator. The deadline needs to include sufficient time for Member Organizations to prepare themselves for the voting session.

- 2.3.3 The Proposer may be required:
- To make such changes in the wording of a Proposed Amendment to ensure clarity and a clear presentation;
 - To work with another Proposer to develop or agree to a composite Amendment.
- 2.3.4 There may be more than one Proposed Amendment for a Proposed Motion.
- 2.3.5 In the case of several Proposed Amendments, the Session Chair will confer with the Procedural Co-ordinator, and decide the order on which they will be voted on, prior to the main Motion.
- 2.3.6 Proposed amendments received during the Conference cannot apply to motions on:
- Policy and standards;
 - Triennial policy;
 - Membership;
 - Changes to the Constitution and Bye-Laws;
 - Audited balance sheet and accounts;

2.4 Discussion on Proposed Motions and Proposed Amendments submitted prior to the Conference

- 2.4.1 All Proposed Motions and amendments will be presented and discussed.
- 2.4.2 Following the presentation of each item, the Session Chair will open the discussion to the floor.
- 2.4.3 Discussion ends when the Session Chair so declares.
- 2.4.4 Each Member Organization will speak only once, unless the Session Chair makes an exception.
- 2.4.5 Each Member Organization will restrict itself to three minutes of speaking to a Proposed Motion or a Proposed Amendment.
- 2.4.6 The Session Chair will inform the Conference of the time by which further Proposed Amendments must be presented to the Procedural Co-ordinator. The deadline needs to include sufficient time for Member Organizations to prepare themselves for the voting session.
- 2.4.7 Items concerning clarification of procedures, technical difficulties or problems of understanding can be raised at any time, by any delegation and be addressed by the Session Chair, in consultation with the Procedural Coordinator, if required.
- 2.4.8 With the approval of the Procedural Co-ordinator and the Conference Chair, items not included on the Agenda may, by a simple majority vote, be brought before the World Conference for discussion only.
- 2.4.9 Member Organizations may request a Closed Session. Agreement to do this requires a majority of two-thirds of those entitled to vote at that particular session.

2.5 Voting Responsibilities

- 2.5.1 Delegates from Member Organizations can propose a Motion or an Amendment.
- 2.5.2 The World Board can propose Motions and Amendments.
- 2.5.3 The World Board cannot vote.
- 2.5.4 Member Organizations have one vote for each Motion and each Amendment.
- 2.5.5 Full Members can vote on all issues.
- 2.5.6 Associate Members cannot vote on issues of:
 - Membership;
 - Financial Items;
 - Election of World Board members;
 - Changes to the Constitution and Bye-Laws of the World Association (World Association's Constitution, Article 44, Part VIII).

2.6 Voting

- 2.6.1 Delegations may cast their vote on Motions and Amendments.
- 2.6.2 There are three main systems of voting:
 - Displaying country name boards by holding the board in the air. This can be used, for example, to vote for new Associate and Full Members;
 - Electronic Voting: The results will be shown in detail, apart from the results of the Bid to host the next World Conference, and decisions on the cancellation of Memberships, when only the decision will be displayed.
 - A paper or non-electronic vote may be taken at the discretion of the Session Chair after consultation with the Procedural Co-ordinator and when secrecy is desired. A paper or non-electronic vote may be taken where electronic voting is not available.

In all instances, Member Organizations can choose to vote for a proposal, against a proposal or abstain. When the votes are counted, an abstention has the effect of a no vote.
- 2.6.3 Decisions at the Conference will be by simple majority except for the following items which require a two-thirds majority of those entitled to vote at the session concerned:

(Refer to WAGGGS Constitution, Article 17, and e))

 - Policy and standards;
 - Triennial policy;
 - Membership;
 - Changes to the Constitution and Bye-Laws;
 - Audited balance sheet and accounts;
 - Closed sessions.
- 2.6.4 For the World Board elections, the method of voting is as follows:

Each voting member votes 6 times, once for each vacant seat. They must make 6 different choices, one choice for each round. Multiple choices in one round will be ignored. At the end of each round of voting the top place is displayed. Substitute positions will be filled by the 2nd and 3rd position in the 6th round.

If two or more candidates each receive the highest number of votes, they are all elected, unless there

is a tied vote for the last position. This will require a second vote between the tied candidates. Voting continues until all vacancies have been filled.

- 2.6.5 For the selection of the host of the next World Conference, the decision will be by simple majority; 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.

VOTING SESSION

2.7 General Rules

- 2.7.1 Discussion on Proposed Motions occurs during the corresponding agenda item.
- 2.7.2 The Voting Strength shall be the total number of Member Organizations with delegates registered at the Conference, eligible to vote, and present in the room at the start of each voting session as established by the Teller. It is reported to the Conference by the Session Chair and includes Full Members and, when appropriate, Full and Associate Members. Rules about the quorum for each session can be found in Part III, Article 16 b) of the WAGGGS Constitution.
- 2.7.3 The Session Chair calls Proposed Motions or Proposed Amendments to be moved Proposed Motions or Amendments must be moved or the Motion or Amendment fails.
- 2.7.4 When a Motion or Amendment has been moved, it may only be withdrawn with the consent of the Conference.
- 2.7.5 Each Member Organization will speak only once, unless the Session Chair makes an exception.
- 2.7.6 Each Member Organization will restrict itself to three minutes of speaking to a Proposed Motion or Proposed Amendment
- 2.7.7 For Proposed Motions and Proposed Amendments received prior to the Conference, discussion occurs during the presentation session, where appropriate.

2.8 Voting Session Procedure

- 2.8.1 For Motions and Amendments proposed and circulated prior to the Conference, the Session Chair will allow questions for clarification only. (Discussion for these Motions and Amendments occur during the presentation session. Refer to Conference Procedures Manual, 2.4.)
- 2.8.2 The Session Chair calls Proposed Motions to be moved.
- 2.8.3 When a new Amendment is proposed, the Proposer presents it and the Session Chair opens it for discussion (Refer to Conference Procedures Manual, 2.5).
- 2.8.4 The Session Chair closes the discussion and asks for a Member Organization to move the Amendment.
- 2.8.5 The Session Chair explains the consequence of the Amendment.
- 2.8.6 The Conference then votes on the Amendment.

The results are communicated by the Teller to the session chair, when applicable, who will report them to the conference.

- 2.8.7 If an Amendment to a Motion is adopted the Session Chair explains the consequence of the Amended Motion.
- 2.8.8 Conference votes on the Motion as amended. The results are communicated by the Teller to the session chair, when applicable, who will report them to the conference.
- 2.8.9 Only one Motion shall be considered at a time.

Reference Guide to Voting

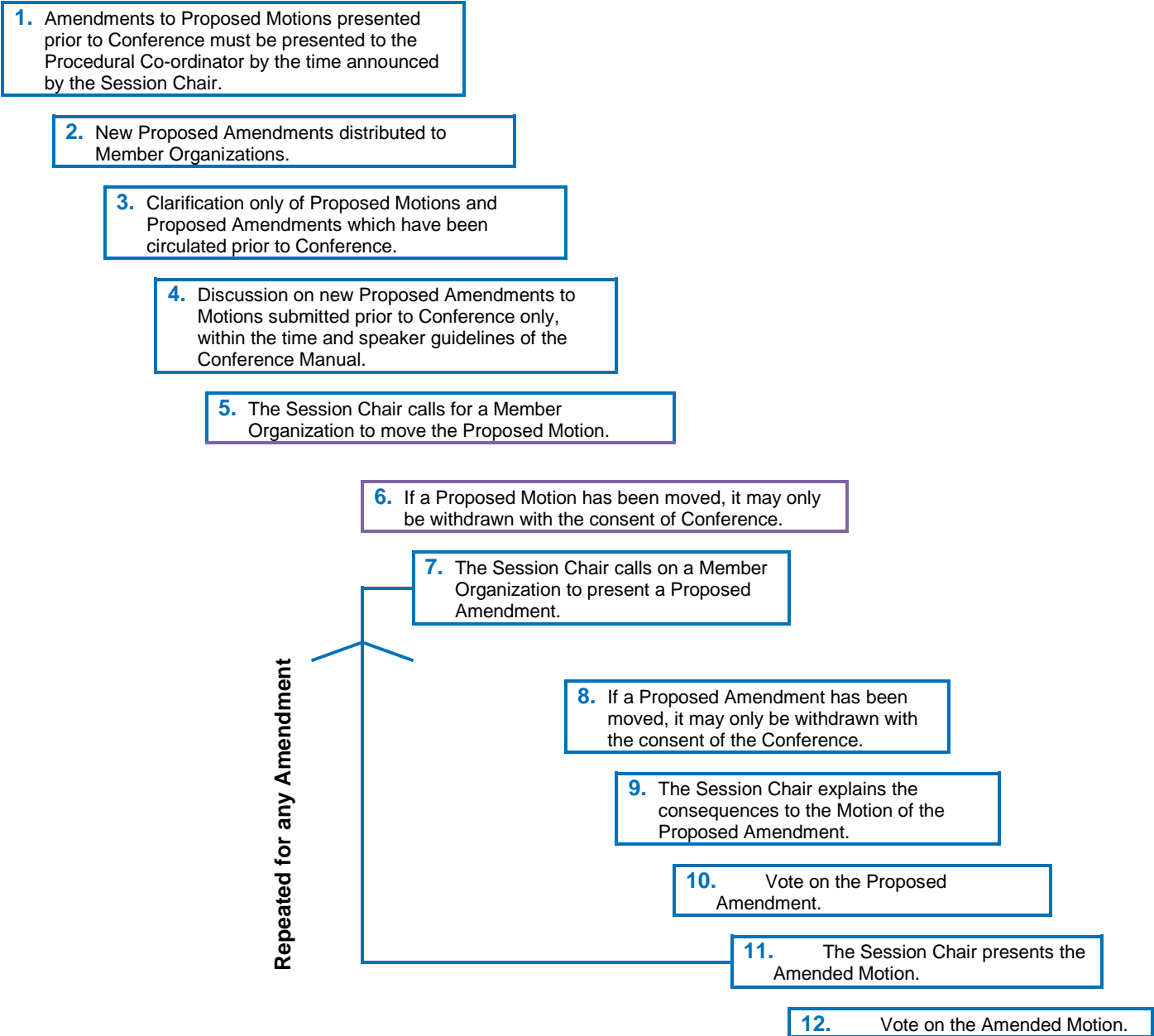
This table should be read together with Part 2 of the Conference Procedures Manual, Rules of Procedures:

Type of Agenda Item	Full Member Vote only	Full and Associate Member Vote	Two-thirds Majority required	Simple Majority required
Electronic voting (yes, no, abstain)				
Appointment of Procedural Team		X		X
Acceptance of 34 th World Conference Record of Decisions		X		X
Acceptance of Triennial Finance Report	X		X	
Constitution and Bye-Laws	X		X	
Financial and Strategic Plan	X		X	
Cancellation of Membership	X		X	
Bid to host 36 th World Conference		X		X
Closing of session	As per what the item being voted on in the closed session requires		X	
Raising country board (yes, no, abstain)				
Membership	X		X	
Electronic voting (by name, in rounds, as per Part 2.6.4)				
Election of World Board	X			

Appendix 1

Step-By-Step Guide To Conference Decisions

Proposed Motions and Proposed Amendments received prior to Conference are discussed during relevant sessions.



Note: There may be more than one Proposed Amendment. The Session Chair will determine the order in which these are to be voted upon.