

Wednesday, June 13

- 08:30 Interfaith Service
- 09:30 Keynote Address - Mr. Norman Rebin, CPAE - CEO
Pinehurst Institute for Leadership and Communications
- 10:30 Break
- 11:00 First Plenary
- Conference Information, Voting Procedures and Ballot Papers
 - Minute of Silence
 - Address by Mrs. Hilda Stewart, MBE, ARAGS, World President ACWW
 - Introduction of Board members 1998-2001 and Central Office Staff
 - Voting Strength
 - Business: Adoption of Triennial Conference Report 1998
 - Acceptance of Rules of Procedure
 - Appointment of Returning Officer, Scrutineers, Tellers and Timekeepers
 - Introduction of all Nominees or their representatives (2 minutes each)
- 12:00 Lunch
- 13:15 Heads of delegations to collect Ballot Papers for the election of Officers and Committee Chairmen for 2001-2004 triennium
- 13:30 Second Plenary
- Voting strength
 - To receive the report of Pre-Conference Council and Business Arising
 - To receive the report of the ACWW Board and Executive
 - Report of the Treasurer - Mrs. Margaret Munro
 - Resolutions and Recommendations Circulars 3 and 3(a)
- 15:00 Break
- 15:30 Second Plenary (continued)
- 16:30 Election of Officers and Committee Chairmen 2001-2004 triennium
- 18:00 Dinner

Rules of Debate

Rule 1: 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, Bylaws, 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, or adjournment or suspension of a session.

Rule 2: Revision of the Agenda

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

Rule 3: 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 for other speakers.

Rule 4: 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, Bylaws, Rules of Procedure and these Rules. A voting delegate may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority vote. A voting delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 5: 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.

Rule 6: 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.

Rule 7: 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 introduced at another session of the meeting by any voting delegate, but only once. On re-introduction it must again be proposed and seconded.

Rule 8: Submission of Amendments

Resolutions and amendments shall normally be circulated in advance. The Chairman may, however, permit the discussion of amendments proposed during the meetings. No more than two amendments to any one 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 organization.

Rule 9: Voting on Amendments

Amendments shall not change the original intent of a resolution or other motion or make it negative. Where two 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.

Rule 10: 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 another speaker to speak more than once, or