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DRAFT RULES OF PROCEDURE

January 2023



**DREAM, ACT, LEAD:
THE FUTURE IS OURS**

38th WAGGGS World Conference



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



INTRODUCTION TO THE RULES OF PROCEDURE

ESTABLISHING A STANDARD SET OF RULES OF PROCEDURE

We are pleased to share with you this new standard set of Rules of Procedure that can be used for all future conferences. This responds to Member Organisations' request to have Rules of Procedure that can be used for all WAGGGS General Meetings, including the triennial World Conference, and at Regional Conferences.

We would like to thank the Member Organisations and members of the WAGGGS Global Team that provided feedback on previous sets of Rules of Procedure. We have used this feedback to progressively improve the Rules of Procedure and ensure they align with the WAGGGS Constitution and Bye-Laws and UK charity law.

The Rules of Procedure will continue to be ratified by Member Organisations at the beginning of a conference. From time-to-time small adjustments may still need to be made to the Rules of Procedure to ensure they remain relevant and aligned to the Constitution and Bye-Laws and UK charity law.

The World Board has delegated responsibility for reviewing the Rules of Procedure to the Governance Committee. Before each conference, WAGGGS will circulate the last agreed set of the Rules of Procedure and highlight any items that it feels may need to be changed.

Member Organisations will have an opportunity to provide feedback and suggest changes to the Rules of Procedure in two ways, as set out below and in section 2 of the Rules of Procedure "Application and review of the Rules of Procedure".

The Rules of Procedure we present now are very similar to those approved by Member Organisations for use at the 37th World Conference in 2021 and the Rules of Procedure approved by Member Organisations in each region to be used at the Regional Conferences in 2022. However, there are a small number of changes, set out below, that we would like to draw your attention to.

RECENT UPDATES/CHANGES TO THE RULES OF PROCEDURE:

Application and review of the Rules of Procedure

A new section has been added to clarify the consultation process for the Rules of Procedure, including how and when Member Organisations can provide feedback or suggest changes.

As mentioned above, before each conference WAGGGS will circulate the last agreed set of the Rules of Procedure and highlight any items that it feels may need to be changed. Member Organisations will be invited to provide feedback on the agreed Rules of Procedure within a stated timeframe. Any feedback received from Member Organisations in this consultation phase will be considered by the relevant Procedural Team, in consultation with the Governance Committee. Revised Rules of Procedure will then be shared with Member Organisations for adoption at the next General Meeting/ World Conference. This will include a summary of how feedback received has been incorporated.



WAGGGS will also ensure that the revised Rules of Procedure, developed after the consultation phase, are circulated before the deadline for submitting non-constitutional Proposed Motions. This is so that Member Organisations have a further opportunity to propose changes to the Rules of Procedure by submitting a Proposed Motion for consideration at the next General Meeting/World Conference. Motions passed during a General Meeting/World Conference to change the Rules of Procedure will take effect from the end of that Conference, unless otherwise stated when the Proposed Motion is circulated.

These Rules of Procedure will apply to all General Meetings of the Members of WAGGGS, including the triennial World Conference, and to Regional Conferences. Where applicable, adaptations that are necessary when applying the Rules of Procedure at Regional Conference are marked in **blue** in the document.

Attendance

In the section on attendance at conferences, we have removed reference to a specific number of Observers who may attend a conference. All efforts will be made to allow a minimum delegation size of four per Member Organisation (including the Head Delegate and Delegate) at each conference. Depending on venue capacity the total number of observers in a delegation will be confirmed in the booking pack for each conference.

Voting: Methods of voting

In the Rules of Procedure for the 37th World Conference it was necessary to limit the voting method options as this was an online conference. We have now reverted to the full list of possible methods of voting that may be used in a conference, as in previous Rules of Procedure.

Election process

With Motions 2 and 3 passed at the 37th World Conference, a decision was made that the World Board and each Regional Committee should have at least two members under the age of 30. The Rules of Procedure set out the voting process that will ensure the fulfilment of this decision, as far as practicable and dependent on nominations received. This is the same process that was in the Rules of Procedure approved by Member Organisations in each region for the Regional Conferences in 2022.

Further detail has been added about how to resolve a situation in an election where there is a parity of votes (a tie) that has an impact on being able to confirm the results of the election. Previous Rules of Procedure have specified that in this situation a new round of voting takes place between the candidates who have received the same number of votes. However, the Rules of Procedure have previously not explained the next steps in case this does not resolve the tied vote.





The Governance Committee has discussed this, reviewing practice within and outside the Movement in similar situations, and recommends the following process:

- In any situation where there is a parity of votes that has an impact on being able to confirm the composition of the World Board (or at regional level, of the Regional Committee), a new round of voting shall take place between the candidates who have received the same number of votes.
- If this does not resolve the situation, the candidates in question will be given an opportunity to address, in alphabetical order by surname, the conference for up to three minutes each.
- Another round of voting between the tied candidates will then take place. If the tie is still not resolved at this point, the decision will be made by drawing a name from a hat.

The Governance Committee recognise that drawing a name from a hat is a last resort and some may not be comfortable with this. However, they felt that this was the fairest, most transparent and efficient process. We welcome feedback and alternative suggestions from Member Organisations on the suggested process for resolving a tied vote.

Glossary

The glossary has been updated to include new terms such as Campfire.

CONSULTATION PERIOD

If you would like to provide feedback on, or propose a change to, these Rules of Procedure, please email Governance@waggs.org by **23.59pm UTC on Tuesday 28 February 2023**.

WAGGGS Governance Committee





RULES OF PROCEDURE



PURPOSE OF THE RULES OF PROCEDURE

The purpose of the Rules of Procedure is to facilitate the handling of the business of the conference and establish the way decisions will be taken in line with the requirements of the WAGGGS Constitution and Bye-Laws. The Rules of Procedure ensure a clear, democratic and transparent decision-making process and provide clarification on attendance, circulation of information, and voting procedures at the conference.



APPLICATION AND REVIEW OF THE RULES OF PROCEDURE

These Rules of Procedure apply to all General Meetings of the Members of WAGGGS, including the triennial World Conference, and to Regional Conferences (with regional adaptations marked in blue throughout).

The World Board has delegated responsibility for reviewing the Rules of Procedure to the Governance Committee.

A copy of the agreed Rules of Procedure is circulated before each General Meeting/Conference and Member Organisations will have an opportunity to provide feedback and suggest changes to the Rules of Procedure in two ways.

Firstly, Member Organisations will be invited to provide feedback on the agreed Rules of Procedure within a stated timeframe. Feedback received from Member Organisations in this consultation phase will be considered by the relevant Procedural Team, in consultation with the Governance Committee. Revised Rules of Procedure will then be shared with Member Organisations for adoption at the next General Meeting/World Conference. This will include a summary of how feedback received has been incorporated.

Secondly, WAGGGS will ensure that the revised Rules of Procedure developed after the consultation phase are circulated before the deadline for submitting non-constitutional Proposed Motions. This is so that Member Organisations have a further opportunity to propose changes to the Rules of Procedure by submitting a Proposed Motion for consideration at the next General Meeting/World Conference. Motions passed during a General Meeting/World Conference to change the Rules of Procedure will take effect from the end of that Conference, unless otherwise stated when the Proposed Motion is circulated.

Changes to the Rules of Procedure cannot be proposed at the conference.



3 ATTENDANCE

DELEGATES AND OBSERVERS FROM MEMBER ORGANISATIONS

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

In addition, Member Organisations may send Observers to act in support of their Delegates. All efforts will be made to allow a minimum delegation size of four per Member Organisation (including the Head Delegate and Delegate) at each conference. Depending on venue capacity the total number of observers in a delegation will be confirmed in the booking pack for each conference. The number of Observers a Member Organisation can register for the World Conference is decided by the World Board. (For Regional Conferences, the number of Observers a Member Organisation can register is decided by each Regional Committee).

For Member Organisations which are Federations, each Component Association may suggest individuals to form part of the Member Organisation's (Federation) delegation. The Member Organisation (Federation) shall select two from among this number to be their official Delegates and any others may attend as Observers within the set limit for the total number of Observers.



GUESTS

Subject to venue capacity, members of WAGGGS Committees, Honorary Associates, and holders of the World Board Pin may attend the World Conference.

Other guests, invited by the World Board, may include:

- Representatives of National Girl Guide/Girl Scout Organisations working towards Membership of WAGGGS;
- Representatives of organisations associated with Girl Guiding/Girl Scouting;
- Members of the Board of Directors, Executive Director and National Co-ordinators of the Olave Baden-Powell Society;
- WAGGGS representatives at the United Nations and its specialized agencies;
- Other invited guests.

(At Regional level, subject to venue capacity, Honorary Associates and holders of the World Board Pin may attend the Regional Conference taking place in the Region in which they reside. Other guests, invited by the Regional Committee, may include:

- Representatives of National Girl Guide/Girl Scout Organisations in the Region working towards Membership of WAGGGS;
- Representatives of organisations in the Region associated with Girl Guiding/Girl Scouting;
- Members of Regional Ad-Hoc Committees, Regional Working Groups and other WAGGGS Committees;
- Representatives of the World Board, with the agreement of the World Board Chair;
- Other invited guests).

EXPECTATIONS

All conference participants are expected to have read the content of all documents before the conference.

Delegates of Member Organisations are expected to:

- be fully informed of their Member Organisation's view on all agenda items;
- participate in any pre-conference sessions, including the orientation session;
- in the case of the Head Delegate, be prepared to vote on agenda items;
- make a full report to their Member Organisation on the conference and the decisions reached; and
- participate in an evaluation of the conference.





QUORUM

A Roll Call of Member Organisations (represented by their Head Delegate) is taken at the opening of the conference to record all Member Organisations in attendance.

The quorum at the World Conference is one-third of the Member Organisations entitled to vote upon the business being considered. If it appears before registrations close that the quorum will not be reached, the World Board will encourage any Member Organisations that have not confirmed their intention to attend to do so.

(The quorum at each Regional Conference is more than half of Full Member Organisations in the Region. If it appears before registrations close that the quorum will not be reached, the Regional Committee will encourage any Member Organisations that have not confirmed their intention to attend to do so).

If the quorum is not reached on the first day of the conference or ceases to be present during the conference, the conference can still proceed. The conference can discuss issues and make recommendations, but is not able to take decisions until a quorum is reached.



LANGUAGES

WAGGGS has four official languages: English, Spanish, French and Arabic. Participants at the World Conference should have a good working knowledge of one of these languages. All documents will be available in these languages and simultaneous interpretation will be available during the conference.

(At regional level, each Regional Conference will be delivered according to the language(s) of the Region: Africa [English and French], Arab [Arabic and English]), Asia Pacific [English], Europe [English and French], Western Hemisphere [English and Spanish]. Participants should have a good working knowledge of one of the languages for their region. All Regional Conference documents will be available in the languages of the Region and simultaneous interpretation will be available during the conference)



DOCUMENTS

The agenda for the conference is prepared by the World Board (for Regional Conferences, by the Regional Committee), in consultation with Member Organisations, and shared with Member Organisations at least sixty days before the date of the conference.

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

Documents (for acceptance, discussion, and decision) which support the agenda will be made available to Member Organisations by email and on Campfire at least two months before the conference.



KEY ROLES AND RESPONSIBILITIES



CONFERENCE CHAIR

There is one overall Chair of the conference, appointed by the World Board (for Regional Conferences, by the Regional Committee), who will ensure that the conference is run effectively. There may also be up to two Vice-Chairs, appointed by the World Board from amongst their number (for Regional Conferences, the Vice-Chair(s) is appointed by the Regional Committee and can be someone from within the Regional Committee or another person of their choosing) to support the Conference Chair in her duties. The Conference Chair and Vice-Chairs will be ratified by Member Organisations at the start of the conference by general consent or a simple majority vote. The Conference Chair may delegate chairing of sessions to one of the Vice-Chair(s) (known as the Session Chair in respect of that session).





If the Conference Chair is not approved by the conference or is unable to perform the functions of her role at the conference for any reason, the role of Conference Chair shall be passed on to one of the Vice-Chairs. In the unlikely event that the Vice-Chairs are also not approved or are unable to undertake this role, a suitable replacement should be identified by the World Board (for Regional Conferences, by the Regional Committee) from within the conference attendees (such as an Observer or Guest, or a current member of the World Board/Regional Committee).

The Conference Chair and Vice-Chair(s) should not have any role in a Member Organisation delegation at the conference or be travelling to the conference on behalf of a Member Organisation that could influence her role as Conference Chair/Vice-Chair. They must be able to carry out their role freely and openly as Conference Chair/Vice-Chair.

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

PROCEDURAL TEAM

There will be a Procedural Team of at least three individuals from different Member Organisations, and reflecting the diversity of WAGGGS, one of whom will be the Procedural Team Coordinator and will lead the Procedural Team. The Procedural Team will be ratified by Member Organisations at the start of the conference by general consent or a simple majority vote. Members of the Procedural Team must be able to participate as a Procedural Team member freely and openly. Those attending the conference as a Head Delegate or Delegate for their Member Organisation cannot undertake the role of Procedural Team member.

If a member of the team is not approved by the conference or is unable to perform the functions of the role at the conference for any reason, a suitable replacement should be found from within the conference attendees (such as an Observer or Guest) and the new member will need to be approved by the conference. The World Board (for Regional Conferences, the Regional Committee) is responsible for finding a suitable replacement. In the event, a suitable replacement is unable to be found at the conference or is not approved by the conference, the Team will continue to perform the functions with the remaining approved members.

The Procedural Team supports Member Organisations to understand the Rules of Procedure and works with them, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and/or Proposed Amendments. During the conference, the Procedural Team supports the Conference Chair to ensure that the WAGGGS Constitution and Bye-Laws and the Rules of Procedure are appropriately implemented and complied with.

After the conference, the Procedural Team is responsible for preparing the final record of all decisions made during the conference.

TELLERS

There will be at least three Tellers selected by the Procedural Team, in consultation with the World Board (for Regional Conferences, in consultation with the Regional Committee). The Tellers will be ratified by Member Organisations at the start of the conference by general consent or a simple majority vote. Those attending the conference as a Head Delegate or Delegate for their Member Organisation cannot undertake the role of Teller. Members of the Procedural Team (excluding the Procedural Team Coordinator) may also undertake the role of Teller when needed.

The Tellers will count and verify the results of each vote and report the results to the Conference Chair.



MOTIONS AND AMENDMENTS

I. PROPOSED MOTIONS

Member Organisations can propose motions for discussion and voting at the conference. The deadline for Proposed Motions will be stated in the call for Proposed Motions. For World Conference, there will be two different closing dates provided. The first closing date will be for Proposed Motions that require a change in the WAGGGS Constitution and Bye-Laws and will be at least five months before the start of the conference. The second closing date will be for all other Proposed Motions and will be at least three months before the start of the conference.

Proposed Motions may also be submitted after this date up to the end of the first day of the conference. Such Motions (also known as Tabled Motions) require the approval of the Conference Chair and Procedural Team Coordinator in order to be considered by the conference and cannot be amended. Tabled Proposed Motions relating to policy and standards, Triennial policy, Membership, general financial policy or which require significant research will not be considered.

Proposed Motions should be of interest, direct concern and relevance to WAGGGS; and for decision or consideration by the Member Organisations of WAGGGS. This means that the proposal should address something that the proposer thinks is of interest for all or a majority of Member Organisations at a global level. A Proposed Motion should contain three parts: the actual proposal, a short explanation (rationale) on why the proposer suggests the conference vote “yes” to the Proposed Motion and must include details of any potential resources (human or financial) needed to implement the motion.

(For Regional Conferences, Proposed Motions should be of interest, direct concern and relevance to the Region; and for decision or consideration by the Member Organisations of the Region. This means that the proposals should address something that the proposer thinks is of interest for the whole Region or a majority of Member Organisations within the Region).

Before submitting a Proposed Motion, Member Organisations should carefully consider whether this is the most appropriate method for raising an issue it wishes to address or if there is another way in which it could do this. Member Organisations are encouraged to submit any suggestions for areas of priority, focus, and/or activity as part of the WAGGGS Global Strategy consultation process (at regional level, the Regional Action Plan consultation process) rather than submitting a Proposed Motion. This is to ensure that suggested priorities and activities can be appropriately incorporated into the development of the WAGGGS Global Strategy (at regional level, the Regional Action Plan), especially in terms of allocation of any human and financial resources. Before submitting a Proposed Motion, Member Organisations are also encouraged to check the draft WAGGGS Global Strategy (at regional level, the Regional Action Plan) to avoid any possible duplication.

A Proposed Motion that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. Before the conference, this decision is made by the Procedural Team Coordinator, in consultation with the Governance Committee on behalf of the World Board (the Regional Committee for Regional Conferences). At the conference this decision is made by the Conference Chair in consultation with the Procedural Team Coordinator.





The proposer will be informed if their Proposed Motion has been approved or not. Proposed Motions submitted and not approved will not be circulated to Member Organisations.

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

- To make 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 Proposed Motion if two or more Proposed Motions on the same or similar topics are submitted. If no composite Motion is agreed upon, then all Proposed Motions on the same or similar topics will be considered by the Procedural Team Coordinator, in consultation for approval with the World Board ([the Regional Committee for Regional Conferences](#)) (or Conference Chair if submitted during the conference) to determine if they are suitable for presentation to the conference and if so, how they should be presented.

II. PROPOSED AMENDMENTS

Member Organisations can propose amendments to Proposed Motions that have been circulated before the conference up to the end of the first day of the conference. Proposed Amendments to Proposed Motions relating to the WAGGGS Constitution and Bye-Laws must have been submitted by the deadline specified in the call for amendments (which will be at least three months before the start of the conference) to allow time for them to be duly considered prior to the formal notice and Agenda for the World Conference being circulated.

A Proposed Amendment should not introduce a different topic but should clarify, strengthen or challenge the original Proposed Motion. A Proposed Amendment that does not meet the criteria stated or that is not clear enough in its wording to be voted on can be rejected. Before the conference, this decision is made by the Procedural Team Coordinator, in consultation with the Governance Committee on behalf of the World Board ([the Regional Committee for Regional Conferences](#)). Before a decision to reject a Proposed Amendment is made, the Procedural Team will advise the Proposer on why rejection is being considered so that the Proposer can consider altering the Proposed Amendment. The Proposer will be informed if their Proposed Amendment has been approved or not. Proposed Amendments submitted and not approved will not be circulated to Member Organisations.

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

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





III. PRESENTATION AND DISCUSSION OF PROPOSED MOTIONS AND PROPOSED AMENDMENTS

All Proposed Motions and Proposed Amendments that have been received, approved and circulated to Member Organisations will be presented and discussed at the conference. The Conference Chair will ask for a member of the World Board (for Regional Conferences, a member of the Regional Committee) or from a delegation of a Member Organisation to formally present the Proposed Motion/ Amendment.

The Conference Chair will ask the individual to state whether they are speaking in the capacity of a World Board member (for Regional Conferences, a Regional Committee member) or member of a delegation of a Member Organisation and, if appropriate, the Member Organisation they represent.

Following the presentation of each item, the Conference Chair will open the discussion to others. The Conference Chair determines and declares when the discussion ends. Each Member Organisation may speak for up to three minutes and may only speak once unless the Conference Chair makes an exception. The Proposer is also able to speak once during the discussion, in addition to presenting the Proposed Motion/Amendment. If a Proposed Motion/Amendment has multiple proposers these Member Organisations should decide together who will present and respond on behalf of the whole group.

If a Proposed Amendment is not carried, the original Proposed Motion is then put to the vote. If one or more Amendments are carried, then they are incorporated into the original Proposed Motion, which is then put to the vote in its amended form.



VOTING

Decisions will be recorded in a Record of Decisions that will be sent to Member Organisations within one month of the conference.

If the registered Head Delegate is unable to attend the conference, or unable to cast their vote for another reason, the Member Organisation shall authorise their other Delegate or another person from their delegation to act as its representative and vote instead. Notice of this should be provided to the Procedural Team Coordinator before voting opens.

I. PROXY VOTING

Proxy voting is not permitted under the WAGGGS constitution.

II. ELIGIBILITY TO VOTE

To be eligible to vote, a Member Organisation must have paid their annual WAGGGS Membership Fee up to and including the financial year immediately preceding the conference, unless remission, postponement or a payment plan for the fees has been authorised by the World Board. If remission, postponement or a payment plan of the fees has been authorised by the World Board, the Member Organisation must be complying fully with the conditions on which this has been granted.

Suspended Member Organisations do not have the right to vote.





III. SPEAKING AND VOTING RIGHTS

WHO	SPEAKING	VOTING
Delegates	May speak on any and all issues, when recognised by the Conference/Session Chair	Have one vote per Member Organisation, exercised by the Head Delegate.
Observers	May speak only if their Head Delegate requests this and if approved by the Conference/Session Chair	Do not have a vote
World Board (at Regional Conferences, the Regional Committee)	May speak on any and all issues, when recognised by the Conference/Session Chair	Do not have a vote
Any other attendees (Including: members of WAGGGS Committees, WAGGGS staff, and individuals or representatives of groups invited to attend as guests)	May be invited to speak by the Conference/ Session Chair during sessions	Do not have a vote





IV. ISSUES FOR VOTING

Each Member Organisation present and eligible to vote at the conference has one vote. However, there are some issues on which only Full Member Organisations can vote. The voting rights at the conference are as follows:

Ratification of opening business items: <ul style="list-style-type: none"> • Regional Conference Chair and Vice-Chair(s) • Procedural Team Coordinator and Procedural Team members • Tellers • Conference Agenda • Rules of Procedure 	Full and Associate Members	General Consent or Simple majority of votes cast
At World Conference (<i>not applicable to Regional Conferences</i>), approval of: <ul style="list-style-type: none"> • Changes to the Constitution and Bye-Laws; • Policy, strategy and standards; • Triennial policy • General financial policy/issues; • Admission and cancellation of Membership; • Making a session a Closed Session; and • Changes to those permitted to attend the World Conference 	Full Members only	75% majority of votes cast
At Regional level, Proposed Motions and Proposed Amendments relating to finance	Full Members only	Two thirds majority of votes cast)
Election of the World Board (<i>at Regional Conferences, election of the Regional Committee</i>) [1]	Full Members only	Simple majority of votes cast
Bids to host the next World Conference (<i>at Regional Conferences, bids to host the next Regional Conference</i>)	Full and Associate Members	Simple majority of votes cast
All other Proposed Motions and Proposed Amendments	Full and Associate Members	Simple majority of votes cast

[1] This refers to the final vote to confirm the new members of the World Board (*at regional level, of the Regional Committee*) and the Approved Persons (*at regional level, the Regional Approved Persons*) after voting has taken place between the candidates.





V. METHODS OF VOTING

The following voting methods may be used at the conference.

General Consent: When a Proposed Motion is not likely to be opposed, the Conference Chair says, "If there is no objection". The members show agreement by their silence. If an objection is raised, the Conference Chair shall ask for a counted vote.

Electronic voting: For use when a counted vote is required. The Head Delegate casts their vote by using the voting function on the conference platform. The votes cast will be counted and verified by the Tellers and reported to the Conference Chair who will announce the number of votes received for and against the proposal and the number of abstentions. The results will be shown in detail, apart from the bid to host the next conference and the election of World Board members (at Regional Conferences, the election of Regional Committee members) when only the decision and not the counted vote will be displayed.

By Raising Country Card: An alternative to an electronic vote, this method can be used in a physical conference when a counted vote is required. The Conference Chair asks in turn for those in favour, those against and those abstaining to raise their country card. On each occasion the Teller(s) counts this number. This is a quick and simple method when secrecy is not crucial.

Paper ballot: A paper vote may be taken in a physical conference when electronic voting is not available, or at the discretion of the Conference Chair, after consultation with the Procedural Team Coordinator. The Tellers count the paper votes and report the result to the Conference Chair.

VI. VOTING ON PROPOSED MOTIONS AND PROPOSED AMENDMENTS

Before taking a vote on Proposed Motions and Proposed Amendments, the Conference Chair will explain:

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

Member Organisations will have the option to vote For the proposal, vote Against the proposal or to Abstain from voting on the proposal. Abstentions do not count when determining the number of votes cast.



In the event of a tied vote, the Motion/Amendment is not carried. The Tellers have the final word in relation to the number of votes cast during the voting and the results of the vote.

VII. VOTING ON BIDS TO HOST THE NEXT CONFERENCE

There will be one initial round of voting for all the bids. If no bid receives a simple majority, a further round of voting will take place between the two bids which received the highest number of votes in the first round. If there is only one bid, a vote will still be held and a simple majority will be required.



10 ELECTIONS



Voting is by secret electronic ballot. The names of the candidates shall be displayed in alphabetical order on the voting paper/platform. Member Organisations shall vote by allocating one vote each for up to a maximum of six candidates. Member Organisations do not have to allocate all six votes.

In alignment with Motions 2 and 3 passed at the 37th World Conference, the voting process has been designed to ensure that, as far as practicable and dependent on nominations received, the World Board and each Regional Committee has at least two members under the age of 30.

If there are at least two young women under 30 in the candidate pool:

- If at least two young women are amongst the six highest scoring candidates, then the election of these six candidates shall be announced in alphabetical order.
- If only one young woman is among the six highest scoring candidates, then the election of the five highest scoring candidates shall be announced in alphabetical order. Then:
 - If there is only one young woman remaining in the candidate pool she will fill the remaining position; or
 - If there is more than one young woman remaining in the candidate pool, a second round of voting will take place among those candidates to fill the remaining position.
- If no young women are among the six highest scoring candidates, then the election of the four highest scoring candidates shall be announced in alphabetical order. Then:
 - If there are only two young women in the candidate pool they will fill the remaining two positions; or
 - If there are more than two young women in the candidate pool, a second round of voting will take place among those candidates to fill the remaining two positions.

If there is only one young woman under 30 in the candidate pool:

- If the candidate under 30 is not amongst the six highest scoring candidates, then the election of the five highest scoring candidates shall be announced in alphabetical order and the young woman will fill the sixth position.

If there are no young women under 30 in the candidate pool:

- The six highest-scoring candidates will be elected and shall be announced in alphabetical order.

In all the above scenarios, after the six elected positions have been filled, the two candidates receiving the next highest number of votes from their ranked position in the first round of voting will be noted as the Approved Persons ([at regional level the Regional Approved Persons](#)), in case of a vacancy subsequently occurring on the World Board ([or at regional level, on the Regional Committee](#)).

In any situation where there is a parity of votes (a tie) that has an impact on being able to confirm the composition of the World Board ([or at regional level, of the Regional Committee](#)), a new round of voting shall take place between the candidates who have received the same number of votes. If this does not resolve the situation, the candidates in question will be given an opportunity to address, in alphabetical order by surname, the conference for up to three minutes each. Another round of voting between the tied candidates will then take place. If the tie is still not resolved at this point, the decision will be made by drawing the name of a tied candidate from a hat.

There will be a final vote by simple majority to confirm the new members of the World Board ([at regional level, of the Regional Committee](#)) and the Approved Persons ([at regional level, the Regional Approved Persons](#)).





11 CLOSED SESSIONS

All agenda items are open to all registered conference participants. However, at any time the World Board (at [Regional Conferences, the Regional Committee](#)) or any Member Organisation may request for a specific item to be dealt with in a closed session and will be allowed up to three minutes to explain the reasons for the request. To pass, the request needs to be agreed to by 75% of votes cast of Full Member Organisations present at the conference.

Only Head Delegates and Delegates of eligible voting Member Organisations, the World Board, Regional Committee members and WAGGGS staff may attend a closed session of the conference. During the closed session communication with others beyond this group will be restricted, including the use of social media.

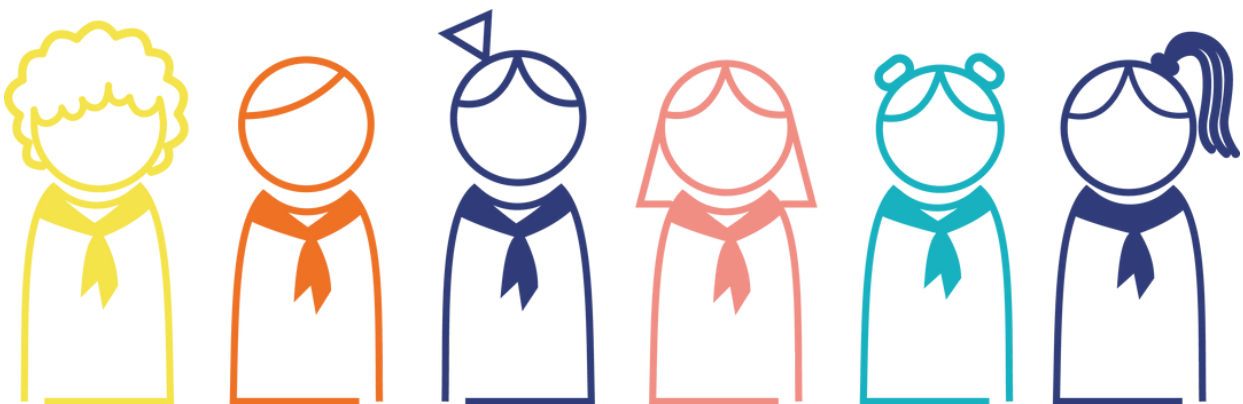
12 SOCIAL MEDIA

The use of social media is allowed during the conference including voting sessions, excluding Closed Sessions.

Participants will be informed by the Conference Chair should the use of social media have to be restricted for any reason.

13 GENERAL

Items concerning clarification of procedures, or problems of understanding can be raised at any time, by any delegation and be addressed by the Conference Chair, in consultation with the Procedural Team Coordinator, if required.



14 GLOSSARY



Abstention	During a vote, when a Member Organisation does not vote or declares that it is neither voting for, or against, a proposal, this counts as an “abstention”. Abstentions do not count when determining the number of votes cast.
Agenda	List of matters to be considered at the conference.
Amendment	A change in wording to a Proposed Motion which has been adopted by the conference.
Approved Person	Up to two World Board candidates who were not elected to the World Board but who received the next highest votes at World Conference.
Associate Member	A national organisation that has achieved Associate Membership in accordance with 10.9.2. of the WAGGGS Constitution.
Campfire	WAGGGS’ multi-lingual digital learning and community platform.
Conference Chair (also referred to as ‘Chair’)	The person who has been appointed by the World Board (at Regional Conferences, by the Regional Committee) 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.
Head Delegate	A person selected to represent, and vote on behalf of, a Member Organisation.
Majority	The number of votes cast in favour required for a proposal, for example a Proposed Motion, to be adopted. A simple majority is more than half of the votes cast.
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.
Motion	A proposal that has been adopted by the conference.



Observer	A person appointed by a Member Organisation to be part of the delegation of a Member Organisation, and act in support of its Delegates at the conference.
Procedural Team	The team which supports Member Organisations to understand the Rules of Procedure and works with them to coordinate and clarify any Proposed Motions and/or Proposed Amendments. During the conference, the Procedural Team supports the Conference Chair to ensure that the WAGGGS Constitution and Bye-Laws and the Rules of Procedure are appropriately implemented and complied with.
Procedural Team Coordinator	Leads the Procedural Team.
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 conference.
Quorum	The minimum number of Member Organisations required to be present at the Regional Conference to enable decisions to be taken.
Record of Decisions	Written record of all conference decisions, including Motions/ Amendments and their proposer, together with the number of votes cast for, votes cast against and the number of abstentions.
Regional Approved Persons	Up to two Regional Committee candidates who were not elected to the Regional Committee but who received the next highest votes at the Regional Conference.
Tellers	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	When an equal number of votes has been received for and against a proposal.
Vote	A formal indication of a decision or choice made by a Member Organisation on a proposal.
Votes cast	The number of votes recorded 'For' or 'Against' a proposal.





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