



15th Europe Regional Conference 16-21 June 2016

NORWAY

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS



Europe Region
World Association
of Girl Guides
and Girl Scouts

Call for Members of the Procedural Team, of the Recommendations Committee and Tellers

As part of the preparations for the 15th European Guide Conference, the Europe Region WAGGGS is pleased to invite WAGGGS Member Organizations (MOs) attending the Conference to suggest a member of their delegation, according to the criteria outlined below, to:

- Join the Procedural Team for the European Guide Conference; or
- Join the Joint Recommendations Committee for the European Guide and Scout Conference; or
- Act as a Teller at either of these Conferences.

What is the Procedural Team for the European Guide Conference?

The team supports the process for Member Organizations to submit motions and amendments and supports the Conference Chair to ensure the Rules of Procedure of the Conference are complied with.

Who can be a member of the Procedural Team?

The Procedural Team is comprised of three members of different WAGGGS MOs' delegations to the Conference¹, including the Procedural Team Coordinator who has already been nominated. A member of the Procedural team cannot be a Delegate to the Conference. Any role they have in their delegation should not influence their role as a Procedural Team member.

Duties of the Procedural Team

The Procedural Team is responsible² for working with Member Organizations to coordinate and clarify any Proposed Motions or Amendments by:

- a) Refining the language of any Proposed Motion or Amendment;
- b) Ensuring the intent and outcomes are clear, and the translations are appropriate; and
- c) Ensuring the WAGGGS Constitution and Bye-Laws, and Regional Guidelines are complied with.

Additionally, the Procedural Team:

- Ensures that the agreed procedures are followed by Conference participants. The Procedural Coordinator will advise the Conference Chair as necessary.
- Agrees, in consultation with the Conference Chair, the sequencing of voting on motions and amendments.
- Works with Member Organizations to co-ordinate and clarify amendments.
- Is available at pre-determined times to answer questions from delegates on matters of Conference Procedure.
- Prepares and presents in writing to the Conference the final record of all decisions made during the Regional Conference.
- Completes an evaluation of Conference procedures and their implementation within two months of the close of the Conference.

¹ According to the Regional Rules of Procedure for the 15th European Guide Conference, each Full or Associate Member is entitled to send two Delegates appointed from within its membership. In addition, Member Organizations may send Observers, who act in support of their Delegates.

² Regional Rules of Procedure, 3.3.5–ii.

What is the Recommendations Committee?

According to the Rules of Procedure for the European Guide and Scout Conference³, the Recommendations Committee is responsible for collecting and circulating Recommendations and Amendments to be discussed at the European Guide and Scout Conference. Members of the Committee also support Delegates to submit Recommendations or Amendments, to refine the language of any proposal and make sure it is clear in intent and content.

Who can be a member of the Recommendations Committee?

Two delegates from WAGGGS MOs are required to take part in the Recommendations Committee, together with two delegates from WOSM National Scout Organizations – all four from different countries.

Profile of the Procedural Team and Recommendations Committee members

The profile of a Procedural Team or Recommendations Committee member is as follows:

- Experience of governance issues in their association;
- An awareness of WAGGGS Constitution and Byelaws and WAGGGS Conference Rules of Procedure;
- Fluent in English and/or French and able to communicate in English;
- Knowledge and experience of WAGGGS activities.

What do the Tellers do?

The duties of Tellers at either the European Guide Conference and the European Guide and Scout Conference are as follows:

- To count all votes cast by general consent, recorded vote and by ballot; and
- To report to the Conference Chair.

Who can be a Teller?

There are no specific requirements for the skills the Tellers must have.

European Guide Conference:

Three Tellers are required for the European Guide Conference. They must be WAGGGS members who are already attending the Conference as an Observer and/or an invited guest, but they cannot be a Delegate to the Conference.

European Guide and Scout Conference:

Two WAGGGS members are required to join the Tellers team for the European Guide and Scout Conference; they will be joined by two WOSM members.

Next steps

If your association wishes to suggest a member for any of these roles, please **complete the attached form and return it by the 8 May 2016 to the Europe Office WAGGGS** (sarah.wong@waggggs.org).

Proposed members of the Procedural Team and Recommendations Committee should be available to take part in a pre-Conference briefing by skype/conference call during May (dates to be confirmed) and all – including the Tellers – to attend the preparatory session on 17 June at 14.30 at the Conference venue.

Members of the Procedural Team and Tellers and WAGGGS members of the Recommendation Committee and WAGGGS tellers for the EGSC Conference will be selected by the Europe Committee WAGGGS taking into account geographical balance and the skills and experience of those proposed. The final selection will be approved by delegates at the European Guide Conference or the European Guide and Scout Conference respectively in accordance with the relevant Rules of Procedure for each Conference.

³ Rules of Procedure for the European Guide and Scout Conference, page 1, § 4.