

Introduction to the Rules of Procedure

We see. We care. We act
**39 WAGGGS
WORLD CONFERENCE**

On observe, on écoute, on agit
**La 39e Conférence
Mondiale de l'AMGE**

Vemos. Cuidamos. Actuamos.
**39^a CONFERENCIA
MUNDIAL DE LA AMGS**

نحن نرى، نحن نهتم، نحن نتخذ إجراء
**المؤتمر العالمي التاسع والثلاثون
للجمعية العالمية للمرشّدت
وفتيات الكشافة**





What Are the Rules of Procedure?

The Rules of Procedure set out how the business of the World Conference will be handled and how decisions will be made.

They ensure a **clear, democratic, and transparent** decision-making process.

In line with the WAGGGS Constitution and Bye-Laws, they cover:

- Attendance at the conference
- Circulation of information
- Voting procedures





What the Rules of Procedure Cover

Who Attends

Delegates, Observers, Guests

Quorum

Minimum attendance for decisions

Motions & Amendments

How proposals are submitted and discussed

Voting

Who votes, how, and what majorities are needed

Elections

World Board election process

Closed Sessions

When and how sessions may be closed

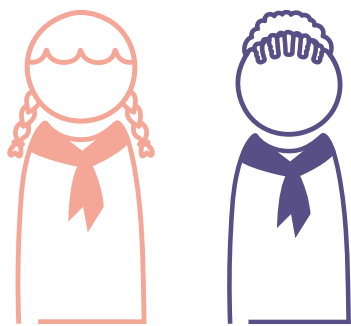


Who Attends? Delegates & Observers

Each Member Organisation may send:

2 Delegates

appointed from within their membership, authorized to speak on behalf of the Organisation



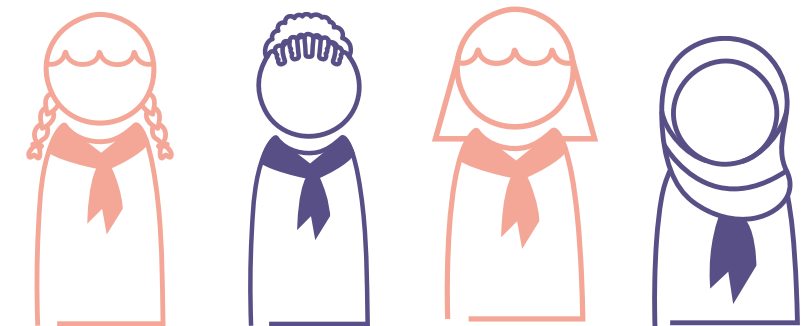
1 Head Delegate

one of the two Delegates, carries the authority to vote



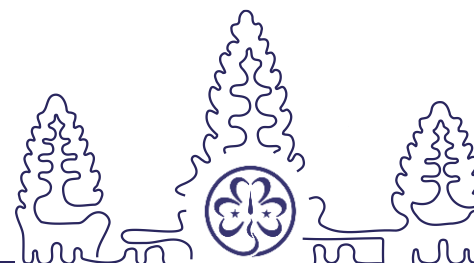
Observers

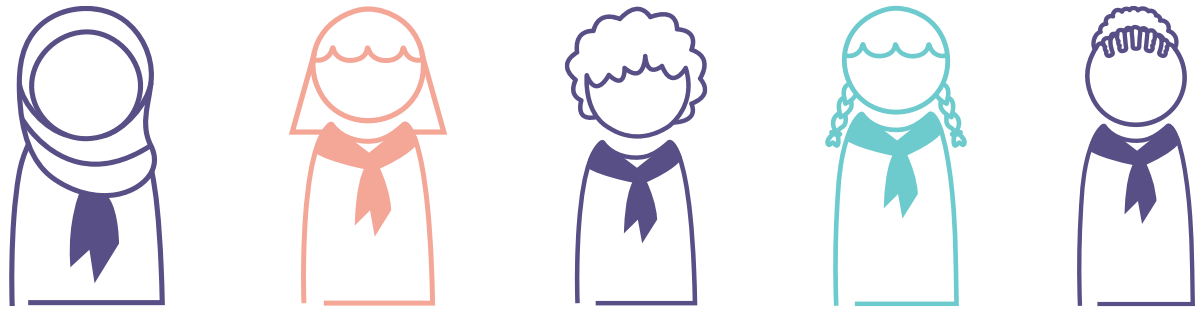
support the Delegates (minimum delegation size of 4)



For Federations:

Each Component Association may suggest individuals, but the Federation selects the official Delegates.





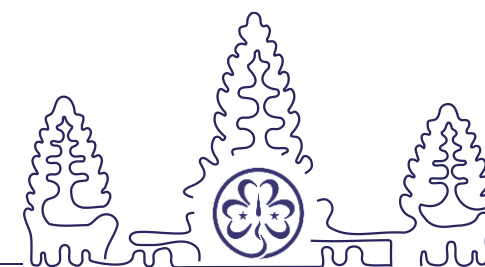
Who Attends? Guests

Guests invited by the World Board may include:

- Representatives of National Organisations working towards WAGGGS Membership
- Members of the Olave Baden-Powell Society Board and National Co-ordinators
- WAGGGS representatives at the United Nations
- Other invited guests

Also eligible to attend (subject to venue capacity):

- Members of WAGGGS Committees
- Honorary Associates
- Holders of the World Board Pin



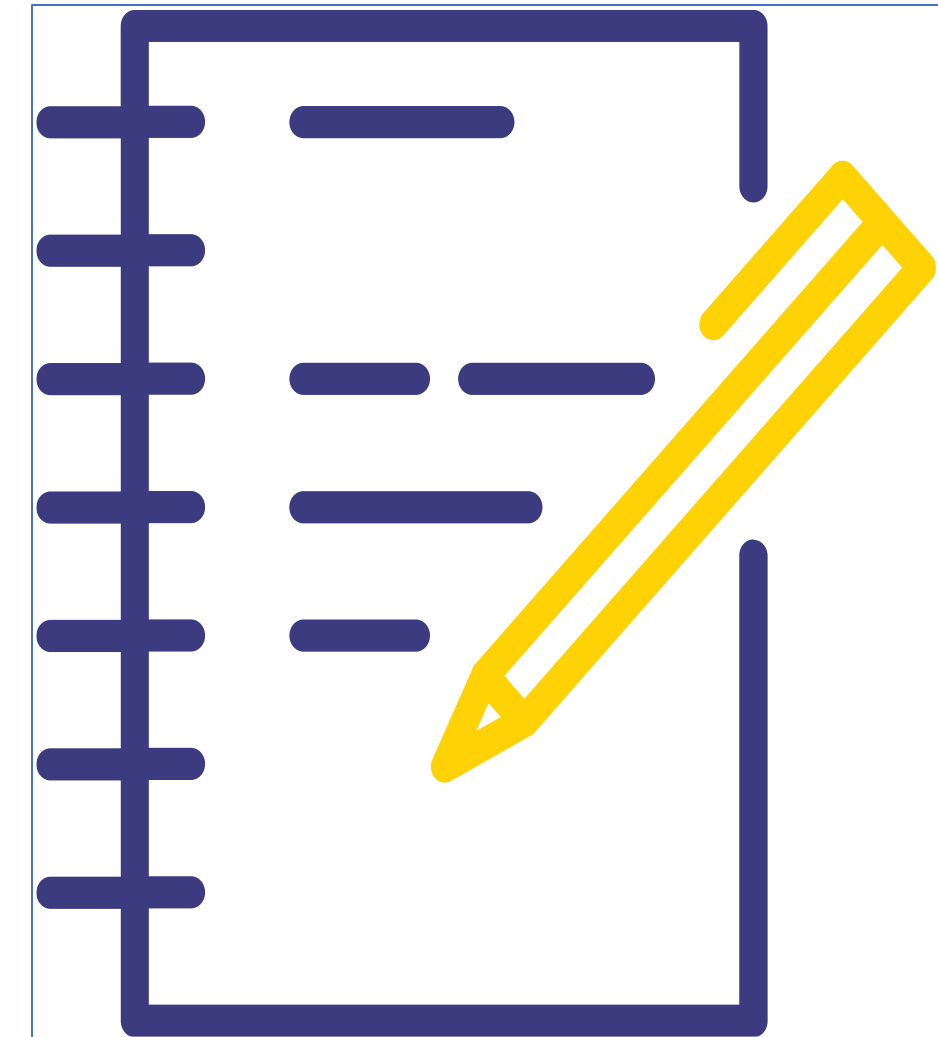
Expectations of Participants

All participants are expected to:

-  Read all conference documents before the conference

Delegates are expected to:

-  Be fully informed of their Member Organisation's views on all agenda items
-  Participate in pre-conference sessions, including orientation
-  Be prepared to vote on agenda items (Head Delegate)
-  Report back to their Member Organisation after the conference
-  Participate in a conference evaluation





Roll Call & Quorum

Roll Call

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

This records all Member Organisations in attendance.

Quorum

The quorum is one-third of the Member Organisations entitled to vote. For example, if 150 Member Organisations are entitled to vote, quorum is reached at 50 Member Organisations.

If quorum is not reached on Day 1, the conference may still proceed — it can discuss and make recommendations, but cannot take decisions until quorum is reached.

*If quorum is not reached before the conference begins,
the World Board will encourage unconfirmed Member Organisations to attend*



Meet the team on [Campfire!](#)

Key Roles

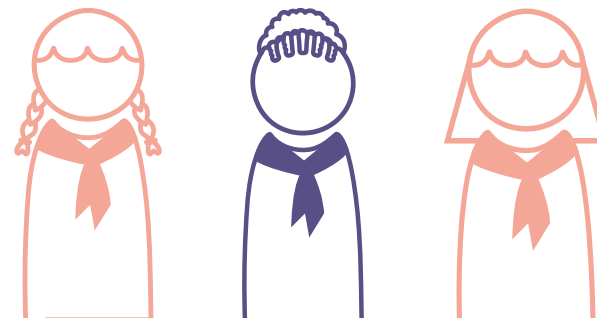
Conference Chair

- One Chair supported by two Vice Chairs
- Ensures the conference runs effectively
- Decides the voting order
- Final ruling on all procedural matters
- Appointed by the World Board, confirmed by the Conference



Procedural Team

- At least 3 members from different Member Organisations
- Supports understanding of the Rules of Procedure
- Coordinates Proposed Motions and Amendments
- Prepares the final conference record
- Appointed by EGM 2024

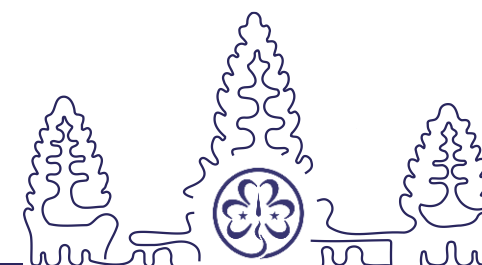


Tellers

- At least 3 tellers
- Count and verify all votes
- Report results to the Conference Chair
- Confirmed by World Conference
- Selected by the Procedural Team, confirmed by the Conference



Delegates and Head Delegates cannot serve in these roles.



What Is a Proposed Motion?

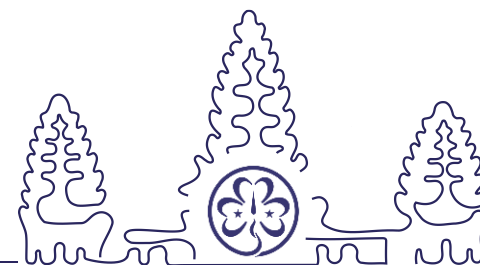
A **Proposed Motion** is a formal proposal submitted by a Member Organisation for discussion and voting at the conference.

A **Proposed Motion** must include three parts:

- The actual **proposal**
- A short **rationale** — why the conference should vote "yes"
- Details of any **resources** (human or financial) needed

Submission deadlines:

- Constitutional changes: at least **6 months** before the conference
- All other motions: at least **3 months** before the conference
- Tabled motions: up to the **end of Day 1** of the conference



What Is a Proposed Amendment?

A **Proposed Amendment** suggests a change in the wording of a Proposed Motion.

Key rules:

- An amendment should **clarify, strengthen, or challenge** the original motion
- It should **not** introduce a different topic
- Amendments to constitutional motions must be submitted by the deadline specified in the call for amendments (at least **3 months** before the conference)

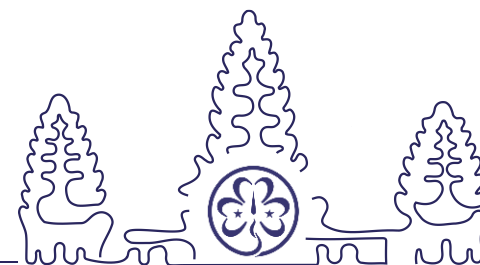
Deadline for amendments to non-constitutional motions:

- Up to the **end of Day 1** of the conference

The conference votes on Proposed Amendments before voting on the motion itself.

If an amendment is not carried, the original motion is put to the vote.

If carried, it is incorporated into the motion before the Amended Proposed Motion is voted on.



More About Tabled Motions and Tabled Amendments

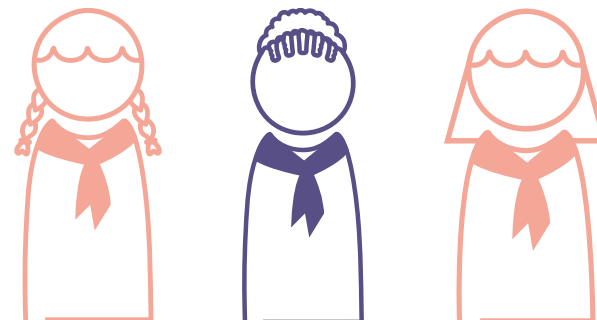
Allowed

- Can be submitted until the end of day 1
- MOs are welcome to contact the Procedural Team for support with drafting tabled motions



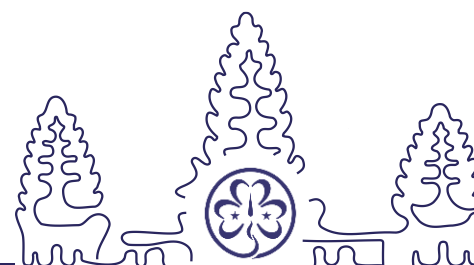
Not Allowed

- Cannot relate to Constitution, policy and standards, Triennial policy, Membership, general financial policy or require significant research
- Cannot be amended
- Cannot be used to amend any of the circulated Proposed Motions or Proposed Amendments regarding the Constitution



Approval Needed

- Require the approval of the Conference Chair and the Procedural Team Coordinator, to be considered by the conference
- MOs are welcome to contact the Procedural Team for support with drafting tabled motions





Presentation & Discussion at Conference

How Motions and Amendments are handled:

1. Presentation

A member of the World Board or a delegation formally presents the motion or amendment.



2. Discussion Opens

The Conference Chair opens the floor. Each Member Organisation may speak for up to 3 minutes, and only once.



3. Proposer Speaks

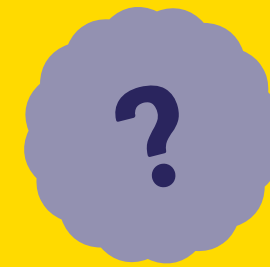
The proposer may speak once during the discussion, in addition to the initial presentation.



4. Vote

The Chair determines when discussion ends and calls the vote.





QUESTIONS?



**Contact the Procedural
Team:** proceduralteam@wagggg.org

**For general governance
enquiries:** governance@wagggg.org