



17TH Western Hemisphere Regional Conference
03-06 July 2025
Virtual

Background information and guidance on Regional Conference Motions

February 2025

Purpose and Scope of Proposed Motions

Proposed Motions are proposals that are open for discussion by Member Organisations at the Regional Conference and then voted upon. Proposed Motions should be of interest, direct concern and relevance to the Region; and for decision or consideration by the Members of the Region. That 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, you should think carefully about whether this is the most appropriate method for raising the issue you wish to address or if there is another way in which you could do this. For example, taking part in a consultation workshop to gather input for the Regional Action Plan may in some cases be a more appropriate forum to put forward your idea or the issue you wish to bring to attention.

For Regional Conferences, Proposed Motions can only apply to the Region that the proposer belongs to: if the proposer wants to make a suggestion that would affect WAGGGS globally, the Proposed Motion should instead be submitted to the next World Conference. For example, Proposed Motions relating to Global Strategy, the WAGGGS Constitution and Bye-Laws or tasking the World Board to take action cannot be considered at a Regional Conference and must be brought to a World Conference for consideration by all Member Organisations.

Relationship to the Regional Action Plan

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 2025-2028 Regional Action Plan, especially in terms of allocation of any human and financial resources.

Before submitting a Proposed Motion, we also therefore encourage you to read the draft Regional Action Plan to avoid any possible duplication. For example, you may find that an issue or activity which you were considering putting forward as a Proposed Motion has already been included in the Regional Action Plan and therefore a motion is not necessary.

WAGGGS has ensured that the deadline for submitting Proposed Motions in each region is, at minimum, a week after the second draft of the Regional Action Plan has been circulated to Member Organisations. This is to enable Member Organisations to see whether any suggestions they put forward during the consultation phase on the Regional Action Plan for areas of priority, focus, and/or activity have been incorporated. Once the priorities and activities are approved in the Regional Action Plan by Member Organisations, it may be difficult to incorporate new or additional priorities and activities from Motions approved at the conference.



How to write a conference motion

A Proposed Motion should be clear and concise, and where possible, should indicate future ways of action. If it is unclear what the proposer suggests, the Procedural Team will contact the proposer to discuss clarifications and provide support. If a Proposed Motion is too unclear in its purpose or refers to matters that should be handled at a World Conference, it will not be submitted to the Conference. Only Proposed Motions submitted before the announced deadline will be submitted to the Conference.

What is most important to think of when writing a Proposed Motion?

A Proposed Motion should be easy to understand, logically argued and well presented. It 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 details of any potential resources needed to implement the motion. The wording of the motion should be as brief and concise as possible. It is always a good idea to have someone that is not familiar with your Proposed Motion read it through before you submit it, to make sure that it is easy to understand and that you have managed to communicate what you wanted to communicate.

What features will reduce the chances of other MOs voting “yes” to a Proposed Motion at the Conference?

A Proposed Motion’s chances of being carried will be reduced if it is unnecessarily long, uses too many words to convey its message, if it has too many separate objectives, is incoherent or unclear in parts, or if it presents no new information, restates existing policy, or is on an area of policy which has recently been fully debated by Conference.

How should we go about deciding what our Proposed Motion should say?

Generally, Proposed Motions should be drafted around the three Ps:

- the Problem(s) which need to be solved (part of the rationale)
- the Principle(s) which underlie the solution (part of the rationale); and
- the Proposal which must be the heart of the motion (what is the actual suggested decision).

Deadline for Proposed Motions

Proposed Motions for the 17th Western Hemisphere Regional Conference should be submitted before the deadline of **23.59pm (UTC) on Monday 7 April 2025 at the latest**. This is to ensure that there is sufficient time for the Procedural Team to work with Member Organisations to finalise the wording of their Proposed Motion and to circulate the Proposed Motions in good time before the Regional Conference to allow Member Organisations to review and discuss the Proposed Motions within their organisation and consider whether to put forward a Proposed Amendment.

Proposed Motions may also be submitted after this date up to **23.59pm (UTC) on Friday 27 June 2025 at the latest**. This is six days before the Regional Conference session at which all Proposed Motions will be debated. 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. The Tabled Proposed Motions will be circulated to Member Organisations at least 24 hours before the session at the Regional Conference in which Proposed Motions will be discussed.

Acceptance of Proposed Motions

After a Proposed Motion has been submitted, 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 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 and Regional Committee to determine if they are suitable for presentation to the Conference.

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. This decision is made by the Procedural Team Coordinator in consultation with, and acting on behalf of, the Regional Committee. 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.

Proposed Amendments to Proposed Motions

A Proposed Amendment is a suggested change to a Proposed Motion. Once the Proposed Motions have been circulated to Member Organisations, any Member Organisation may submit a Proposed Amendment, in writing. The Proposed Amendment must be relevant to the Proposed Motion, and be submitted before the stated deadline for Proposed Amendments. Tabled motions cannot be amended.

A Proposed Amendment should not introduce a different topic but should clarify, strengthen or challenge the original Proposed Motion, for example through a suggested alteration to the text by addition or deletion of words.

Proposed Amendments should not contradict the central purpose of the Proposed Motion, or it will produce a proposed counter motion. A proposed counter motion is a motion which addresses the same issue as a proposed motion, but which is basically opposed to the purpose of the original proposed motion. If a Member Organisation does not agree with a Proposed Motion, it should demonstrate its disagreement by debating and voting against the motion at the conference.

Any Proposed Amendments will be circulated to Member Organisations at least 24 hours before the session at the Regional Conference in which Proposed Motions and Proposed Amendments will be debated.



Evaluating Proposed Motions

There is a lot to consider when deciding how to vote on Proposed Motions. The following list highlights a few criteria Member Organisations should think through in relation to each Proposed Motion:

- Is the purpose of the Proposed Motion clear?
- Is it aligned with the Movement's vision, mission and values?
- What is the impact of the Proposed Motion?
- Will it benefit the Movement?
- What are the resource implications – financial, people, other?
- Are there any risks to WAGGGS and the Movement?
- What are the advantages/disadvantages?
- How will it be funded?
- Is the Proposed Motion compliant with WAGGGS governance, policies & procedures?
- Do you have enough information to cast your vote?

We encourage Member Organisations within the Region to engage with each other before and during the Regional Conference. Member Organisations are allowed to ask and/or answer any reasonable questions of clarification about motions that have been proposed. However, following the principles of Guiding and Scouting, the active campaigning or attempts to influence the voting of fellow Member Organisations outside of the official process is discouraged. For example, the unauthorised distribution of materials, and/or the giving of gifts in return for support of a motion is not allowed.

Next steps

If you would like to propose a motion for discussion at the 17th Western Hemisphere Regional Conference, please complete the Proposed Motions form and return it by email to WH.Reco@waggggs.org by **23.59pm (UTC) on Monday 7 April 2025 at the latest**.

You can also use this email address to contact the Procedural Team for advice and guidance before submitting a Proposed Motion.

Proposed Motions
Form

