



Europe Region

World Association  
of Girl Guides  
and Girl Scouts

## Call for Members of the Procedural Team Joint Recommendations Committee and Tellers

As part of the preparations for the 14th European Guide Conference, the Europe Region WAGGGS is looking for members who would like 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.

One of the recommendations from the 13th European Guide Conference was that the Region should make an open call for WAGGGS members interested in taking on one of these roles during the Conferences. Following this feedback, we are pleased to invite WAGGGS Member Organizations attending the Conference to nominate a member of their delegation, according to the criteria outlined below, to participate as a member of the WAGGGS Procedural Team, Joint Recommendations Committee or as a Teller in either of the Conferences.

### What is the Procedural Team?

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 WAGGGS members attending the Conference<sup>1</sup>. 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 responsible for coordinating 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 World Association of Girl Guides and Girl Scouts' Constitution and Bye-Laws, and Regional Guidelines are complied with.

Additionally, the Procedural Team's duties include:

- ensuring that the agreed procedures are followed by Conference participants. The Procedural Co-ordinator will advise the Conference Chairman as necessary.
- agreeing, in consultation with the Conference Chairman, the sequencing of voting on motions and amendments.
- working with Member Organizations and the Procedural Team to co-ordinate and clarify amendments.
- being available at pre-determined times to answer questions from delegates on matters of Conference Procedure.
- preparing and presenting in writing to the Conference the final record of all decisions made during the Regional Conference.

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<sup>1</sup> According to the Rules of Procedure for the 14<sup>th</sup> 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. For the 14<sup>th</sup> European Guide and Scout Conference, each WAGGGS Member attending the Joint Conference is considered to be a Delegate.

- completing an evaluation of Conference Procedures and their implementation within two months of the close of the Conference.

(3.3.4 (ii) *Regional Conference Rules of Procedure 2013*)

### **What is the Joint Recommendations Committee?**

According to the Joint Conference Rules of Procedure, the Joint 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 Joint Recommendations Committee?**

Two WAGGGS members, who should be Delegates to the Conference, are required in addition to take part in the Joint recommendations Committee. Additionally, there will be two WOSM-Members who will take part in the team who will be selected according to WOSM's procedures.

### **Profile**

The profile of a Procedural Team or Joint Recommendations 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; and
- Knowledge and experience of WAGGGS activities.

### **What do the Tellers do?**

The duties of Tellers at the Conference are as follows:

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

### **Who can be a Teller?**

Three Tellers are required for the European Guide Conference. They should be WAGGGS members already attending the Conference cannot be a Delegate to the Conference. In addition, two WAGGGS members are required to join the Tellers team for the Joint Conference, they will be joined by two WOSM members that will be selected according to WOSM's procedures. There are no specific requirements for the skills the Tellers must have.

### **Next steps**

If your Association wishes to nominate an individual WAGGGS member for any of these roles, please **complete the attached form and return it by the 9<sup>th</sup> June 2013 to the Europe Office WAGGGS** ([europa@europa.wagggsworld.org](mailto:europa@europa.wagggsworld.org)).

Proposed members of the Procedural Team and Joint Recommendations Committee should be available to take part in a pre-Conference briefing by skype or conference call during July (dates to be confirmed).

Members of the Procedural Team and Tellers and WAGGGS members of the Joint Recommendation Committee and WAGGGS tellers for the joint 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.