



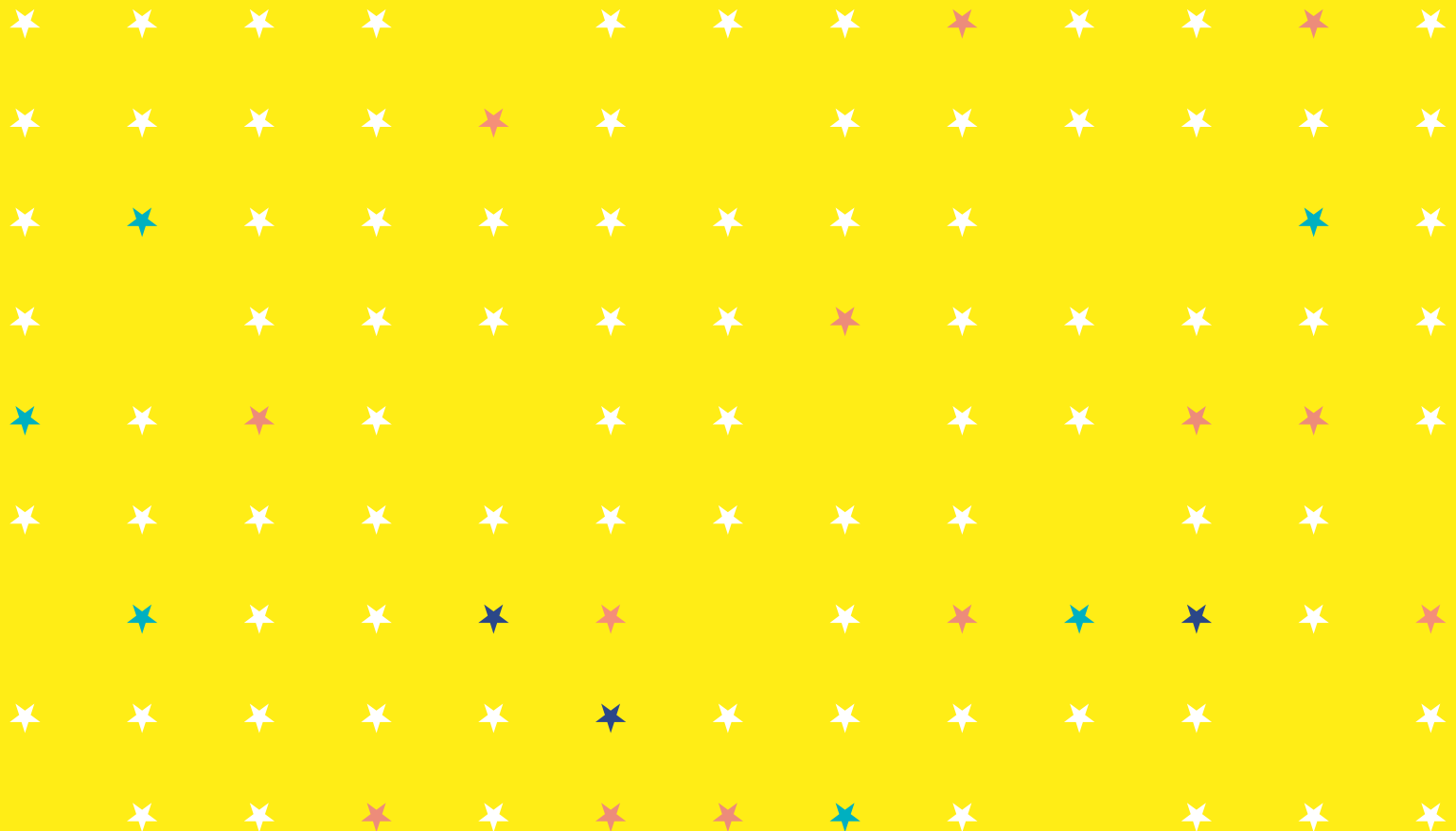
**WORLD ASSOCIATION  
OF GIRL GUIDES  
AND GIRL SCOUTS**

# **WORLD CONFERENCE PROCEDURES MANUAL**

**WORLD CONFERENCE DOCUMENT NO 1a**

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

**The Founder**



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

# CONTENTS

Page

## PART I - GENERAL INFORMATION

<b>1.1</b>	<b>The purpose of the World Conference .....</b>	<b>3</b>
<b>1.2</b>	<b>The Agenda of the World Conference .....</b>	<b>3</b>
<b>1.3</b>	<b>The programme of the World Conference.....</b>	<b>3</b>
<b>1.4</b>	<b>The languages of the World Conference.....</b>	<b>3</b>
<b>1.5</b>	<b>The World Conference, its participants and their responsibilities .....</b>	<b>3</b>
1.5.1	Delegations from Member Organisations (Head Delegate, Delegates and Observers).....	3
1.5.2	World Board, Committees, Working Groups and World Bureau staff.....	3
1.5.3	Guests .....	4
1.5.4	Hostess Member Organisation .....	4
<b>1.6</b>	<b>Action prior to the World Conference .....</b>	<b>4</b>
<b>1.7</b>	<b>Conference Decision-Making .....</b>	<b>4</b>
1.7.1	Voting .....	4
1.7.2	Voting Strength .....	4
1.7.3	Majority .....	4
1.7.4	Motions and Amendments .....	4
<b>1.8</b>	<b>Rules of Procedure.....</b>	<b>4</b>
<b>1.9</b>	<b>Closed Sessions .....</b>	<b>5</b>
<b>1.10</b>	<b>Social Media.....</b>	<b>5</b>
<b>1.11</b>	<b>Learning and Sharing Opportunities .....</b>	<b>5</b>
<b>1.12</b>	<b>Regional Gatherings .....</b>	<b>5</b>
<b>1.13</b>	<b>Bodies with specific responsibilities for the functioning of the World Conference .....</b>	<b>5</b>
1.13.1	World Board.....	5
1.13.2	Conference Planning Group .....	5
1.13.3	Chair of the World Conference .....	5
1.13.4	Session Chairs .....	5
1.13.5	Procedural Team .....	5
1.13.6	Procedural Co-ordinator .....	5
1.13.7	Teller.....	6
1.13.8	World Bureau staff.....	6
<b>1.14</b>	<b>Conference Decisions.....</b>	<b>6</b>
<b>1.15</b>	<b>Implementation of policy and Conference Decisions .....</b>	<b>6</b>

## PART 2 - RULES OF PROCEDURE

<b>2.1</b>	<b>General .....</b>	<b>7</b>
	<b>MOTIONS AND AMENDMENTS.....</b>	<b>7</b>
<b>2.2</b>	<b>Requirements for Proposed Motions received prior to the Conference .....</b>	<b>7</b>
<b>2.3</b>	<b>Requirements for Proposed Amendments .....</b>	<b>7</b>
<b>2.4</b>	<b>Discussion on Proposed Motions and Proposed Amendments submitted prior to the Conference.....</b>	<b>7</b>
<b>2.5</b>	<b>Voting Responsibilities .....</b>	<b>8</b>
<b>2.6</b>	<b>Voting .....</b>	<b>8</b>
	<b>VOTING SESSION .....</b>	<b>8</b>
<b>2.7</b>	<b>General Rules .....</b>	<b>8</b>
<b>2.8</b>	<b>Voting Session Procedure.....</b>	<b>8</b>

	<b>REFERENCE GUIDE TO VOTING.....</b>	<b>10</b>
--	---------------------------------------	-----------

## APPENDIX

	<b>Appendix 1 - Voting Procedure for Proposed Motions with Proposed Amendments.....</b>	<b>11</b>
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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 Organisations 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 which shall include invitations received from Member Organisations to act as hostess to the World Conference, provision of a summary of the audited balance sheet and accounts for the period concerned, consideration of the general financial policy and plans for the next three years or other agreed period, the Triennial Report and other reports presented by the World Board and the election and appointment of members of the World Board; 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 Organisations and by the World Board. There is a constitutional requirement that it be shared with Member Organisations in time to reach them at least sixty days 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 Organisation. A draft of the programme will be circulated at least sixty days in advance of the Conference.

**1.4 The languages of the World Conference**

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

The Conference documents and papers are available in Arabic, English, French and Spanish.

**1.5 The World Conference, its participants and their responsibilities**

**1.5.1 Delegations from Member Organisations (Head Delegate, Delegates and Observers)**

Each Full or Associate Member Organisation of the World Association is entitled to send two Delegates appointed from within its membership one of which must

be appointed as the Head Delegate. The Rules of Procedure state what must happen if the Head Delegate needs to be changed.

In addition, Member Organisations 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 Head Delegate carries the authority of its Member Organisation to speak and vote on its behalf and is expected to participate in all proceedings. The remaining Delegate also has the right to speak during proceedings.

The Observers act in support of their Head Delegate and may speak only if so requested by the Head Delegate.

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;
- 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 Organisation 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 Organisations, 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 Organisation, may include:

- Representatives of National Girl Guide/Girl Scout Organisations working towards Membership of the World Association;
- Honorary Associates;
- Additional representatives of the Hostess Member Organisation;
- World Association 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 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 Organisation

The Hostess Member Organisation 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 Organisation 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 circulated to all Member Organisations for advance study and the preparation of their representatives.

Documents which support the Agenda will be made available on the WAGGGS website and emailed to Member Organisations by the World Bureau. Documents will be available in English, French, Spanish and Arabic. Member Organisations are requested to ensure that their delegation has the required quantity of Conference Documents or appropriate access via electronic methods.

Information and background papers can also be found at [www.wagggs.org](http://www.wagggs.org).

Articles in *WAGGGS Voice*; on the WAGGGS website; and the *Constitution and Bye-Laws of the World Association* will also provide useful background information.

## 1.7 Conference Decision-Making

Documents for acceptance, discussion, and decision will be circulated to Member Organisations prior to the Conference.

Motions received in advance of the four month deadline will also be circulated in advance of the World Conference. Subject to the approval of the Proposed Motion to allow for Motions to be tabled at World Conference, Proposed Motions and Proposed Amendments will be discussed and voted on. (*please refer to Part 2, Rules of Procedure*). A separate timeline applies for such Proposed Motions and Proposed Amendments.

### 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 Organisations 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 Organisations with the Head Delegate 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 Article 12.5 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 75% majority of Full Members present is required for Motions concerning:
  - Policy, strategy and standards;
  - Triennial policy;
  - Membership;
  - Changes to the Constitution and Bye-Laws;
  - General financial policy;
  - Closed sessions
  - Persons permitted to attend the World Conference

### 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 by:

- enabling the meeting to move ahead;
- providing opportunities for delegates to express their opinions in an orderly and open manner.
- ensuring a democratic and transparent decision making process.

## 1.9 Closed Sessions

All sessions are open to all Conference participants. However, it is possible, on request of one Member Organisation and the vote of 75% of Full Members at the session concerned, for specific session to be closed to all but Head Delegates, other Delegates and Observers of eligible voting Member Organisations, the World Board, and World Bureau staff. During the closed session communication with people outside of the room will be restricted including the use of Social Media.

## 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, but not Closed Sessions as referred to above. 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 Chairs;
- 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.
- To prepare the Conference Rules of Procedure

### 1.13.2 Conference Planning Group

#### Membership:

- Chair and Vice-Chairs, World Board;
- World Board members as appointed by the Chair of the World Board;
- Representative/s, Hostess Member Organisation;
- Chief Executive;
- Procedural Co-ordinator;
- World Bureau staff
- Additional Volunteers identified by the World Board

#### Responsibilities:

- To plan and organise the World Conference;
- To ensure the day-to-day running of the Conference;
- To co-ordinate with the Host Member Organisation 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 chairs.

### 1.13.4 Session Chairs

#### 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 Organisations 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 Organisations 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 Organisations and is made available on the WAGGGS website - [www.wagggs.org](http://www.wagggs.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 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.
- 2.1.2 Each Member Organisation must identify its Head Delegate. If the identified Head Delegate is unwell or unable to attend a session of the World Conference the Head Delegate can be changed to the Member Organisation's remaining Delegate, or if none, an Observer from the Member Organisation. The new Head Delegate must notify the Procedural Team in writing of any such change prior to the start of the next session.
- 2.1.3 The Session Chair will decide on any point not covered in these Rules of Procedures.
- 2.1.4 A timeline showing deadlines and important dates will be circulated ahead of the Conference.

### MOTIONS AND AMENDMENTS

#### 2.2 Requirements for Proposed Motions received prior to the Conference

- 2.2.1 Proposed Motions can be submitted up to four months before the Conference.
- 2.2.2 The World Board shall receive all Proposed Motions submitted, and consider whether they are relevant and suitable for presentation to Conference.
- 2.2.3 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.
- 2.2.4 A Proposed Motion should be clear and concise, and, where possible, indicate future ways of action.
- 2.2.5 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.
- 2.2.6 After consultation with the Proposer, the World Board may refer any Proposed Motion to an appropriate Committee for further discussion.
- 2.2.7 Amendments to Proposed Motions received prior to the Conference may be submitted.
- 2.2.8 Further Proposed Motions may not be submitted during the Conference.

#### 2.3 Requirements for Proposed Amendments

- 2.3.1 Proposed Amendments to Proposed Motions may be submitted prior to the Conference.
- 2.3.2 The Conference 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 Organisations 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;
  - General financial policy;

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

- 2.4.1 All Proposed Motions and Proposed 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 Organisation will speak only once, unless the Session Chair makes an exception.
- 2.4.5 Each Member Organisation will restrict itself to three minutes of speaking to a Proposed Motion or a Proposed Amendment.
- 2.4.6 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.
- 2.4.7 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.
- 2.4.8 Member Organisations may request a Closed Session. Agreement to do this requires a majority of 75% of Full Members entitled to vote at that particular session.

## 2.5 Voting Responsibilities

- 2.5.1 Head Delegates from Member Organisations 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 Organisations 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 32.1 and Bye-Law VIII).

## 2.6 Voting

- 2.6.1 The Head Delegate may cast the vote on Motions and Amendments for its Member Organisation.

- 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 Organisations 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 75% majority of Full Members present to vote at the session concerned:

*(Refer to WAGGGS Constitution, Article 11.4.)*

- Policy, strategy and standards;
- Triennial policy;
- Membership;
- Changes to the Constitution and Bye-Laws;
- General financial policy;
- Closed sessions; and
- Those permitted to attend the World Conference

- 2.6.4 For the World Board elections, the method of voting is as follows:

- There will be six rounds of voting.
- Voting is by secret ballot and can be by paper ballot or electronic ballot.
- The names of the candidates shall be displayed in alphabetical order.

Member Organisations must allocate all of their votes in each voting round or the ballot paper will be declared void.

- In the first round of voting, Full Member

Organisations shall vote by allocating one vote for each of their six preferred candidates and the candidate with the highest number of votes is elected for final approval and removed from the ballot.

- In the second round of voting, Full Member Organisations shall vote for five candidates and the candidate with the highest number of votes is elected for final approval and removed from the ballot.
- In the third round of voting, Full Member Organisations shall vote for four candidates and the candidate with the highest number of votes is elected for final approval and removed from the ballot.
- In the fourth round of voting, Full Member Organisations shall vote for three candidates and the candidate with the highest number of votes is elected for final approval and removed from the ballot.
- In the fifth round of voting, Full Member Organisations shall vote for two candidates and the candidate with the highest number of votes is elected for final approval and removed from the ballot.
- In the sixth round of voting, Full Member Organisations shall vote for one candidate and the candidate with the highest number of votes is elected for final approval and removed from the ballot.
- If there is a tie for first place at any stage, the candidate(s) with the least votes will be removed from the ballot before repeating the ballot. The temporarily removed candidate(s) will be returned to the next voting round for the next available seat on the World Board.
- Following the six rounds of voting there will be a vote to ratify the six new Members of the World Board and they will be elected if more than 50% of the vote are in favour of ratification.
- A final round of voting will elect the Approved Persons. Full Member Organisations shall vote for two candidates and the two candidates with the highest number of votes are elected. If there is a tie for first or second place, the candidate(s) with the least votes will be removed from the ballot before repeating the ballot for the tied place. The two Approved Persons will be ranked in first and second order on the basis of votes cast.

- 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 Organisations with a Head Delegate 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 Article 12.5 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 Organisation will speak only once, unless the Session Chair makes an exception.
- 2.7.6 Each Member Organisation 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, 2.4.).
- 2.8.4 The Session Chair closes the discussion and asks for a Member Organisation 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	75% Majority required	Simple Majority required
<b>Electronic voting (yes, no, abstain)</b>				
Appointment of Procedural Team		X		X
Acceptance of 35 <sup>th</sup> World Conference Record of Decisions		X		X
Acceptance of Triennial Report		X	X	
Constitution and Bye-Laws	X		X	
Financial and Strategic Plan	X		X	
Cancellation of Membership	X		X	
Bid to host 37 <sup>th</sup> World Conference		X		X
Closing of session	X		X	
<b>Raising country board (yes, no, abstain)</b>				
Membership	X		X	
<b>Electronic voting (as per Part 2.6.4)</b>				
Election of World Board	X			X

## Appendix 1

### Step-By-Step Guide To Conference Decisions

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

1. Amendments to Proposed Motions presented prior to Conference must be presented to the Procedural Co-ordinator by the time announced by the Session Chair.

2. New Proposed Amendments distributed to Member Organisations.

3. Clarification only of Proposed Motions and Proposed Amendments which have been circulated prior to Conference.

4. Discussion on new Proposed Amendments to Motions within the time and speaker guidelines of the Conference Manual.

5. The Session Chair calls for a Member Organisation to move the Proposed Motion.

6. If a Proposed Motion has been moved, it may only be withdrawn with the consent of Conference.

7. The Session Chair calls on a Member Organisation to present a Proposed Amendment.

8. If a Proposed Amendment has been moved, it may only be withdrawn with the consent of the Conference.

9. The Session Chair explains the consequences to the Motion of the Proposed Amendment.

10. Vote on the Proposed Amendment.

11. The Session Chair presents the Amended Motion.

12. Vote on the Amended Motion.

Repeated for any  
Amendment

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