



WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS

DRAFT RULES OF PROCEDURE DOC NUMBER 1A



17th Europe Regional Conference
22 - 27 July 2022, Netherlands

1 PURPOSE OF THE RULES OF PROCEDURE

The purpose of the Rules of Procedure (Rules) is to facilitate the handling of the business of the Regional Conference and to establish the way decisions will be taken. These Rules ensure a clear, democratic and transparent decision-making process and provide clarification on attendance, circulation of information, and voting procedures at the conference.

Member Organisations are expected to become familiar with the Rules before they are approved at the start of the Regional Conference. Should any Member Organisation wish to amend the Rules, suggested changes must be submitted before the deadline of **31 March 2022**. Amendments to these Rules cannot be proposed at the Regional Conference.

2 ATTENDANCE

DELEGATES AND OBSERVERS FROM MEMBER ORGANISATIONS

Each Full or Associate Member Organisation of WAGGGS in the Region is entitled to send two Delegates appointed from within its 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 according to the numbers as agreed by the Regional Committee. The Observers act in support of their Delegates.

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 limits on the total number of Observers agreed by the Regional Committee.

OTHER ATTENDEES

Honorary Associates and holders of the World Board Pin from within the Region are entitled to attend the Regional Conference.

The Regional Committee may also invite:

- Members of Regional Ad-Hoc Committees, Regional Working Groups and other WAGGGS Committees.
- Representatives of National Girl Guide/Girl Scout Organisations working towards Membership of WAGGGS.
- Representatives of organisations associated with Girl Guiding/Girl Scouting.
- Other invited guests.

Representatives of the World Board may attend, in consultation with the Regional Committee, and with the agreement of the World Board Chair.

Members of WAGGGS staff will attend the conference.



EXPECTATIONS

All conference participants are expected to have read the content of all documents before the conference and participate in an evaluation of 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;
- in the case of the Head Delegate, be prepared to vote on agenda items; and
- make a full report to their Member Organisation on the conference and the decisions reached.

3 QUORUM

A Roll Call of Member Organisations (as represented by their Head Delegate) is taken at the opening of the conference to record all Member Organisations in attendance. The quorum at the conference is more than half of Full Member Organisations of 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 the registration of their Delegates to confirm their intention to attend.

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

4 LANGUAGES

WAGGGS has four official languages: English, Spanish, French and Arabic. Each Regional Conference will be delivered according to the language(s) of the Region and participants should have a good working knowledge of one of these. All documents will be available in these languages and simultaneous interpretation will be available during the conference.

Africa	English and French
Arab	Arabic and English
Asia Pacific	English
Europe	English and French
Western Hemisphere	English and Spanish

5 DOCUMENTS

The agenda for the conference is prepared by the Regional Committee, in consultation with Member Organisations and shared with Member Organisations at least two months before the conference.

Agenda items will include:

- Triennial Regional Action Plan
- Triennial Regional Report
- Election of Regional Committee members
- Bids to host the next Regional Conference
- Content specific to the Region's priorities
- Global sessions.

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. Member Organisations are requested to ensure that their delegation has access to the required documents.





KEY ROLES AND RESPONSIBILITIES



CONFERENCE CHAIR

There is one overall Chair of the conference, appointed 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 Regional Committee 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).

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, one of whom will be the Procedural Team Coordinator and will lead the Procedural Team. The Procedural Team will be appointed by the Regional Committee and ratified by Member Organisations at the start of the conference by general consent or a simple majority vote.

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 WAGGS 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.

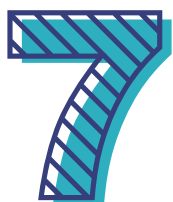


TELLERS

There will be up to three Tellers selected by the Procedural Team, 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. 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

PROPOSED MOTIONS

Member Organisations can propose motions for discussion and voting at the Regional Conference. The initial deadline for Proposed Motions will be stated in the call for Proposed Motions for each Regional Conference. Proposed Motions may also be submitted after this date up to the end of the first day of the Regional 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.

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 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 2023-2025 Regional Action Plan, especially in relation to allocation of any human and financial resources. Before submitting a Proposed Motion, Member Organisations are also encouraged to check the draft 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 Regional Conference this decision is made by the Procedural Team Coordinator, in consultation with the Regional Committee. At the Regional Conference this decision is made by the Conference Chair and 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 a composite Proposed Motion cannot be agreed upon, then all Proposed Motions on the same or similar topics will be considered by the Procedural Team Coordinator, in consultation with the Regional Committee (or Conference Chair if submitted during the conference), to determine if they are suitable for presentation to the Regional Conference, and if so, how they should be presented.

PROPOSED AMENDMENTS

Member Organisations can propose amendments to Proposed Motions that have been circulated before the conference. Proposed Amendments may be submitted up to the end of the first day of the Regional Conference.

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 Regional Conference this decision is made by the Procedural Team Coordinator, in consultation with the Regional Committee. At the Regional Conference this decision is made by the Conference Chair and Procedural Team Coordinator. Before a decision to reject a Proposed Amendment is made, the Procedural Team will advise the Proposer on why a 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 such changes in the wording of a Proposed Amendment to ensure clarity and a clear presentation.
- work with another Proposer to develop or agree to a composite Proposed Amendment.

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 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 she/he is speaking in the capacity of a Regional Committee member or delegate 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.

PROXY VOTING

Proxy voting is not permitted.

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 or postponement of fees has been authorised by the World Board. If remission or postponement of 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.

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
Regional Committee members	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 the World Board, 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

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 members • Tellers • Conference Agenda • Rules of Procedure 	Full and Associate Members	General Consent or Simple majority of votes cast
Election of the Regional Committee	Full Members only	Simple majority of votes cast
Bid to host the next Regional Conference	Full and Associate Members	Simple majority of votes cast
Proposed Motions and Proposed Amendments relating to financial issues	Full Members only	Two thirds majority
All other Proposed Motions and Proposed Amendments	Full and Associate Members	Simple majority of votes cast



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.

By Show of Hands: For majority votes in a physical conference only. The Conference Chair asks for those in favour to raise their hand. The Teller(s) must always take an exact count of this number for record purposes.

Electronic ballot: For use when a full count 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 bids to host the next Regional Conference and the election of Regional Committee members when only the decision and not the counted vote will be displayed.

By Raising Country Card: For use when a full count is required in a physical conference. 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. A paper vote may also be taken at the discretion of the Conference Chair, after consultation with the Procedural Team Coordinator, when secrecy is desired. The Teller(s) counts the paper votes and reports the result to the Conference Chair.

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.



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.

VOTING ON BIDS TO HOST THE NEXT WORLD 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.



ELECTION OF THE REGIONAL COMMITTEE

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 Motion 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, every newly elected 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, in case of a vacancy subsequently occurring on the Regional Committee.

In any situation where there is a parity of votes that has an impact on being able to confirm the composition of the Regional Committee, a new round of voting shall take place between the candidates who have received the same number of votes.

10 SOCIAL MEDIA

The use of social media is allowed during the conference including voting sessions. Participants will be informed by the Conference Chair should the use of social media have to be restricted for any reason.

11 GENERAL

Items concerning clarification of procedures, 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 Team Coordinator, if required.

12 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.
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 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.
Member	When written with a capital “M” this refers to a Member Organisation that is either an Associate or Full Member of WAGGGS.
member	When written with a small “m” this refers to a person.
Majority	The number of votes in favour required for a proposal, for example a Proposed Motion, to be adopted. A simple majority is more than half of the votes cast.
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 Motions/Amendments and their proposer, together with the votes for, against and abstentions.
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.

