



## RULES OF PROCEDURE FOR FACE-TO-FACE MEETINGS OF GWI GENERAL ASSEMBLY

### 1. FACE-TO-FACE GENERAL ASSEMBLY

1.1. The **supreme authority** of the GWI is vested in the General Assembly (Art.V.1).

1.2. Membership:

1.2.1. The following members of the General Assembly have the right to speak and to vote:

- a. The voting delegates and alternate delegates accredited to the General Assembly by national federations and associations in accordance with the provisions of Art.V.6 (1).
- b. The elected Board of Officers of GWI (Art. V. 6(2)).
- c. An NFA that is in arrears but has a payment plan in place for its unpaid dues.
- d. Where an NFA has no delegates present, it can still register its delegates, and the Board of Officers will enable them to take an electronic vote for the Board and Committees using the electronic voting system – Simply Voting. Art. V. (4)
- e. The call for the electronic vote will specify the date at which the call is to be taken before the GA commences and provide sufficient information for the NFA to make an informed decision.

1.2.2. The following members of the General Assembly have the right to speak but not to vote:

- a. All other members of fully paid-up NFAs
- b. Fully paid-up Independent Members (Art.V.9)
- c. Past GWI/IFUW Presidents (Art.V.9).

1.2.3. Also admitted to meetings with no right to speak:

- a. Members of national federations and associations that are not fully paid-up
- b. The general public may attend public sessions.

1.2.4. Executive Director shall attend all sessions of the General Assembly. She may designate another member of the Headquarters' staff to attend a session in her stead (Art. VIII.1)

1.3. **Agenda:** The agenda shall have been drawn up and circulated in accordance with the Constitution of GWI (ArtV.11(1,2,3)). The agenda may include plenary sessions.

1.4. **Chair:** The President of GWI shall be the presiding officer of the General Assembly. She may call on another officer to preside (Art.V.13).

1.5. **Quorum:** One third of the registered members having the right to vote and representing

one third of the national federations and associations, together with two members of the Board of Officers (Art.V.2.).

## 2. VOTING

- 2.1. At the General Assembly, decisions are taken by a simple majority of members entitled to vote and voting. In the case of a tied vote, the Chair has no casting vote and the proposal is deemed to be rejected (Art V.5).
- 2.2. **Exception:** Amendments to the Constitution require for adoption a two-thirds majority of the members of the General Assembly entitled to vote and voting (Art. XII.3).
- 2.3. **Abstentions** will be recorded but will not be counted in the tallying of the vote.
- 2.4. If a national federation or association is unable to send the full number of delegates which it is entitled to send, the delegate(s) whom it accredits may cast the full number of votes to which the national federation or association concerned is entitled.
- 2.5. In the case of voting on resolutions, if a national federation or association eligible to vote is unable to send any delegates to conference, its proxy may cast votes on its behalf in accordance with a procedure determined by the General Assembly on the recommendation of the Board of Officers.
- 2.6. If a voter intends to exercise their vote by Proxy, The Executive Director at National Office must receive a completed online Proxy Form no later than ten business days in advance of the General Assembly /Conference.
- 2.7. No member of the General Assembly may vote in more than one capacity. (Art.V8.).

## 3. ELECTIONS

- 3.1. The **Board of Officers** of GWI is elected by the General Assembly.
  - 3.1.1. Elections are by ballot. The election of the **President** and the **Treasurer** shall take place first, followed by the election of the **Vice-Presidents**, in that order. The three elections shall be conducted according to preferential voting using the single transferable vote system adopted by the General Assembly. There shall be a separate ballot for each vice-presidential position.
- 3.2. The Nominations Committee may be elected by delegates at the triennial General Assembly or at any time during the triennium as required from a slate of nominees recommended by the Board of officers. (Art.VII.7.2)
- 3.3. The **Members and Conveners of GWI Finance, Education and Membership Committees** are elected by the General Assembly from a slate of nominees recommended by the Nominations Committee. (Art.VII. 6. 8.).
  - 3.3.1. Exceptions:
    - a. The **Assistant Treasurers**, who are appointed by the General Assembly.
    - b. Members of the Special Committees e.g. **Fellowships, Resolutions, Hegg Hoffet, and Project Development**, are appointed by the Board of Officers from a list of names submitted by the national federations and associations (ToR).
  - 3.3.2. The election of the **Conveners of committees and committee members** shall be conducted by a standard ballot.

- 3.3.3. **Representatives of GWI to inter-governmental organizations** are appointed by the Board of Officers. Each team appoints its own Coordinator.

## 4. RESOLUTIONS

See Resolutions Regulations.

### 4.1. Debate and Voting

- 4.1.1. At the business session where voting on resolutions is to take place, the resolution is proposed in its consensus form, together with any proposed amendments.
- 4.1.2. Resolutions and amendments circulated widely in advance in accordance with the provisions of paragraph 4.5 (Resolutions regulations) shall be considered to be seconded. Board resolutions proposed from the Chair do not require a second.
- 4.1.3. No one may speak longer than two minutes at a time, or three minutes if the person is a non-native English speaker, without the unanimous consent of the General Assembly, except in the case of emergency resolutions. Discussion of each resolution shall not exceed ten minutes unless the Chair, with the approval of the members, extends discussion by a stated time. In the case of emergency resolutions, the Chair shall determine an appropriate amount of time for discussion.
- 4.1.4. When an amendment is moved to a resolution, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Chair decides the order in which the amendments shall be voted on, but if an amendment is moved to a proposed amendment, the last-mentioned amendment is dealt with first. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the consensus resolution shall be put to the vote.
- 4.1.5. The Chair shall decide at what point debate will cease. The Chair shall read the resolution in its final form from the screen. There shall be no further discussion and the vote shall be taken. The authoritative text of the resolution shall be the text on the screen.
- 4.1.6. A simple majority of the votes cast is required for adoption. A tied vote is deemed rejected.

### 4.2. Emergency Resolutions

- 4.2.1. Only an issue which requires immediate action on the part of GWI and which has arisen after the deadline for submission of resolutions may be dealt with as an emergency resolution.
- 4.2.2. Emergency resolutions may be submitted only by members of the General Assembly entitled to vote, Conveners of GWI standing committees, and Conveners of GWI special committees.
- 4.2.3. An emergency resolution must be seconded and must be received and announced by the Presiding Officer on the first day of the General Assembly to enable enough time to vote for it to be accepted for debate. If accepted, the resolution will be included with the other proposed resolutions for voting during the following day.
- 4.2.4. A two-thirds majority of the members of the General Assembly entitled to vote and voting is required for a resolution to be accepted for debate. This vote is to determine the emergency nature of the resolution, not on its substance. If

accepted, the resolution is put for debate and requires only a simple majority vote for its adoption.

## 5. AMENDMENTS TO THE CONSTITUTION

- 5.1. Amendments to the Constitution shall be presented at the General Assembly in accordance with Art. XII of the Constitution.
- 5.2. A two-thirds majority of the members of the General Assembly entitled to vote and voting shall be required for the adoption of any constitutional amendment.
- 5.3. Amendments and secondary amendments that have been circulated to all NFAs in written or electronic form shall be considered to be duly proposed and seconded.
- 5.4. Secondary amendments to the proposed primary amendments to the Constitution may be proposed and seconded by any delegate to the General Assembly at the time of their presentation for discussion and vote. A secondary amendment may not contradict the intent of the primary amendment.
- 5.5. Debate on each proposed amendment shall be limited to four minutes per proposal unless the Chair, with approval of members, shall extend the discussion by a stated time. The time limit includes any amendments to amendments.
- 5.6. Each individual shall be allowed two minutes in debate and no individual shall be allowed to speak a second time on a proposal until all who wish to speak have been allowed to do so, and then only by unanimous consent of the General Assembly.
- 5.7. The timekeeper's ruling shall be final.
- 5.8. The Chair will decide at what point debate will cease. The proposed amendment or proposal in its amended form shall be repeated by the Chair. There shall be no further discussion and the vote shall be taken.
- 5.9. An amendment shall come into effect immediately after its adoption. (Art XII.6.)

## 6. STANDING ORDERS

- 6.1. **Chair to direct the meeting:** The Chair shall declare the opening and closing of each meeting, shall direct the discussions, ensure the observance of the rules and shall accord the right to speak, put questions to the vote and announce decisions. The Chair may also call a speaker to order if her remarks are not relevant to the subject under discussion.
- 6.2. All **motions** must be seconded except in the case of Board resolutions proposed from the Chair or otherwise provided for in these Rules.
- 6.3. **Speech to be directed to the question:** Each member who rises to speak shall address the Chair and shall direct her speech to the motion or amendment under discussion, or to a question of order. Before speaking, the speaker shall announce her name and function at the meeting. No one may speak longer than two minutes at a time without the unanimous consent of the General Assembly. The rulings of the timekeeper shall be strictly adhered to and a signal will indicate one minute before the time limit of each speaker expires.
- 6.4. **Supplementary speeches:** No member shall be allowed to speak a second time on the same question so long as any member who has not spoken on that question desires the floor, except that a committee convener or chair making a report, or a speaker presenting the subject, shall have two minutes for closing the debate.
- 6.5. **Putting the question:** When the question is called (i.e. when a motion or resolution is put to the vote), the Chair shall repeat the motion or resolution in its original or amended form;

there shall be no further discussion and the vote shall be taken. If division of the question is desired, the motion to divide must be seconded and is not debatable. Total debate time of the motion or resolution as a whole remains the same. If a screen is used, the authoritative text shall be the text on the screen. See 4.1.5

- 6.6. **Motions decided may not be renewed:** No motion or amendment may be proposed which is the same in substance as a motion or amendment which has been resolved in the affirmative or negative during the same meeting, or during such period of time as may be by regulation prescribed, unless so desired by the General Assembly and agreed by a simple majority of those eligible to vote and voting.
- 6.7. **Withdrawal of motions:** Motions and amendments may be withdrawn by leave of the meeting on the request of the members proposing and seconding the motion, before the vote is taken.
- 6.8. **Postponement of debate:** During the discussion of any matter a member may move the postponement of the debate on the item under discussion, whether to a fixed time or indefinitely. In addition to the proposer of this motion, one member may speak in favour of and one against the postponement, after which the motion to postpone the debate shall be immediately put to the vote.
- 6.9. **Closure of debate:** A member may at any time move the closure of the debate on the item under discussion, whether or not any other member has signified a wish to speak. Permission to speak on the closure of the debate shall be accorded only to two speakers opposing the closure, after which the motion to close shall be immediately put to the vote.

## 7. AMENDMENTS

Subject to the provisions of the GWI Constitution, amendments to these rules may be proposed by the General Assembly or the Board of Officers. After mutual consultation the General Assembly adopts its amended rules.