

BPW INTERNATIONAL

STANDING ORDERS

These Standing Orders were developed by the Constitutional Advisory Committee from previous Standing Orders, with an overview from the Resolutions Chair and Executive.

These Standing Orders set out the procedures to be used during the XXXI BPW International Congress, St Kitts, 17-21 November 2024, at the pre and post International Board Meetings and the General Assembly Business Sessions.

The Standing Orders cover the rules for discussion, timeframes, who may speak and who may vote.

The conduct of the meeting is controlled by the general will of the membership, giving a majority decision after a full and fair consideration of the issues involved. The Standing Orders are designed to provide for constructive and democratic meetings to help, not hinder, the business of the meeting. 'Undue strictness' should never be allowed to intimidate members or limit full participation.

During the General Assembly, the President chairs the meeting, with the following exception:

- the presentation of the President's Report when the First Vice President takes the Chair
- discussion and voting on amendments to the Constitution and Regulations when the Constitution Advisory Committee (CAC) Chairperson takes the Chair
- discussion and voting on the resolutions when the Resolutions Committee Chairperson takes the Chair
- discussions and voting when the Elections Committee Chairperson takes the Chair.

If for any reason, the President is unavailable, the First Vice President takes the Chair.

Any Chairperson of a General Assembly session or International Board meeting must always be impartial. The Chairperson, including the President, cannot take part in a discussion or speak for or against a motion or resolution, and should not chair an item of business where she may want to express a view.

To take part in any discussion the President (or Chairperson) must vacate the Chair at the start of the item of business and announce that the Chair is being passed to the appointed officer, and to permit to speak to the item of business. To take part in the discussion the Chairperson (or President) must vacate the Chair at the start of the item of business and announce the Chair is being passed to another appointed officer and must speak from the floor of the meeting. The Chairperson (or President) cannot resume the Chair until the matter has been concluded, and if it is adjourned, must vacate the Chair each time the matter is discussed.

At the pre-Congress International Board Meeting, the President nominates a Chief Parliamentarian and two (2) other Parliamentarians for approval by the International Board. All Parliamentarians must be familiar with the Constitution, Regulations and Procedure Manual and be impartial members with experience in meeting procedure who advise the Chairperson on issues which arise during the discussion. Parliamentarians cannot be members of the Executive or Delegates and may not participate in the discussions. They do not have a right to vote.

A. ATTENDEES:

1. The pre-Congress International Board Meeting is open for the following (as per existing Constitutional and Regulations approved March 2021):
 - Members of the International Executive
 - BPW International Past Presidents
 - Affiliate Federations, represented by two (2) appointed representatives, and all dues (and outstanding penalties) are paid in full by time of registration
 - Affiliate Clubs, represented by 1 (one) appointed representative per country and all dues (and penalties) are paid in full by time of registration
 - BPW International Standing Committees Chairpersons and all dues (and penalties) are paid in full by their Affiliate Federation or Affiliate Club.

2. Observers will be provided access but will have no speaking rights at the International Board Meeting.

3. The General Assembly is open for the following (as per the Constitution and Regulations and Procedure Manual approved March 2021) and noted as above that all dues (and outstanding penalties) have been paid in full by time of registration:
 - Members of the International Executive
 - BPW International Past Presidents
 - Affiliate Federations, represented by their delegates (numbers as per outlined under the Constitution and Regulations [C&R] and Procedure Manual [PM]). Affiliate Clubs, represented by 1 (one) appointed representative per country
 - BPW International Standing Committees Chairpersons
 - Observers

4. Post-Congress International Board Meeting is open to all of the above, with the possible change in representation by Affiliate Federations and Affiliate Clubs, following the voting and ratification of the proposed amendments to the Constitution and Regulations (Statutes) 2024 and the Procedure Manual 8.7.3.

B. VOTING:

1. Only Delegates (and when appropriate Alternative Delegates), members of the Executive, Chairpersons of Standing Committees and Past Presidents of BPW International may vote. These are referred to as:

“Voting Members”

2. Credential Chair must announce the voting strength prior to the Adoption of the Standing Orders and before any voting sessions are to commence.

3. Each Delegate, or the Alternate Delegate, on the floor has one vote. Each Executive Member, Standing Committee Chairperson and Past President of BPW International has one vote if she does not already hold a vote in any other capacity. Please see table below:

Categories	Voting Delegates
At the pre-International Board Meeting existing voting:	
Affiliate Federation	Two (2) voting delegates per Federation
Country with Affiliate Clubs	One (1) voting delegate per country
BPW International Executive Members	One (1) vote only

Past International Presidents	One (1) vote only
BPW International Standing Committee Chairs	One (1) vote only
At the General Assembly Business Sessions	
Affiliate Federation	Voting delegates per Federation as outlined under the C&R and PM 8.7.3
Country with Affiliate Clubs	One (1) voting delegate per country
BPW International Executive Members	One (1) vote only
Past International Presidents	One (1) vote only
BPW International Standing Committee Chairs	One (1) vote only
At the post-International Board Meeting – note voting strength would change if proposed amendment R6: 6.6. Decisions and voting by the International Board is passed	
Affiliate Federation	Five (5) voting delegates per Federation
Country with Affiliate Clubs	One delegate per Club (maximum of four) per country where no Federation is present
BPW International Standing Committee Chairs	No voting rights if proposed amendments from 2021 are passed.

4. Where an Executive or Past International President has another role e.g. Chair of a Standing Committee, they are only entitled to one (1) vote at the pre and post International Board Meetings and through the General Assembly.
5. As per **clause R12.5 and PM 8.7.1**, the President has the casting vote when the vote is tied, except in the case of presidential elections.
6. Decisions are made by a simple majority of the voting representation, except for constitutional changes or where otherwise specified in the Regulations or these Standing Orders (Rules of Debate). Voting Members may choose to abstain, but abstentions are not counted in the total vote.
7. Voting may be by electronic or manual means, for example a show of hands, raising of coloured cards (as will be obtained at time of sign-in before each General Business Session), as appropriate or necessary.

C. ELECTIONS: (as per clause 8.4, 8.4.1)

1. Elections are done by secret ballots which can be conducted by electronic means or paper ballots and the final vote is communicated to the General Assembly:
 - Electronic voting uses digital voting devices that record the total vote for each candidate and take account of voting allocations
 - If paper ballots are used, they must be destroyed after the decision voted by the General Assembly.
2. The elections process will take place of the candidates on:
 - **20th November:** for President
 - The name(s) of the unsuccessful candidate(s) for President are incorporated in the list of nominations for Vice Presidents (if she wishes to stand and is eligible to stand as a Vice President), according to the preferred Vice President role indicated by the candidate.
 - **21st November:** all other candidates for the Executive, Regional Coordinators and Standing Committee Chairs.

3. The Election Committee Chairperson:
 - announces the result of voting for the Executive and Standing Committee Chairpersons during the General Assembly programme
 - advises the President if there is a tied vote

D. QUORUM:

A valid quorum is required for a vote to proceed. The quorum is:

- one-quarter [1/4] of the Board members at the pre- and post- Congress International Board meetings
- one-third [1/3] of the voting representation in the General Assembly

E. OPEN DISCUSSION AND PRESENTATION OF REPORTS

The following process is for reports and discussions held during the BPW International Congress pre and post International Board meetings and the General Assembly.

1. After reports have been presented and seconded, discussion is open to the Voting Members
2. Observers may speak only after the Chairperson has ascertained that no more Voting Members wish to speak, and if she announces that the meeting is open to other speakers.
3. No individual speaker may speak to the same discussion more than once, except to establish a point of order or a point of information on a specific question as defined below under Roberts Rules.
4. Other than for the presentation of reports, no one may speak for more than 2 minutes.
5. After a report has been received, but before it has been adopted, any recommendation arising from a report must be seconded before it can be put to the vote, and a simple majority is required to pass the recommendation.

F. MOTIONS, RESOLUTIONS AND AMENDMENTS TO THE CONSTITUTION AND REGULATIONS

The following formal process will be applied to the pre and post International Board meetings and the General Assembly, when a business matter also known as a 'motion' is put to the floor and seconded and opened for positive and interactive debate. The overall time allocated for debate of each individual motion will be 20 minutes.

Motions, Resolutions and Amendments presented:

1. In these Standing Orders, motions include Resolutions and Amendments to the Constitution and Regulations.
2. Only Voting Members may move and second motions.
3. The Executive Secretary will announce the voting strength based on the Credentials Chair report. If anyone leaves the room they must sign out and sign back in to ensure the voting strength is accurate at all times. If a delegate should leave the room, their alternate delegate can sign in and take her place.
4. The Credentials Chair will confirm if any changes to the voting strength prior to voting.
5. Parts of a motion may be voted on separately at the request of any voting Member:
 - Unless it is a mandatory clause, and therefore must be voted in full

- unless the mover of the motion objects.

If there is an objection, the matter is put to a vote.

6. Due to the significant work that was done by all the movers and seconders of motions for proposed amendments to the constitution, regulations, procedure manual and internal and external resolutions a call for any proposed amendments was issued on the **17th July** with these **to be submitted** by the **17th September** (two (2) months) prior to Congress.

Any proposed amendments that have been presented for the original movers to accept as a friendly amendment, will be sent to the movers and if agreed the proposed new or updated text will be included in the final documents issued two weeks before Congress.

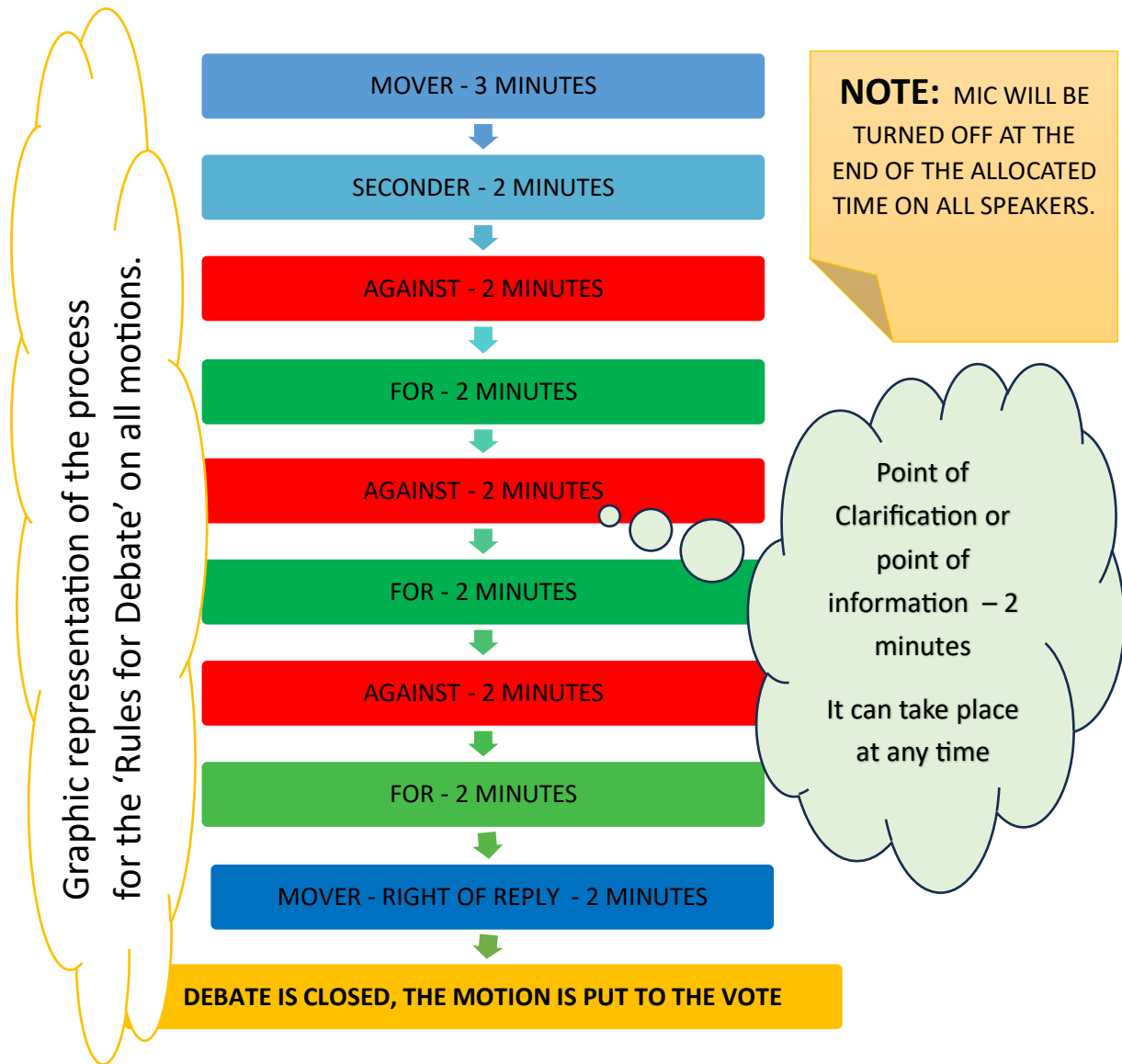
If the proposed amendments were not accepted these will be presented in the General Assembly to debate/vote on if they become the substantive motion.

Note: to ensure all business can be completed within the timeframes:

- No proposed amendment for a word or grammatical change of any resolution or proposed amendment will be accepted from the floor.
 - No new amendment that requires voting will be accepted.
 - If a friendly amendment has been submitted and the proposer has accepted it, it would proceed without the need to vote.
 - If an 'urgent amendment' is submitted it will be presented in writing (e.g. by email and hardcopy to the CAC or Resolutions Chair), for review to determine if it can be accepted, following the cut-off date of the **17th September**. If it is accepted it will be made ready to be put on the screen for the next business session.
7. Any proposed friendly amendment to a motion is to be received by the **17th September**, in writing, to the Chairperson before being moved or seconded and a copy made available to all Voting Members in the printed document titled "Addendum" in their congress bags at time of registration.
 8. When an amendment to a motion alters the original motion, the amendment is put to the vote first and, if it is passed, the amended motion replaces the original motion and is put to the vote.
 9. In respect to the following:
 - a. The mover of the motion has the right of reply to the discussion but must not introduce any new matter.
 - b. If there is an amendment to the motion, the mover of the original motion may exercise her right of reply either before the amendment is put to a vote, or before the final vote on the amended motion.
 - c. The mover of an amendment to a motion does not have a right of reply.
 - d. In all other cases, no one may speak more than once (refer to process below) and no delegation may speak more than twice to a motion (or an amendment to a motion) except to raise a point of order or point of information in respect to a specific question.

The Debate process is as follows (see diagram below):

1. Time limit for mover of a motion can speak for three (3) minutes. The time limit for the seconder of the motion, and for each speaker participating in a debate is two (2) minutes per person.
 - a. The first speaker is the mover of the motion and the seconder follows.
 - b. After the mover and the seconder have spoken, the Chair will invite Voting Members (**as noted in the Section B, table above**) who wish to speak to the motion to join one of two lines of speakers, one side will be designated for speakers wishing to speak FOR the motion, and the other side speakers AGAINST the motion.
 - c. The Chair of the business session will invite speakers to speak alternatively between AGAINST and FOR.
 - i. Each speaker must identify herself, her BPW position and her country before she speaks.
 - ii. The first speaker following the mover and seconder (who have spoken for the motion) will be a speaker AGAINST the motion to open the debate.
 - iii. Three (3) speakers either FOR or AGAINST cannot speak in succession. So if there is no one speaking AGAINST after the mover and seconder speak, the debate ends.
 - iv. If either the queue of FOR or AGAINST runs out, the debate ends.
 - v. To ensure a fair and democratic process, those who have not had the opportunity to speak to a prior motion(s) will be provided first opportunity to speak.
 - vi. No one may speak more than once for a motion and no delegation may speak more than twice.
 - d. Point of Clarification or Point of Information: Voting delegates can raise a point of clarification during the debate if permitted by the Chair of the meeting. Her question should not take longer than two (2) minutes.
 - e. Observers: may speak to the motion (or to an amendment to a motion) only after the Chairperson has ascertained that no more Voting Members or Chairpersons of other committees (such as Taskforces and Ad Hoc Committees) wish to speak, and if she announces that the meeting is open to other speakers.
 - f. Mover's Right of Reply: At the end of the debate, the mover of the motion has the 'Right of Reply' for two (2) minutes to the discussion but must not introduce any new matters.
 - g. The time limit for the entire debate for each motion is a maximum 20 minutes, including point of clarification and the mover's right of reply. Speakers are accepted alternatively, Against and For the motion until there are no further speakers on one side, at which point the mover of the motion may exercise her right of reply and then the motion is put to a vote.
 - h. Voting: the Chair will check the voting strength, then proceed to call for voting FOR, AGAINST or ABSTENTIONS to the motion. Voting will be done through the raising of the cards provided to each of the delegates at time of registration for the relevant business session (see notes below).



G. POINTS OF ORDER

The following process applies to the proceedings of the BPW International XXXI Congress, St Kitts, 17-21 November 2024, pre and post International Board meetings and the General Assembly:

1. During discussion on any matter, a Voting Delegate may raise a point of order. In this case the Chairperson may confer with the Parliamentarians and then immediately states her ruling.
2. The Chair would allow two (2) minutes for the person who raises the point of order, provided that she did not already raise a point of order during that session.
3. No other speaker can raise the same point of order.
4. The Chairperson may confer with the Parliamentarians and then she will immediately state the ruling. If it is challenged, the Chairperson immediately submits her ruling to the meeting for voting and her ruling stands unless overruled.
5. At the end of any speech, any voting Member who has not already spoken in the discussion may move that the question is now put to a vote. If this motion is seconded, discussion stops and the General Assembly immediately votes on whether the motion should be put to a vote. If this vote is passed, the motion or the amendment under discussion is immediately voted on.

6. At the end of any speech, any voting Member who has not already spoken in the discussion may move that the next business be now proceeded with. If this motion is seconded, the General Assembly immediately votes on if the meeting should proceed with the next item on the agenda. If this vote is passed, the General Assembly immediately proceeds with the next item on the agenda.
7. A Point of Order or Point of Information as per **Roberts Rules**:
 - **Point of Order:** When a member thinks that the rules of the assembly are being violated, she can make a Point of Order (or "raise a question of order," as it is sometimes expressed), thereby calling upon the chair for a ruling and an enforcement of the regular rules.
 - **Point of Information:** a *request for information* on a specific question, either about process or about the content of a motion. A point of information does not give the speaker the privilege to provide information. If you have information for the body, raise your hand to be put on the speakers list.

H. RESOLUTIONS

1. An amendment to increase the figures proposed in a resolution on finance or dues cannot be accepted from the floor of the General Assembly. Any proposed amendment with a financial or budgetary impact must be circulated to Affiliates four (4) months before the General Assembly. Any proposed amendment(s) to the original resolution must be issued two (2) months prior to Congress to be accepted or declined by the mover. Should the mover not accept the proposed amendment the procedure on motions as outlined above will comply.
2. Due to the number of proposed amendments to the Constitution and Regulations and Procedure Manual, the requirement to include proposed amendments from 2021 that were 'left on the table' XXXI BPW International General Assembly note only an emergency Resolution would be accepted if:
 - An emergency Resolution may be presented at a General Assembly if it relates to something which has happened since the deadline for receiving Resolutions.
 - It must be referred to the Resolutions Committee.
 - Is a Resolution that is a direct result on the impact on women and girls.
3. If the Resolutions Committee decides it qualifies an emergency (urgent) resolution, it will be put to the next voting session of the General Assembly for voting to accept it as an emergency Resolution. The Resolution must be circulated to Voting Members at least one session before it is to be discussed. Only a simple majority is required for it to be passed. The emergency Resolution would then be presented by the mover and seconder.
4. Constitution and Regulations and/or procedure manual changes are not an emergency Resolution item.

I. VOTING PROCESS

The following process applies to the proceedings of the pre and post International Board meetings and the General Assembly:

1. Registration forms for delegates (and alternate delegates) will be issued to ensure a checklist is available for the Credentials Chair and her committee to identify Voting Delegates' names, Affiliate Federations and Affiliate Clubs, Executive Members, Past Presidents of BPW International and Standing Committee Chairs at time of sign-in for each business session.

2. Open Voting: Standard Process, raising of hands/cards

At the pre- and post-Congress International Board Meeting a simple request for voting members to 'Raise their Hand' to vote FOR/AGAINST or ABSTAIN on motions or positions where required, for example:

- appointment of the Parliamentarians, Scrutineers (aka tellers) and Timekeepers Chairs and committee members
- General Assembly Committees: Credentials, Election and Nominations Chairs and committee members.

During the Business Sessions of the General Assembly, voting members will be required to sign in and obtain a coloured card for that session. They will be required to sign-out if they leave the room and hand over their card, sign back in and collect their card when they go back into the session. If another delegate (or alternate delegate) from their Affiliate Federation or Affiliate Club is to go into the room in their place, they are to sign out, the other delegate is to sign-in and receive the card.

3. Closed Voting: Electronic Voting

An introduction to the independent voting process will be distributed to all delegates and a 'test-run' will be held prior to the opening of the official voting process, to ensure all delegates have access to the voting portal.

The online voting method must enable the confirmation of the voting member, such as unique login, password through the secure independent web-based voting system and:

- i. voting will be opened to all delegates through their username and password and is accessible via mobile phone, tablet, laptop or computer
- ii. voting will be opened for three (3) minutes
- iii. once delegates submit their vote a message will be displayed to say their vote was successfully submitted
- iv. receipt of the votes, as they are made, will be automatically updated on the screen for all members to see
- v. independent web-based online voting system will record all the relevant voting responses and will be available for the Chief Scrutineer and the Scrutineers Committee members to check and verify only one vote per delegate, IP address, username have been received
- vi. final total results will be presented and include the following:
 - voting strength (as confirmed prior to voting commencing)
 - voting results: FOR, AGAINST, ABSTAIN
 - total votes received
- vii. final results of successful candidate will be announced by the Elections Chair.

4. Decisions are made by a simple majority of the Voting Members. Voting delegates may choose to abstain, but abstentions are not counted in the total vote.

J. SUSPENSION OF STANDING ORDERS

In matters of urgency, the Chairperson may put a motion to suspend one or more of the Standing Orders providing that the reason is stated and the motion is passed by at least two-thirds [2/3] of the voting members present.