



Associated Country
Women of the World

Standing Orders of the
Associated Country Women of the World

STANDING ORDERS AND TERMS OF REFERENCE

of

ASSOCIATED COUNTRY WOMEN OF THE WORLD

BOARD OF TRUSTEES (The Board)

- B1 The Board shall consist of the Executive and the nine Area Presidents.
- B2 shall be chaired by the World President who shall have a vote and exercise a casting vote in the event of a tie;
- B3 shall have a quorum of nine (9) members;
- B4 shall send out agendas at least twenty-eight (28) days before each meeting to members of the Board;
- B5 shall circulate Minutes of Board meetings to the members of the Board, and Category I, 2 and 3 Societies;
- B6 shall meet at least one time per year and at Triennial World Conference;
- B7 shall, when possible, appoint members of the Specified Committees; and when necessary, Ad Hoc Committees;
- B8 shall appoint ACWW representatives to the United Nations on the recommendation of the ACWW United Nations Committee;
- B9 shall be responsible for the planning of extension work of ACWW, including travel and approval;
- B10 shall approve the Triennial World Conference theme;
- B11 shall receive a financial statement at each meeting and consider all matters relating to finance, and shall receive annual budgets drawn up by the Treasurer and ACWW Finance Manager/CEO for submission to the Triennial World Conference;
- B12 may consult with advisers when necessary and invite them to attend meetings without the power to vote;
- B13 shall receive reports from the Executive, Specified Committees, and Ad Hoc Committees, if any;
- B14 shall be responsible for overseeing the general policy of the Countrywoman magazine;
- B15 for representation of ACWW, the appropriate persons – be they members of the Board, members at large or staff, will be selected under two criteria: cost effectiveness and suitability for the specific situation, with final approval of the Executive Committee.
- B16 all members of the Board shall sign and abide by the Board Code of Conduct and terms of the Board Handbook as current.

Terms of Reference

- B17 within the terms of the Constitution and Bye-laws the Board:
- B18 shall deal with matters referred to it by the Executive and other items as require consideration.

EXECUTIVE COMMITTEE

- E1 The Executive shall consist of the World President and the Chairmen of the Six Specified Committees. For membership of the Executive see Constitution Clause 15

The Executive Committee:

- E2 shall be chaired by the World President who shall vote as a member and exercise a casting vote in the event of a tie;
- E3 shall be chaired in the absence of the World President by the Deputy World President who shall have a vote and exercise a casting vote in the event of a tie;
- E4 shall have a quorum of four (4) voting members;
- E5 may consult with advisers when necessary and invite them to attend meetings without the power to vote;
- E6 shall send out agendas at least twenty-eight (28) days before each meeting to members of the Board;
- E7 shall receive reports from the Specified and other Committees;
- E8 shall circulate Minutes of Executive meetings to the members of the Board;
- E9 shall ensure that all business is transacted by a simple majority of the Executive present and entitled to vote.

Terms of Reference

Within the terms of the Constitution and Bye-laws the Executive of ACWW:

- E10 shall deal with matters referred to it by the Board and other items as require consideration between Board meetings.
- E11 shall receive a financial statement at each meeting and consider all matters relating to finance, and shall receive an annual budget drawn up by the Treasurer and ACWW Finance Manager / CEO;
- E12 shall be responsible for the appointment and dismissal of the CEO and Central Office staff;
- E13 shall consider applications for Category 1, 2, 3 and 4 Society memberships and approve for recommendation to the Board those that fulfil all the requirements for membership;
- E14 shall receive recommendations from Committees for approval within the limits of available resources;
- E15 shall, with the Board, be responsible for the planning of extension work of ACWW, including travel and approval.

SPECIFIED AND AD HOC COMMITTEES

- SC1 The Chairmen of the Specified Committees are the Trustees elected to the positions;
- SC2 Committee members shall be appointed by the Board or Executive;
- SC3 All Committee members must be an individual member of ACWW;
- SC4 Members who sit on Committees are there as individuals and should act in the best interests of ACWW as a whole and not the representative of any particular member society;
- SC5 No Committee member may serve more than two terms on the same Committee; nor serve on Committees more than four consecutive terms;
- SC6 All Committee members must sign a Code of Conduct;
- SC7 If a member is not willing to sign the Code of Conduct, she will cease to be a member of that Committee or the Board;
- SC8 Ad Hoc Committees may be appointed by the Board or the Triennial World Conference as in the Constitution Clause 23.4;
- SC9 The Ad Hoc Committee ceases to exist once the particular task for which it was appointed is completed;
- SC10 A budget should be approved for the work of the Ad Hoc Committee to include reasonable expenses for the Chairman;
- SC11 All Ad Hoc Committee members must sign a Code of Conduct;
- SC12: If a member of a committee is considered to have breached the Code of Conduct this shall be subject to investigation and potential discipline. She may be removed from the Committee by a resolution of the Executive being passed by a two-thirds majority, and that prior to such a meeting the committee member in question has been given written notice (of at least 30 days) of the intention to propose such a resolution at the meeting;

AGRICULTURE COMMITTEE**Standing Orders**

- A1 The Agriculture Committee: shall consist of up to six (6) members, the Chairman, who is also the Deputy World President, and 5 members appointed by the Board. If a vacancy occurs between meetings, the Executive or Board shall have the power to appoint members. The Chairman shall have the power to vote and exercise a casting vote in the event of a tie;
- A2 shall elect a Vice-Chairman, who in the absence of the Chairman shall chair the meeting with the power to vote and exercise a casting vote in the case of a tie;
- A3 shall have a quorum of three (3) members;
- A4 shall send out agendas at least twenty-eight (28) days before each Committee meeting;
- A5 shall meet at least two (2) times a year, the volume of business to determine the length of each meeting;
- A6 Minutes shall be circulated to the Committee and members of the Board;

- A7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference;
- A8 shall report to the next meeting of the Executive or Board and the Triennial World Conference; and
- A9 may consult with advisers when necessary and may invite them to attend meetings without the power to vote, and at no cost to ACWW.
- A10 all Committee members must sign a Code of Conduct;

Terms of Reference

Within the terms of the Constitution and Bye-laws;

- A11 shall study and promote ways and means of empowering women in agriculture to improve their living conditions;
- A12 shall promote women's active participation in agricultural decision making;
- A13 shall compile relevant available information on women in agriculture and environmental issues;
- A14 shall consider any other matters referred to it by the Executive or Board;
- A15 shall make recommendations through the Finance and Membership Committee to the Executive / Board on all items involving the expenditure of funds by it within its budget;
- A16 any correspondence and / or statements purporting to be on behalf ACWW to be signed by the World President; and
- A17 shall participate in the strategic planning of ACWW.

COMMUNICATIONS AND MARKETING COMMITTEE

Standing Orders

- CM1 The Communications and Marketing Committee: shall consist of up to four (4) members: The Chairman and three (3) members appointed by the Board. The Chairman, who is elected by the Triennial World Conference, has the power to vote and a casting vote in the event of a tie; if a vacancy occurs between meetings, the Executive or Board shall have the power to appoint members.
- CM2 shall elect a Vice-Chairman who in the absence of the Chairman shall chair the meeting and shall have a vote and a casting vote in the event of a tie;
- CM3 shall have a quorum of three (3) members;
- CM4 shall send out agendas at least twenty-eight (28) days before each Committee meeting;
- CM5 shall meet at least two (2) times a year, the volume of business to determine the length of each meeting;
- CM6 Minutes shall be circulated to the Committee and members of the Board;
- CM7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference;

- CM8 shall report to the next meeting of the Executive or Board and the Triennial World Conference;
- CM9 may consult with advisers when necessary and may invite them to attend meetings without the power to vote; and
- CM10 all Committee members must sign a Code of Conduct.

Terms of Reference

Within the terms of the Constitution and Bye-laws the Communications and Marketing Committee:

- CM11 shall examine and recommend ways of improving the image of ACWW;
- CM12 shall be responsible for communications, marketing, promotion, publications and public relations;
- CM13 shall be the Editorial Committee of The Countrywoman and liaise with the Editor;
- CM14 shall endeavour to establish standard designs and approaches to be used by ACWW worldwide;
- CM15 shall make recommendations through the Finance and Membership Committee to the Executive or Board on all items involving expenditure of funds by it within its budget;
- CM16 shall consider any other matters referred to it by the Executive or the Board;
- CM17 any correspondence and / statements purporting to be on behalf ACWW to be signed by the World President;
- CM18 shall participate in the strategic planning of ACWW; and
- CM19 shall have responsibility for the activities of Friendship Links.

FINANCE AND MEMBERSHIP COMMITTEE

Standing Orders

- F1 The Finance and Membership Committee: shall consist of up to four (4) members: The Chairman, who is also the Treasurer, and three (3) members who shall be appointed by the Board. If a vacancy occurs between meetings, the Executive or Board shall have the power to appoint members. The Chairman shall have the power to vote and exercise a casting vote in the event of a tie;
- F2 shall elect a Vice-Chairman who in the absence of the Chairman shall chair the meeting and shall have the power to vote and a casting vote in the event of a tie;
- F3 shall have a quorum of three (3) members;
- F4 shall send out agendas at least twenty-eight (28) days before each Committee meeting
- F5 shall meet at least three (3) times a year, the volume of business to determine the length of each meeting;

- F6 Minutes shall be circulated to the Committee and members of the Board;
- F7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference
- F8 shall meet in advance of each Board meeting and report to the next meeting of the Board or Executive and Triennial World Conference;
- F9 may consult with advisers when necessary and may invite them to attend meetings without the power to vote; the Charity's investment managers have an open invitation to Finance and Membership Committee meetings and will advise on their attendance as appropriate
- F10 all Committee members must sign a Code of Conduct.

Terms of Reference

Within the terms of the Constitution and Bye-laws the Finance and Membership Committee:

- F11 shall receive a financial statement at each meeting, and consider all matters relating to Finance;
- F12 shall recommend for approval, to the Executive and Board annual budgets, prepared in consultation with the ACWW CEO for presentation at the Triennial World Conference;
- F13 shall monitor and review the Charity's budgets for approval by the Board including financial expenditure and recommendations from other committees;
- F14 shall monitor and review the Charity's financial performance and invite CEO to prepare papers on particular matters to Finance Committee meetings to assist in these discussions;
- F15 shall consider any reports and recommendations relating to procurement activity or insurance;
- F16 shall promote and encourage membership retention and growth;
- F17 shall consider any other matters referred to it by the Executive or Board;
- F18 any correspondence and / statements purporting to be on behalf ACWW to be signed by the World President;
- F19 shall participate in the strategic planning of ACWW;
- F20 Shall monitor and review the Charity's arrangements in relation to investments including its investment policy. Ensure that these arrangements are aligned with the Charity's long terms strategic objectives. Make recommendations to the Board as required.
- F21 shall make recommendations to the Board in relation to the appointment, reappointment and removal of the charity's investment advisors and financial advisor.

- F22 shall oversee the selection process for new investment advisors and financial advisor and if the investment advisors and financial advisor resign investigate the issues leading to this decision and whether any action is required
- F23 shall oversee the relationship with the investment advisors and financial advisor and in particular:
- a) Make recommendations to the Board on their remuneration and that the level of fees are appropriate to enable adequate provision of services.
 - b) Review and recommend to the Board for approval their terms of engagement, including any engagement letter issued.
 - c) Annually assess their independence and objectivity, taking into account; relevant professional and regulatory requirements; the relationship with the investment advisors and financial advisor as a whole; satisfy itself that there are no relationships between the investment advisors and financial advisor and the charity other than in the ordinary course of business.
 - a. Declare any interest at the start of the meeting and if there are any, no part should be taken in any decision unless there is not a conflict of interest.
 - b. Keep an updated record of members interests.
- F24 shall meet with the investment advisors and financial advisor as appropriate;
- F25 shall review the charity's arrangements in relation to reserves, including its reserves policy. Make recommendations to the Board as required
- F26 shall be responsible for endorsing the annual report and accounts for approval by the Board
- F27 shall be responsible with the Board for reviewing any representation letter(s) requested by the auditor before they are signed on behalf of the Board;
- F28 shall be responsible with the Board for reviewing the management letter and management responses to the auditors' findings and recommendations (post audit report);
- F29 shall keep under review the adequacy and effectiveness of the charity's internal financial controls and financial risk management systems including relevant procedures and policies;
- F30 shall exercise general oversight of the conduct of financial transactions and the maintenance of financial records including any necessary review of the Charity's financial policies and procedures, delegations and mandates;
- F31 shall regularly review the charity's finance risk register and receive regular reports from the CEO providing information on the major financial risks faced by the charity;
- F32 shall investigate on behalf of the Board of Trustees any matter that may put the charity at financial risk;
- F33 the Chief Executive and Finance Administrator have an open invitation to all Finance Committee meetings;

- F34 the Chairman of the Finance and Membership Committee will report to the Board following each committee meeting on its duties and responsibilities;
- F35 the Finance and Membership Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed and comment on any financial expenditure by the Committees, if necessary;
- F36 the Finance and Membership Committee must submit an annual report to the Board detailing its activities;
- F37 the Chairman of the Finance and Membership Committee shall attend the General Meeting to answer questions from members on the committees' activities.

PROJECTS COMMITTEE

Standing Orders

- P1 The Projects Committee: shall consist of up to six (6) members: The Chairman and five (5) members appointed by the Board, and the Trustees of the Trust Funds (see The Trustees of the Trust Funds) without the power to vote. The Chairman who is elected by the Triennial World Conference, has the power to vote and have a casting vote in the case of a tie. If a vacancy occurs between meetings, the Executive or Board shall have the power to appoint members.
- P2 shall elect a Vice-Chairman who in the absence of the Chairman shall chair the meeting and shall have the power to vote, and exercise a casting vote in the event of a tie;
- P3 shall have a quorum of three (3) members;
- P4 shall send out agendas at least twenty-eight (28) days before each Committee meeting;
- P5 shall meet at least two (2) times a year, the volume of business to determine the length of each meeting;
- P6 Minutes shall be circulated to the Committee and members of the Board;
- P7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference;
- P8 shall report to the next meeting of the Executive or Board and the Triennial World Conference;
- P9 may consult with advisers when necessary and may invite them to attend meetings without the power to vote and at no cost to ACWW;
- P10 all committee members must sign a Code of Conduct.

Terms of Reference

Within the terms of the Constitution and Bye-laws the Projects Committee:

- P11 shall be responsible for assessing projects submitted by members and other groups in line with ACWW objectives, values and policy;
- P12 shall recommend projects for support as appropriate from ACWW Project Donations. Projects selected will take account of the Objects of ACWW and the availability of funds; these recommendations shall be referred to through the Finance and Membership Committee to the Executive or Board;
- P13 shall be responsible for attracting donations and co-funding from national and international agencies, foundations and trusts and for presenting reports to donor agencies as required;
- P14 shall exercise the most appropriate methods to evaluate and monitor projects and initiate relevant research to assist reporting back to donor agencies as specified in their criteria for project reporting;
- P15 shall make recommendations through the Finance and Membership Committee to the Executive / Board on all items involving the expenditure of funds by it within its budget;
- P17 shall consider any other matters referred to it by the Executive or the Board.
- P18 any correspondence and / statements purporting to be on behalf ACWW to be signed by the World President; and
- P19 Shall participate in the strategic planning of ACWW.

TRIENNIAL WORLD CONFERENCE COMMITTEE

Standing Orders

- TWCC1 The Triennial World Conference Committee: shall consist of up to five (5) members; the Chairman who is the Honorary Secretary and three (3) members appointed by the Board and a representative(s) of the Hostess Organisation(s) or her deputy. The Chairman has the power to vote and exercise a casting vote in the event of a tie; if a vacancy occurs between meetings, the Executive or Board shall have the power to appoint.
- TWCC2 shall elect a Vice-Chairman who in the absence of the Chairman shall chair the meeting and shall have the power to vote and exercise a casting vote in the event of a tie;
- TWCC3 shall have a quorum of three (3) members;
- TWCC4 shall send out agendas at least twenty-eight (28) days before each Committee meeting;
- TWCC5 shall meet at least seven (7) times in the Triennium, the volume of business to determine the length of the meeting;
- TWCC6 Minutes shall be circulated to the Committee and members of the Board;

- TWCC7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference and Rules of Procedure for the Triennial World Conference;
- TWCC8 shall report to the next meeting of the Executive or Board and the Triennial World Conference;
- TWCC9 may consult with advisers when necessary, and may invite them to attend meetings without the power to vote and at no cost to ACWW;
- TWCC10 shall participate in the strategic planning of ACWW; and
- TWCC11 All members of the Committee must sign a Code of Conduct.

Terms of Reference

Within the terms of the Constitution, Bye-laws and Rules of Procedure the Triennial World Conference Committee:

- TWCC12 shall be responsible for planning the ensuing Triennial World Conference in co-operation with the Hostess Organisation(s) in line with current guidelines;
- TWCC13 in consultation with the World President and CEO, shall prepare the programme of sessions and the drawing up of the Triennial World Conference agenda
- TWCC14 shall include the Treasurer in consultations when preparing a budget for the Conference for recommendation to the Board;
- TWCC15 shall appoint an Ad Hoc Committee on Resolutions and Recommendations which shall include at least one (1) member whose first language is not English. This Committee shall receive, classify, and restrict if necessary, Resolutions and Recommendations for inclusion in the Triennial World Conference agenda, with the approval of the Executive or Board;
- TWCC16 shall make recommendations to the Executive or Board on all items involving expenditure of funds by it within its budget;
- TWCC17 shall consider any other matters referred to it by the Executive or Board; and
- TWCC18 any correspondence and / statements purporting to be on behalf ACWW to be signed by the World President; and
- TWCC19 shall participate in the strategic planning of ACWW.

UNITED NATIONS COMMITTEE

Standing Orders

- UN1 The United Nations Committee shall consist of up to six (6) members; the Chairman, who is elected by the Triennial World Conference, and five (5) members appointed by the Board. The Chairman has the power to vote and to exercise a casting vote in the event of a tie. If a vacancy occurs between meetings, the Executive or Board shall have the power to appoint.
- UN2 shall elect a Vice-Chairman who in the absence of the Chairman shall chair the meeting and shall have the power to vote and have a casting vote in the event of a tie;
- UN3 shall have a quorum of three (3) members;
- UN4 shall send out agendas at least twenty-eight (28) days before each Committee meeting;
- UN5 shall meet at least two times a year, the volume of business to determine the length of the meeting;
- UN6 Minutes shall be circulated to the Committee and members of the Board;
- UN7 shall give to every member of the Committee a copy of these Standing Orders and Terms of Reference;
- UN8 all members of the Committee must abide by a Code of Conduct
- UN9 shall report to the next meeting of the Executive or Board and the Triennial World Conference; and
- UN10 may consult with advisers when necessary and may invite them to attend meetings without the power to vote with the approval of the Executive or Board;
- UN11 ACWW United Nations Representatives maybe invited to attend UN Committee meetings, without the power to vote and at no expense to ACWW.

Terms of Reference

Within the terms of the Constitution and Bye-laws the United Nations Committee:

- UN12 shall, bearing in mind the priorities of ACWW, work as requested by the Board, study, where relevant, the work of the United Nations General Assembly, the Economic and Social Council, Commissions and Specialised Agencies and also the work of Member Societies in connection therewith;
- UN13 shall consider the matters in paragraph UN10 (above) in relation to the work of other international non-governmental organisations;
- UN14 shall recommend for the approval of the Board the appointment of ACWW UN Representatives;
- UN15 shall make recommendations through the Finance and Membership Committee to the Board on all items involving the expenditure of funds by it within its budget;
- UN16 shall consider any other matters referred to it by the Trustees or the Board;

- UN17 any correspondence and / statements purporting to be on behalf ACWW to be signed by the World President;
- UN18 shall advocate at United Nations and other international agencies on behalf of women's rights and empowerment in line with ACWW policies;
- UN19 shall assist with preparation of statements and policy papers;
- UN20 shall participate actively at meetings, promoting ACWW agendas;
- UN21 shall develop two-way communication with ACWW UN Representatives to maintain effective representation;
- UN22 shall assist with the preparation of Annual and Quadrennial reports; and
- UN23 shall participate in the strategic planning of ACWW.

RULES OF PROCEDURE & DEBATE FOR THE TRIENNIAL WORLD CONFERENCE

of

ASSOCIATED COUNTRY WOMEN OF THE WORLD

Amendments to these Rules of Procedure require the approval of 50% plus 1 vote of the Conference.

Rule 1: ACCREDITED DELEGATES

The credentials of Category 1, 2 and 3 Societies' delegates shall be submitted to the Central Office staff in attendance at the time of registration at the Conference, such credentials to be in the form of a signed statement from their Society.

This rule shall not prevent a Society from changing its delegates as named in the pre-Conference registration documentation, subject to proper submission of credentials by the leader of the delegation at the time of the Conference and examination of the credentials where needed.

Rule 2: LANGUAGE

English shall be the official language of the World Conference. Other languages may be used in addition as decided by the Conference with special reference to the Area in which the Conference is to be held.

Rule 3: MAJORITY REQUIRED

Matters of Constitution must have a 75% majority of the voting strength to be carried, and Finance 67% majority. Unless otherwise stated in the Constitution, a simple majority is required for all voting. The voting strength shall be established at the start of each session.

Rule 4: METHOD OF VOTING

Except in the case of elections, the Conference shall normally vote by a show of voting cards, but any voting delegate may request a secret ballot. If this request is seconded and accepted by Conference, a secret ballot shall be conducted.

Rule 5: ELECTIONS

All elections of individuals shall be decided by secret ballot. If no candidate obtains, 50% + 1 vote in the first ballot, a second ballot shall be taken, confined to the two candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the World President shall draw lots between the individuals.

Rule 6: POSTAL VOTING FOR AREA PRESIDENTS

If Areas decide to have a postal vote to elect the Area President, the World President and Chief Executive Officer will decide the method of dealing with the postal vote. Postal votes shall be on ballots issued upon authorisation of the President. Deadline for the return of the ballot shall be specified thereon and shall be not less than forty (40) days after the issue of the ballot.

If a postal vote is used for the election of an Area President, such votes must be taken in time for results to be announced at the Triennial Conference.

All ballots returned for a postal vote from Category 1, 2 and 3 Societies in the Area concerned, form the basis on which the 50% + 1 vote, majority required is calculated from the votes cast and received, not on the number of ballot papers issued.

If no candidate receives the required 50% + 1 vote, those Category 1, 2 and 3 societies present and entitled to vote at the Triennial World Conference, then vote in the second round. If a society is not represented either by delegation or proxy at the Triennial World Conference, it is not issued with ballot papers, therefore the 50% + 1 vote, is calculated on those present and entitled to vote, not on the total number of societies in a particular area.

Rule 7: DISTRIBUTION OF CONFERENCE RECORDS

As soon as possible, the text of Resolutions, Recommendations and other formal decisions adopted by the Conference shall be distributed by the Central Office to all members of the Conference and any others participating in the sessions, as well as to the Head Offices of all Category 1, 2 and 3 Societies, whether represented at the Conference or not.

Rule 8: SUSPENSION OF RULES

Any of the foregoing Rules of Procedure may be suspended by a two-thirds majority at any plenary session of Conference provided that notice of the intention of a Society to propose such suspension has been indicated to delegations by the CEO not less than twenty-four (24) hours before the meeting at which such suspension is proposed.

RULES OF DEBATE

RD1 POWERS OF THE CHAIRMAN

The Chairman shall have control of the Meeting and over the maintenance of order at its sessions. She shall declare the opening and closing of each session; direct the discussion; ensure observance of the Constitution, Bye-laws, Rules of Procedure and these Rules; accord the right to speak; put questions to the vote and announce the decisions. She shall rule on points of order and have the power to propose the adjournment or closure of debate, adjournment or suspension of a session.

RD2 REVISION OF THE AGENDA

During the session, the Meeting may revise the agenda for the session by adding, deleting, deferring or amending items.

RD3 TIME LIMIT OF SPEECHES

The Meeting may limit the time allowed to each speaker. The time limits suggested are five (5) minutes for the proposer of a motion, three (3) minutes for the seconder and other speakers.

RD4 POINTS OF ORDER

During the discussion of any matter, a voting delegate may at any time raise a point of order. The point of order shall be immediately decided by the Chairman in accordance with the Constitution, Bye-laws, Rules of Procedure and these Rules. A voting delegate may appeal against the Chairman's decision. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a 50% + 1 vote. A voting delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

RD5 DECISION OF COMPETENCE

Any motion calling for a decision on the competence of the Meeting to adopt a proposal submitted to it, shall be put to the vote immediately before a vote is taken on the proposal in question.

RD6 SECONDING OF ALL MOTIONS

Resolutions, Recommendations, Amendments and other motions must in every case be seconded by a voting delegate who is not a member of the same delegation as the proposer.

RD7 WITHDRAWAL OF MOTIONS

Any motion may be withdrawn by its proposer with the consent of the seconder at any time before voting on it has commenced. The motion which has thus been withdrawn may be re-introduced at another session of the Meeting by any voting delegate, but only once. On re-introduction it must again be proposed and seconded.

RD8 SUBMISSION OF AMENDMENTS

In accordance with Bye-law 11, Resolutions, Recommendations and their amendments shall normally be circulated in advance of the Triennial World Conference which is to consider them. The Chairman may, however, permit the discussion of amendments proposed during the meetings. No more than two (2) amendments to any one (1) Resolution shall be allowed. All amendments must be given in writing, to the Chairman, with the names of the proposer and seconder and the names of their organisations.

RD9 VOTING ON AMENDMENTS

Amendments shall not change the original intent of a Resolution or other motion to make it negative. Where two (2) amendments are allowed to the original motion, the last amendment is voted on first. If any amendments are carried, they become part of the original motion which is then called the substantive or amended motion. If the substantive motion is lost, then the original motion no longer exists.

RD10 RIGHT OF REPLY

The proposer of a motion has the right of reply and this closes the debate. The Chairman may use her discretion to allow any other speaker to speak more than once, or a voting delegate may move that a speaker be further heard, which on being seconded shall immediately be put to the vote.

RD11 ADJOURNMENT OF DEBATE

During the discussion of any matter, a voting delegate may move to adjourn the debate of an item under discussion. The motion to adjourn must be seconded. Then two (2) voting delegates may speak against the motion to adjourn, after which it shall immediately be put to the vote. In no case may a speaker move to adjourn a debate at the conclusion of her speech on that debate.

RD12 CLOSURE OF DEBATE

During the discussion of any matter, a voting delegate may move to close the debate on the item under discussion. The motion for closure must be seconded, then two (2) voting delegates may speak against the motion, after which the motion shall immediately be put to the vote. In no case may a speaker move to close a debate at the conclusion of her speech on that debate.

RD13 ADJOURNMENT OF MEETING / SESSION

During the discussion a voting delegate may move for an adjournment of the meeting/session. If seconded, the proposal shall immediately be put to the meeting/session without further discussion. The Chairman shall announce the result of the vote, and if the proposal is carried, the meeting/session shall be adjourned and reconvened at another time or place. The Chairman shall announce the time of resumption of the meeting/session.

RD14 ORDER OF MOTION

The following motions shall have precedence in this order over all other motions or business before the meeting:

14.1 to adjourn the meeting/session;

14.2 to adjourn the debate on the item under discussion;

14.3 to close the debate on the item under discussion.

RD15 ABSTENTIONS

A delegate who, on instruction from her society, withholds her vote or who does not, for any reason, vote is considered to be neither for nor against the motion and is taken as abstaining. When determining a majority, those abstaining must be counted in the total vote at each session but shall not be added to those voting for or against. If, as a result, there is no overall majority, the motion shall be considered withdrawn.

RD16 MAJORITY REQUIRED

Decisions of the Meeting shall be made by the appropriate majority as set out in the Constitution, Bye-laws, Standing Orders and Terms of Reference, Rules of Procedure and Rules of Debate. A simple majority means 50% plus 1 vote at each session. A two thirds majority means two-thirds or more of the voting strength at each session.

RD17 EQUALLY DIVIDED VOTES

Subject always to the exercise of casting votes if a vote is equally divided on matters other than elections, the motion shall be regarded as rejected.

RD18 CONDUCT DURING VOTING

After the voting has begun, no one shall interrupt the vote, except on a point of order in connection with the actual conduct of the voting; and everyone except the tellers to remain seated.

RD19 SUSPENSION OR AMENDMENT OF RULES OF DEBATE

Any of these Rules of Debate may be suspended or amended by a two-thirds majority of the voting strength at each session. Notice of amendments to the Rules with the names of the proposer and seconder and their organisations must be given in writing to the Central Office staff in attendance not less than twenty-four hours before the Meeting at which they are to be proposed.

GLOSSARY OF TERMS

of

ASSOCIATED COUNTRY WOMEN OF THE WORLD

The definition stated is ACWW's meaning.

Accredited	A delegate who has provided to Central Office prior to the Triennial World Conference deadline written authority from her organisation that she is entitled to attend the Conference and vote on behalf of that organisation
Bye-law	A Rule, not part of the main Constitution, made by Triennial World Conference. Changes may be made by the Board and ratified by the Triennial World Conference.
CEO	Chief Executive Officer
CIO	Charitable Incorporated Organisation
Life Members	Members admitted prior to 29 June 1992 following payment of dues to cover life Membership
Members	Category 1, 2, 3 and 4 Societies, Category 5 Individuals and Category 6 current members of the Board of Trustees
Quorum	The minimum number of voting members necessary for transaction of business at a Meeting
Recommendation	As defined in Bye-law 11.2(b) they may, after adoption by the Triennial World Conference, be suggested to Societies as a line of action which they might choose to follow
Representative	Delegate in reference to General Meeting or Triennial World Conference
Resolution	As defined in Bye-law 11.2(a): they deal with the Constitution and General Policy of ACWW as well as international issues and are mandates which must be worked on if passed by the appropriate majority. They should be of international importance and capable of implementation
Terms of Reference	The powers and duties of a committee
Triennium	The term commencing after the conclusion of one Triennial World Conference and ending at the conclusion of the next
Umbrella Organisation	An organization consisting of independent member societies
Urgency Resolutions	As defined in Bye-law 11.7: a subject which has arisen since the closing date for receipt of Resolutions and Recommendations.