

## **WMCW STANDING ORDERS**

Revised and adopted by the 10th General Assembly  
(Quebec, May 2004)

The Standing Orders specify the manner of applying the WMCW Constitution and the working of its structures (see Article 21 of the Statute).

### **ADMISSION TO THE WMCW**

#### **Article 1**

The admission of the members of the WMCW is stipulated in articles 4, 5, 6, 7 and 15 of the Constitution.

According to Articles 5 and 15 of the Constitution, the Executive Council decides the admission of members.

#### **Article 2**

A movement, which has expressed a desire to work in connection with WMCW, can be admitted as contact movement after approval by the Coordination of the Executive Council of the WMCW.

In a country which has no affiliated, correspondent or contact movement, the WMCW could contact one or more persons with whom it could stay in contact. These persons could endeavour to make known its aims, its spirit, its methods and facilitate its establishment.

Before the affiliation of the movement of a country where there is already another affiliated movement, there is need to seek for the opinion of this or these affiliated movements and also of the coordination Team of the area. The Council must be aware of these opinions before taking any decision.

This opinion must also be asked for withdrawal of any affiliation.

### **RESIGNATION**

#### **Article 3**

The resignation of members of the WMCW is governed by Articles 7, 8, 9 and 15 of the Constitution.

According to Articles 9 and 15 of the Constitution, the Executive Council has the right to suspend a movement at the suggestion of the Bureau and submits the decision for suspension to the General Assembly.

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## LANGUAGES

### Article 4

Working languages: English, Spanish, French and German.

## INFORMATION

### Article 5

The movements receive regularly a concise feedback of the Executive Council meetings.

## GENERAL ASSEMBLY

### Direction of the General Assembly

### Article 6

The Executive Council assumes responsibility for the day-to-day direction, in accordance with the present Standing Orders. It submits a distribution of tasks to the General Assembly and delegates the day-to-day direction of plenary sessions, commissions, activities and services.

### Article 7

The Assembly does elect the bureaux of sessions and the commissions foreseen by the agenda of the day.

### Article 8

Matters unforeseen in the Standing Orders are submitted to the Assembly by a motion of order.

### Article 9

The committees in charge of plenary sessions and all commissions are responsible for the practical work arrangements.

### Article 10

The president (m/f) of the plenary session:

- Opens and closes the session.
- Leads the debates.
- Ensures that the rules are adhered to.
- Can propose to limit the time for speaking, the number of interventions from each movement, as well as calling to order a speaker who has passed the time limit.
- Can propose that the discussion finish and a vote be taken.
- Calls to order those who get off the subject.
- Puts the texts, amendments, resolutions and motions to the vote, and declares the results.

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General working procedure**Article 11***Participation* (Article 10 of the Constitution)

1. The proceedings are not public.
2. The Council decides on admission of observers, experts and visitors to plenary sessions and commissions, whose names should be known to the members well in advance.
3. Delegates are nominated by their movement by means of the official enrolment forms.

**Article 12***Working agenda*

1. At the beginning of each session, the Assembly adopts its agenda proposed by the Executive Council.
2. Important new questions, such as, draft resolutions or motions, which are not directly related to the agenda but which are urgent, can be proposed by a minimum of two movements. They will be included on the agenda by virtue of a decision taken by absolute majority of the Assembly.
3. The written text of all proposed amendments to the reports, resolutions or motions must be in the hands of the president (m/f) before being voted on.

**Article 13***Speaking rights*

1. Any delegate representing a movement has the right to ask to speak on behalf of his/her movement. The president (m/f) of the session may ask during certain debates that each movement express its point of view only once through one of the delegates chosen by the movement.
2. Members of the Executive Council have the same right of speech as the delegates.
3. Observers and those invited have to seek permission of the president (m/f) of the session before they can speak in a plenary session.

**Article 14***Point of order*

1. A point of order explaining the way in which the work is to be followed can be presented during a debate. The president (m/f) of the session must immediately put it to the vote.

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2. The following points of order, in the order listed below, have priority over all other proposals or motions:
- Suspension of the session,
  - Adjournment of the session,
  - Adjournment of the debate on the question being discussed,
  - Closure of debate on the question being discussed.

## **Article 15**

### *Reports and debates*

A plenary session of the General Assembly can proceed in different ways: background papers, interventions by experts, reports to be discussed and voted on by the Assembly, etc. The following articles concern the latter.

1. The reporter of the plenary session briefly introduces the subject; the texts making up part of the preparatory documentation of the Assembly are normally already in the hands of the delegates. The 10-minute break gives those who wish to intervene the opportunity to register their names. The reporter replies to the interventions.
2. In plenary session, the reporter of the commission sums up the text, the general observations and the notes taken in the commission. Normally, after a general discussion, the texts of the reports, resolutions, motions and proposed amendments are taken point by point. If an authorized participant of the General Assembly so demands, a vote is taken, normally starting with the text which, overall, is the most remote from the original proposal.
3. In discussion of the amendments, the president (m/f) of the session allows only one speaker for the amendment and one speaker against, with the exception of the author and the reporter.
4. The secretary (m/f) of the session makes a concise and accurate report of the debates. He states clearly the exact text of amendments, resolutions and motions, verifies the votes and communicates them to the president of the session.

## **Article 16**

### *Functioning of commissions*

1. The Executive Council proposes the commissions and their composition to the Assembly.
2. The following commissions may function during the Assembly:
  - mandates, affiliations, elections,
  - statutes,
  - finance,
  - texts and conclusion,
  - plan of action
  - and others proposed by the Council or appointed by the Assembly.
3. The delegates notify the secretariat as to which commissions they wish to participate in.

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4. The commissions function in accordance with the articles of the Standing Orders relative to: participation, agenda, speaking rights, points of order, reports and debates, voting.

### **Article 17**

#### *Nomination and election to the Presidency, Executive Council and Secretariat*

1. The nomination must be forwarded to the secretariat, on the WMCW official form, by the movement to which the candidate belongs, three months before the Assembly, so that each movement can get to know the candidate.
2. Depending upon the nomination situation, the Executive Council may propose at the General Assembly to allow new nominations up until the day before the elections.
3. In accordance with Articles 11, 13 and 14 of the Constitution, the election of the Presidency and the and other members of the Executive Council shall be done due to the following repartition: Africa 2, America 2, Asia 2, Europe 3.

### **Article 18**

#### *Voting and elections*

1. A movement that has not paid its dues for the year (or years) preceding the General Assembly may not vote.
2. Except the prerogatives of the General Assembly (article 11), which must be imperatively submitted to vote, decisions can be voted following when proposed by the president (m/f) or at the request of one or several members. Decisions for which votes are not needed are adopted.
3. Voting takes place by:
  - Secret ballot when persons are involved or the Assembly decides.
  - By a show of hands or cards in all other cases.
4. In accordance with Article 10 of the Statutes, decisions of the Assembly must be taken at the absolute majority of the expressed votes (the abstention is not considered as an expressed vote). Absolute majority means the half of the expressed votes plus one of the whole of effective present votes or validly represented.  
The ballot-papers wrongly filled are void.
5. If there is not an absolute majority after the second ballot when electing the members of the Executive Council, then the candidate (m/f) with the greatest number of votes in the third ballot is elected.

## **REGIONAL AND CONTINENTAL GROUPINGS**

### **Article 19**

1. A Coordination is the grouping of movements of a region which have organized themselves (see article 3.7 of the WMCW statutes). It rises from an expressed need by movements of a

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region which want to better organized themselves in order to exchange their experiences, to unite their efforts in a regional space in order to develop the movement and to contribute in the construction of a new society.

2. All of WMCW's effective member or correspondent movements are ex-officio members of the Coordination in their region.

The contact movements can also become members after their particular circumstances have been examined and on the advice of the Executive Council. (Every year, the Council checks up on the movement's constitutional status).

In each Coordination there is a team responsible for management of the Coordination.

The elected members of the Executive Council are ex-officio members of the coordination team in their region (*according to the reference document on the Coordinations*).

## COMPETENCES

### Article 20

The Council in accordance with

1. The Constitution:

- Designates the treasurer among its members. (Article 11 of the Statutes).
- Decides on the competence of the Board and of the secretariat in doubtful and contentious cases. (Articles 16 and 17 of the Statutes).

2. The Additional Protocol:

- Decides on the nominations for general chaplain (Article 5 of the Protocol).

### Article 21

#### *The executif council*

1. Stimulate all the movements of their continent to the continuation of the achievements of WMCW targets.

1. Forward their remarks and proposals to the general secretariat latest a month after the reception of accounts returned of meetings.

2. Make specific proposals at the Office two months before the meeting for schedule. One month before executive council meeting, office have to send definitive schedule and corresponding documentation to members.

3. Create a financial committee.

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**Article 22**

The Executive Council guarantees both of the general secretaries an equal status. Seeing that there tasks are of a similar nature, they must work together to accomplish the tasks defined in Article 17 of the Constitution.

**Article 23***Presidency*

1. The tasks of the Presidency will be shared between the president (m/f) and vice-president (m/f) beginning from the first Bureau meeting.
2. According to the Constitution, the Presidency convokes the Bureau and the Executive Council at least three months before the date of the meeting. This power can be delegated to the General Secretaries who convoked by delegation.
3. Convokes and presides over all official meetings of the movement; this power can also be delegated.

**Article 24***The office*

All the members of Board should have different nationalities.

- Prepares the Council meeting.
- Propose all the .... (measures) that could help to realize the targets of the WMCW.
- Represents the movement externally – can be delegated by the Secretaries in urgent cases.
- Decides on the policy of the staff.

**Article 25**

The tasks of the General Secretaries will be shared between both of them at the first meeting of the Office.

**Article 26***The Secretariat*

1. Prepare working documents for the meetings of the Office and of the EC and send them to the concerned persons before the meeting.
2. Make schedule of the meeting of the Office and of the EC and send them to the concerned members in the month after the meeting.
3. Send informations concerning his activities to the members of the EC.

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## **Article 27**

### *Treasury*

1. Treasurer takes care, in collaboration with general secretaries, to the budgetary politic and financial interest of WMCW.
2. All financial operation above 20 000 euros should be submitted to the appreciation of treasurer.

## **Article 28**

### *Financial committee*

1. Elaborate a financial intern regulation containing directives as regards budgetary planning, administration of the budget and statement of WMCW accounts.
2. Inspect criteria of contributions and elaborate a transparent and realistic proposal in order to create a unified system of perception these contributions
3. Propose strategies to improve WMCW's funds collection.

## **Article 29**

Two commissioners movements designed by each GA control movement finances before GA

## **Article 30**

1. A member of executive council who is absent during a meeting can be replace by another person
2. In case of vacancy cause by resignation or departure of one member of executive council, the concerned continent propose a replacement with approbation of the Office of WMCW. The executive council should confirm this new member.

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**For official diffusion**