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Terms of Reference:
Regional Conference
Procedural Team

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Purpose

- The Procedural Team supports Member Organisations to understand the Rules of Procedure and works with them, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and/or Proposed Amendments.
- During the Regional Conference, the Procedural Team supports the Conference Chair to ensure that the WAGGGS Constitution and Bye-Laws and the Rules of Procedure are appropriately implemented and complied with.
- After the conference, the Procedural Team is responsible for preparing the final record of decisions. The content of the record shall be all decisions made during the conference and a summary of the main discussion points.

Functions and responsibilities of the Procedural Team

Governance

- Know and understand the Rules of Procedure.
- Know and understand WAGGGS's Constitution and Bye-Laws.
- Prepare and deliver orientation sessions for participants.
- Assist delegations to have a 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 Procedure.
- Ensure that the agreed procedures are followed by participants.
- Support and coordinate the team of Tellers during voting sessions.

Proposed Motions and Proposed Amendments

- Work with Member Organisations, in a fair and consistent manner, to coordinate and clarify any Proposed Motions and Proposed Amendments to:
 - Ensure that the WAGGGS Constitution and Bye-Laws are complied with;
 - Refine the language of any Proposed Motions and Proposed Amendments;
 - Ensure the intent and outcomes of the Proposed Motion/Amendment are clear and reflect what the Member Organisation wishes to accomplish through the

Proposed Motion/Amendment. This includes ensuring that the Proposer(s) has sought input from WAGGGS on the resource implications required to deliver upon the Proposed Motion/Amendment.

- Ensure that the translation of Proposed Motions/Amendments into the WAGGGS official languages is appropriate.
- Know and understand the Proposed Motions and any Proposed Amendments and seek information to ensure full understanding of outcomes.

Record of Decisions

- Complete the conference Records of Decisions document. The content of the record shall be all decisions made during the conference and a summary of the main discussion points. This will be circulated within one month of the official close of the conference.

Evaluation Report

- Contribute to an evaluation report of the conference, in particular reflecting on the procedures and their implementation, before and during the conference. This will be circulated within two months of the official close of the conference.

In addition to these functions, the **Procedural Team Coordinator** has the additional functions and responsibilities:

- Appoint the Tellers (in consultation with the Regional Committee).
- Lead and coordinate the Procedural Team and Tellers and support the members to deliver the required functions.
- In the lead up to a conference, participate in meetings of the Planning Team and report back to the rest of the Procedural Team.
- Advise the Chair of the conference of any situation arising where agreed procedures are not being followed by participant(s).
- Provide guidance to the Chair of the conference on the order of priority in which any Proposed Amendments are put to the conference.
- With support from the Global Procedural Team, work with the Regional Procedural Team to ensure that the language of every Proposed Motion and Proposed Amendment is clear in intent and outcome.
- Advise the Chair of the conference on the Rules of Procedure and on any point not covered in the Rules of Procedure.

Membership

There will be a Procedural Team of at least three individuals from different Member Organisations, and reflecting the diversity of WAGGGS, one of whom will be the Procedural Team Coordinator and will lead 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.

The Global Procedural Team will support the work of the Regional Procedural Team.

Note: The Tellers are additional to the Procedural Team Members and are supported by and report to the Procedural Team Coordinator. The Teller role and functions are set out in the Rules of Procedure. However, members of the Procedural Team (excluding the Procedural Team Coordinator) may also undertake the role of Teller when needed.

Appointment

The appointment of the Regional Conference Procedural Team is the responsibility of the Regional Committee.

An open call for nominations for members of the Procedural Team is usually held, at least seven months prior to the start of the conference. The open call shall specify the skills and experience required to undertake the role. The Regional Committee may also approach individuals directly whom they consider suitable for the role, in consultation with the individual's Member Organisation.

The appointed Procedural Team members will be ratified by Member Organisations at the start of the Regional Conference by general consent or a simple majority vote.

Members of the Procedural Team must be able to participate as a Procedural Team member freely and openly. They cannot attend the Regional Conference as member of a Member Organisation delegation or have any other role that could influence their role as a Procedural Team member. Anyone standing for election to the Regional Committee at the Regional Conference cannot be selected as a member of the Procedural Team.

Skills and Experience

Members of the Procedural Team should:

- Have current working knowledge of the WAGGGS Constitution and Bye-Laws, and key policies.
- Have knowledge of the Rules of Procedure.
- Be able to work both independently and as a team member.
- Be able to assess situations and exercise wise judgement.
- Be able to communicate in English both verbally and in writing. It is essential that between the members of the Procedural Team they are able to communicate in the official WAGGGS languages of the Region.
- Demonstrate an understanding of diverse points of view and have appreciation of cultural diversity.
- Have the ability to analyse and interpret information.
- Have experience with, or an interest in, governance and collective decision making.
- It would be useful to have previously attended a Regional Conference or World Conference.
- 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.
- Strong IT skills and comfortable working in an online environment.

It is highly desirable for the Procedural Team Coordinator to have been a member of a Procedural Team previously and essential that they have attended a previous Regional or World Conference.

Vacancies

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

Ideally, the nominations received from the original open call would be revisited and reassessed for suitability. When this is not feasible, the Regional Committee, at its discretion, may opt to select any person who they feel has the required qualifications and skills.

If a member of the team is unable to perform the functions of the role at a Regional 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 Regional Conference.

In the event, a suitable replacement is unable to be found at the Conference or is not approved by the Regional 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 Regional Conference.

Discretionary provision:

- The Regional Committee 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 Regional 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 Regional Committee, while a Regional Conference is underway, the new member will need to be approved by the Regional Conference. As above, if a suitable replacement is unable to be found at the Conference or is not approved by the Regional Conference, the Team will continue to perform the functions with a vacancy.

Meetings and ways of work

Work is carried out by email, WhatsApp and online meetings. Members of the Procedural Team are expected to deal promptly with all correspondence.

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

In the lead up to the Regional Conference, the Procedural Team Coordinator will also be expected to attend regular meetings with the Planning Team members and schedule and coordinate other meetings with the whole Procedural Team as needed.

Members will attend a virtual induction and training coordinated by the Global Procedural Team.

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 Chair of the conference, will make the final decision.

Code of conduct

Members of the Procedural Team shall:

- Keep confidential 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 manner.
- Take responsibility for keeping informed of the business of the Procedural Team including accessing resources, reading supporting papers, and seeking clarity if required in order to make informed decisions and to meet required deadlines.
- Support and care for each other, maintaining a positive attitude and constructive approach to the work of the Procedural Team.
- Model WAGGGS values and Leadership Mindsets, being team players and working in partnership with each other.

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

Uniform

Members of the Procedural Team should wear the WAGGGS uniform including the scarf during the Regional Conference. If they do not already have the required uniform items, these will be supplied by WAGGGS.

Travel and expenses

It is anticipated that the Regional Conference Procedural Team will participate in the online governance elements of the Regional Conference virtually and will not be required to travel. However, as a member of the Planning Team, it is possible that the Procedural Team Coordinator may be required to travel to support the delivery of the conference. If the Procedural Team Coordinator and/or other members of the Procedural Team are required to travel to participate in the Regional Conference on site, this will be made clear by the Regional Committee in the call for nominations.

If the Procedural Team Coordinator and/or other members of the Procedural Team are required to travel to support the delivery of the Regional Conference, the Regional Conference budget will fund the travel, accommodation and Conference registration fee costs and other reasonable expenses for them to fulfil their role, in accordance with the relevant WAGGGS policies.