

## Terms of Reference: World Conference Procedural Team

### Preamble:

The World Conference is the principal decision-making body of the World Association of Girl Guides and Girl Scouts and it convenes in the last year of each triennium.

Each World Conference is supported by a Procedural Team as set out below.

### Purpose

- 1) The Procedural Team supports Member Organizations (MO) to understand conference procedures and submit motions and amendments. The team explains and applies the process and coordinates any wording changes.
- 2) The team supports the Conference Chair to ensure the Rules of Procedure are implemented and Member Organisations comply with the Rules of Procedure.
- 3) The team ensures the Conference is run according to WAGGGS constitution and bye laws

### Appointment

#### *Procedural Team Coordinator*

An open call for nominations for the Procedural Team Coordinator is held at least twelve months prior to the start of the conference. The open call shall specify the skills and experiences required to undertake the role of Procedural Team Coordinator. The Governance Committee will review the nominations received against the specified criteria and make a recommendation to the World Board for approval.

The selected Procedural Team Coordinator is notified at least nine months prior to the start of the World Conference.

#### *Procedural Team Members*

An open call for nominations for members of the Procedural Team is held, at least nine months prior to the start of the conference. The open call shall specify the skills and experiences required to undertake the role. The Governance Committee will review the nominations received against the specified criteria and make a recommendation to the World Board for approval.

The selected Procedural Team members are notified at least six months prior to the start of the World Conference.

Procedural Team members cannot be a delegate at the Conference. They should not have any role in a Member Organisation delegation or be travelling on behalf of a Member Organisation that could influence their role as a Procedural Team member. They must be able to freely and openly participate as a Procedural Team member. Anyone standing for election to the World Board at the World Conference cannot be selected as a member of the Procedural Team.

Young women under the age of 30 years on the first day of the conference, who have the relevant skills and experience are encouraged to apply.

At the opening of the conference, the membership of the Procedural Team is approved by the World Conference.

### Membership

The membership of the Procedural Team shall include three members from different Member Organisations. One of these three shall be the Procedural Team Coordinator, who will lead the Procedural Team.

As far as possible, every effort should be made to ensure that at least one member of the Procedural Team is a young woman under the age of 30 years, on the first day of the conference, with relevant skills and experience\*<sup>1</sup>.

An assigned staff member will support the work of the Procedural Team.

*Notes: The Conference Teller(s) is additional to the Procedural Team Members and is supported by and reports to the Conference Chair. The Tellers' role and functions are set out in the Conference Rules of Procedure.*

## Functions

Prior to the World Conference:

- Know and understand the Conference Rules of Procedure
- Know and understand WAGGGS' Constitution and Bye-laws
- Know and understand the proposed motions and any proposed amendments
- Seek information to ensure full understanding of the intent and outcomes of proposed motions and any proposed amendments
- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any Proposed Amendments and new Proposed Motions to
  - o Refine the language of any Proposed Amendment or new Proposed Motion;
  - o Ensure the intent and outcomes are clear, and the translations are appropriate;
  - o Ensure that the WAGGGS Constitution and Bye-Laws are complied with.

At the World Conference:

- Assist delegations to have common understanding of the Rules of Procedures to be followed at the conference
- Ensure a democratic and transparent decision making process can occur
- Follow procedures as outlined in the Rules of Procedures
- Ensure that the agreed procedures are followed by Conference participants
- Be available at pre-determined times to answer questions from delegates on matters of Conference procedure
- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any tabled Proposed Amendments and tabled Proposed Motions to
  - o Refine the language of any Proposed Amendment or new Proposed Motion;
  - o Ensure the intent and outcomes are clear, and the translations are appropriate;
  - o Ensure that the WAGGGS Constitution and Bye-Laws are complied with.

After the World Conference:

- Complete the conference document Records of Decisions. This will be submitted within one month of the official close of the Conference.
- Complete an evaluation report of Conference procedures and their implementation, before and during the Conference. This will be submitted within two months of the official close of the Conference.

In addition to these functions the Procedural Team Coordinator has the additional functions:

- Be a member of the World Conference Planning Team and participate in regular virtual, and possible occasional face-to-face, meetings leading up to the Conference
- Lead the Procedural Team and support the Members of the Procedural Team to deliver the required functions.

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<sup>1</sup> This is intended to encourage young women to participate and significantly increase the number of young women participating in governance positions, in line with Motion 32 of the 36<sup>th</sup> World Conference (2017).

- Advise the Conference Chair of any situation arising where agreed procedures are not being followed by conference participant(s).
- Provide guidance to the Conference Chair on the order of priority in which the amendments are put to the Conference
- Work with the Procedural Team and the assigned staff to ensure that the language of every Proposed Motion and Proposed Amendment is clear in intent and outcome
- Approve, along with the Conference Chair, Proposed Motions not previously circulated to be considered and voted by the Conference
- Advise the Conference Chair on any point not covered in the Rules of Procedure.

### **Skills and Experience**

Members of the Procedural Team should:

- Have current working knowledge of the WAGGGS Constitution, bye-laws, policies and any Regional policy and guidelines.
- Have knowledge of the Conference Rules of Procedure
- Be a member of a WAGGGS Member Organisation
- Be able to work both independently and as a team member
- Be able to communicate in English both verbally and in writing. It is desirable 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
- Be able to assess situations and exercise wise judgement
- Have the ability to analyse and interpret information
- Have experience with or an interest in Governance and collective decision making.
- Ideally have attended a Regional Conference or World Conference in the past
- 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.

It is desirable for the Procedural Team Coordinator to have been a member of a World Conference or Regional Conference Procedural Team previously.

### **Meetings and ways of work**

Work prior to the World Conference is carried out by email and remote meeting (conference call). In addition, the Procedural Team Coordinator should be willing and able to attend regular virtual, and possible occasional face-to-face, meetings as a member of the World Conference planning team.

Members are expected to deal promptly with all correspondence.

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

Members are required to arrive at least one day prior to the start of the World Conference and remain for half a day after the last day of the Conference.

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 World Board Chair, will make the final decision.

Members will attend a virtual induction and training coordinated by the WAGGGS Governance Committee.

### **Vacancies**

In advance of the conference if a member selected by the World Board is unable to continue on the Procedural Team, a suitable replacement should be found prior to the start of the Conference.

If a Member is unable to perform the functions of the role at the World Conference, a suitable replacement should be found from within the Conference attendees (such as an Observer) and the new member will need to be approved by the World Conference.

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 two members. If required, from the remaining Team membership, a new Procedural Team Coordinator can be approved by the World Conference.

Process and notification:

- The World Board is responsible for finding a suitable replacement. Ideally, the nominations received from the open call for Members 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.
- The World Board will formally remove the Member of their duties in writing, and inform that they have been replaced by a new Member.

Discretionary provision:

- The World Board may deem it necessary to remove a member of the Procedural Team prior to or at the Conference 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 the Conference 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, during the World Conference, 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.

### **Code of conduct**

Members of the Team shall:

- Act only in the best interests of WAGGGS and its members
- Keep confidentiality 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 fashion
- Take personal responsibility for keeping themselves informed of the business of the Conference, reading supporting papers and meeting agreed deadlines.
- Support and care for each other, maintaining a positive attitude and positive approach to the work of the Team.
- Model WAGGGS values (Member-Driven, Brave, Inclusive, Empowering, Transparent, Professional)
- Be a team player, working in partnership with WAGGGS volunteers and staff responsible for delivering the Conference

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

### **Uniform**

Members of the Procedural Team should wear the WAGGGS uniform throughout the Conference. If they do not already have the required uniform items, these will be supplied by WAGGGS in advance of the Conference.

**Expenses**

WAGGGS will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for the Procedural Team members to fulfil their role, in accordance with the relevant WAGGGS policies.

**Definition of terms**

Young Women are defined as under 30 years old, if they have not yet turned 30 years old on the first day of the World Conference.

Agreed by the World Board July 2019