

TRIENNIAL PROCEDURAL TEAM (2024-2026) TERMS OF REFERENCE

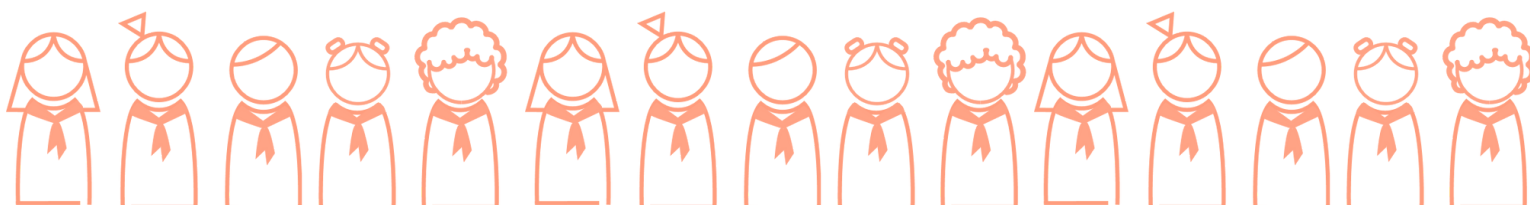
INTRODUCTION

To support clarity, consistency and transition across triennia, the World Board proposes to establish a triennial Procedural Team to serve from one World Conference up to a few months after the next World Conference.

The Triennial Procedural Team for 2024-2026 will act as the Procedural Team for the Extraordinary General Meeting in September 2024, the 39th World Conference in mid-2026 and any other global WAGGGS general meetings/conferences in the triennium that require a Procedural Team. The Triennial Procedural Team will also oversee any written resolution processes during the triennium and may be called upon to provide support to the teams delivering Regional Conferences in 2025. Being a member of the Triennial Procedural Team does not prevent an individual from applying for, and being appointed to, a Regional Conference Procedural Team. The appointment of the Regional Conference Procedural Team is the responsibility of the Regional Committee.

PURPOSE

- 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 a general meeting/conference, the Procedural Team supports the 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 decisions. The content of the record shall be all decisions made during the conference and a summary of the main discussion points.



FUNCTIONS AND RESPONSIBILITIES OF THE PROCEDURAL TEAM



Governance

- Know and understand the Rules of Procedure .
- Know and understand WAGGGS's Constitution and Bye-Laws.
- Prepare and deliver orientation sessions for participants.
- Assist delegations to have a common understanding of the Rules of Procedures to be followed at the general meeting/conference.
- Ensure a democratic and transparent decision-making process can occur.
- Follow procedures as outlined in the Rules of Procedure.
- Ensure that the agreed procedures are followed by participants.
- Support and coordinate the team of Tellers during voting sessions.

Proposed Motions and Proposed Amendments

- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and Proposed Amendments (and in the case of a World Conference any tabled Proposed Motions and tabled Proposed Amendments) to:
 - Ensure that the WAGGGS Constitution and Bye-Laws are complied with;
 - Refine the language of any Proposed Motions and Proposed Amendments;
 - Ensure the intent and outcomes of the Proposed Motion/Amendment are clear. This includes ensuring that the Proposer(s) has sought input from WAGGGS on the resource implications required to deliver upon the Proposed Motion/Amendment.
 - Ensure that the translation of Proposed Motions/Amendments into the WAGGGS official languages is appropriate.
- Know and understand the Proposed Motions and any Proposed Amendments and seek information to ensure full understanding of outcomes.

Record of Decisions

- Complete the conference Records of Decisions document. The content of the record shall be all decisions made during the general meeting/conference and a summary of the main discussion points. This will be circulated within one month of the official close of the general meeting/conference.

Evaluation Report

- Contribute to an evaluation report of the general meeting/conference, in particular reflecting on the procedures and their implementation, before and during the general meeting/conference. This will be circulated within two months of the official close of the general meeting/conference.

PROCEDURAL TEAM COORDINATOR

In addition to these functions, the **Procedural Team Coordinator** has the additional functions and responsibilities:

- Appoint the other Procedural Team members and Tellers.
- With support from the Governance Committee, deliver an induction for the Procedural Team members and Tellers.
- Lead and coordinate the Procedural Team and Tellers and support the members to deliver the required functions.
- In the lead up to a general meeting/conference, participate in meetings of the Planning Team and report back to the rest of the Procedural Team.
- Alongside the Governance Committee and Head of Governance, contribute to a review of the Rules of Procedure before and after a general meeting/conference.
- Liaise with the Governance Committee on strategic or significant matters relating to procedures or motions.
- Advise the Chair of the general meeting/conference of any situation arising where agreed procedures are not being followed by participant(s).
- Provide guidance to the Chair of the general meeting/conference on the order of priority in which any Proposed Amendments are put to the general meeting/conference.
- With support from the Head of Governance, work with the Procedural Team to ensure that the language of every Proposed Motion and Proposed Amendment is clear in intent and outcome.
- Along with the Head of Governance, provide a briefing to the Governance Committee and World Board on proposed motions received.
- Advise the Chair of the general meeting/conference on any point not covered in the Rules of Procedure.
- *[World Conference only]* Together with the Chair of the World Conference, confirm any tabled Proposed Motions and/or tabled Proposed Amendments for presentation to World Conference.



MEMBERSHIP

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.

As far as possible, every effort will be made to ensure that at least one member of the Procedural Team is a young woman under the age of 30 years, at the time of appointment, with relevant skills and experience.

The Head of Governance will support the work of the Procedural Team.

Note: The Tellers for a general meeting/conference are additional to the Procedural Team Members and are supported by and report to the Procedural Team Coordinator. The Teller role and functions are set out in the Rules of Procedure. However, members of the Procedural Team (excluding the Procedural Team Coordinator) may also undertake the role of Teller when needed.

APPOINTMENT

Procedural Team Coordinator

The World Board has decided to approach individuals whom they consider suitable, with the required skillset and experience, directly for the role of Procedural Team Coordinator for this triennium. There will not be an open call for applications for this role.

Procedural Team Members

An open call for nominations for members of the Procedural Team will be held in February-April 2024. The open call will specify the skills and experiences required to undertake the role. With support from the Chair of the Governance Committee and the Head of Governance, the Procedural Team Coordinator will review the nominations received against the specified criteria and appoint the rest of the Procedural Team.

The appointed Procedural Team members will be ratified by Member Organisations at the start of the Extraordinary General Meeting by general consent or a simple majority vote.

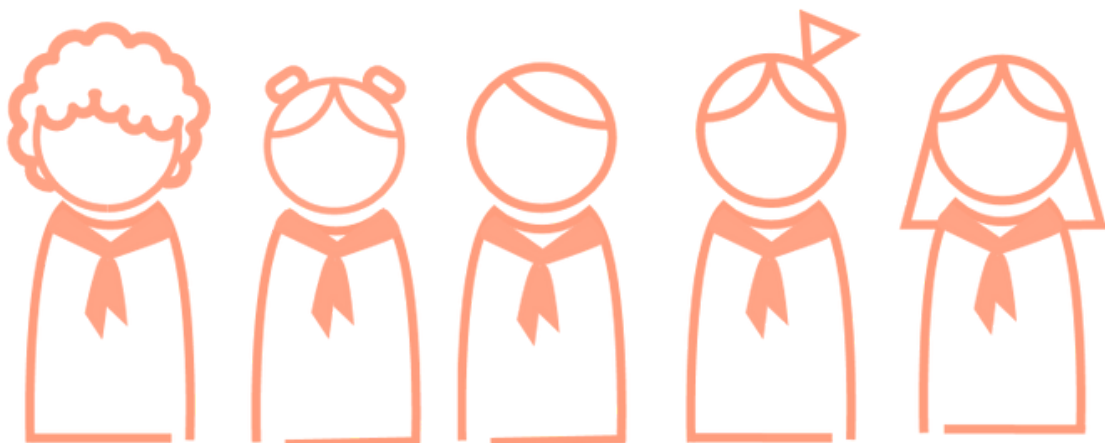
Members of the Procedural Team must be able to participate as a Procedural Team member freely and openly. They cannot attend a general meeting/conference during the triennium as a Head Delegate or Delegate for their Member Organisation.

SKILLS AND EXPERIENCE

Members of the Procedural Team should:

- Have current working knowledge of the WAGGGS Constitution and Bye-Laws, and key policies.
- Have knowledge of the Rules of Procedure.
- Be able to work both independently and as a team member.
- Be able to assess situations and exercise wise judgement.
- Be able to communicate in English both verbally and in writing. It is essential that between the members of the Procedural Team they are able to communicate in all four of the official WAGGGS languages.
- Demonstrate an understanding of diverse points of view and have appreciation of cultural diversity.
- Have the ability to analyse and interpret information.
- Have experience with, or an interest in, governance and collective decision making.
- It would be useful to have previously attended a Regional Conference or World Conference.
- It would be beneficial for members of the team to have experience of using a variety of different voting methods, ideally including electronic voting.
- Have knowledge and experience of WAGGGS activities.
- Strong IT skills and comfortable working in an online environment.

It is highly desirable for the Procedural Team Coordinator to have been a member of a Procedural Team previously and essential that they have attended a previous Regional or World Conference.



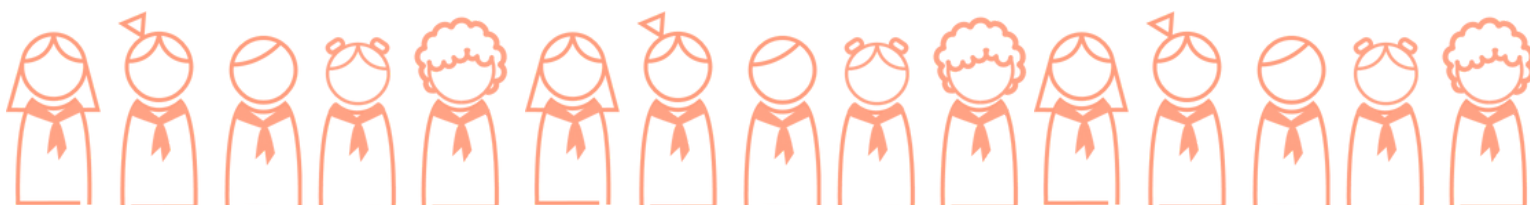
VACANCIES

If a member is unable to continue on the Procedural Team at any point during the triennium, a suitable replacement should be found. Ideally, the nominations received from the original open call would be revisited and reassessed for suitability. When this is not feasible, the World Board, at its discretion, may opt to select any person who they feel has the required qualifications and skills.

[World Conference only] If a member of the team is unable to perform the functions of the role during the World Conference, a suitable replacement should be found from within the attendees (such as an Observer) and the new member will need to be approved by the World Conference. The World Board 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 World Conference, the Team will continue to perform the functions with the remaining members.

Discretionary provision:

- At any time during the triennium, the World Board may deem it necessary to remove a member of the Procedural Team in cases where the member has a conflict of interest impacting their ability to be impartial in their role or where the member is not acting in the best interests of Member Organisations and WAGGGS.
- Where a member of the Procedural Team is removed during a World Conference this should be communicated to the Conference. However, the specific reasons for the removal do not necessarily need to be shared.
- Where a member of the procedural team is replaced, by the World Board, while the World Conference is underway, the new member will need to be approved by the World Conference. As above, if a suitable replacement is unable to be found at the Conference or is not approved by the World Conference, the Team will continue to perform the functions with a vacancy.



MEETINGS AND WAYS OF WORK

Work is carried out by email, WhatsApp and online meetings. Members of the Procedural Team are expected to deal promptly with all correspondence.

Members of the Procedural Team are required to keep WAGGGS informed of their preferred email and telephone numbers. This includes making arrangements for contact, if absent from the usual addresses for any length of time.

In the lead up to a general meeting/conference, the Procedural Team Coordinator will also be expected to attend monthly meetings with the Planning Team members and schedule and coordinate other meetings with the whole Procedural Team as needed.

Members will attend a virtual induction and training coordinated by the Procedural Team Coordinator.

The Procedural Team should reach consensus on any decision it needs to make as a Team. Where a decision cannot be reached by consensus, the Procedural Team Coordinator, in consultation with the Chair of the general meeting/conference, will make the final decision.

CODE OF CONDUCT

Members of the Triennial Procedural Team shall:

- Keep confidential and not disclose, reveal or provide confidential information to any person.
- Be flexible, open-minded and willing to express concerns.
- Communicate effectively and in a timely manner.
- Take responsibility for keeping informed of the business of the Procedural Team including accessing resources, reading supporting papers, and seeking clarity if required in order to make informed decisions and to meet required deadlines.
- Support and care for each other, maintaining a positive attitude and constructive approach to the work of the Procedural Team.
- Model WAGGGS values and Leadership Mindsets, being team players and working in partnership with each other.

Members of the Procedural Team are expected to comply with WAGGGS policies including the Code of Conduct, Data protection policy, Safeguarding policy, and Confidentiality Statement.

UNIFORM

Members of the Procedural Team should wear the WAGGGS uniform during a general meeting/conference. If they do not already have the required uniform items, these will be supplied by WAGGGS.

TRAVEL AND EXPENSES

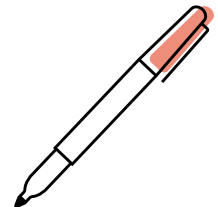
It is anticipated that the Triennial Procedural Team will attend the World Conference in 2026 in-person. The World Conference budget will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for the Procedural Team members to fulfil their role at this event, in accordance with the relevant WAGGGS policies.

All other events in the triennium are expected to be held online and will not require travel.

SUBMITTING AN APPLICATION

Please complete and return [this form](#) via email to governance@waggs.org

This should arrive no later than 23:59 (UTC) on Monday 15 April 2024. Forms received after this time will not be considered.



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