

## MWIA members guide to General assemblies including voting for Exco and Resolutions

*This needs to be emailed to all members registered for the International MWIA congress 4 weeks prior to the meeting*

### Key rules

- The President is the Chair and presides over the meeting
- To speak to the whole General Assembly, you must be invited to do so by the President.
- If comments and questions are invited from members, then raise your hand and wait for the President to invite you to speak
- Use of social media to canvass for matters relating to the General Assembly while it is in progress is prohibited. If a country or individual member does not follow this rule then they will forfeit their vote(s).

**Agenda for general assemblies** – needs to be clearly laid out with allocated timings for each item

**THIS CAN ONLY BE DONE WHEN AGENDA ITEMS HAVE BEEN DECIDED AND THE ORDER OF THEM AGREED BY THE PRESIDENT AND GENERAL SECRETARY IN ADVANCE OF THE MEETING. Some key guidelines are laid out**

### Day one General Assembly (2 hours):

**So 1300 Presidential welcome (5 MINUTES)**

**1305 Roll call and Introduction of the Executive by the Secretary General (10 minutes)**

**1315 In memoriam – Stand for 2minute silence. No need to read out all the names just mention people who have played a large role in the organisation eg Past Presidents. This is done by the Secretary General**

**1320 Report of the President** highlighting the most important topics and achievements during the triennium (15 min).

- 1. 13.35- 15:00: Candidates for President elect** with sufficient time for them to speak to the whole General Assembly and be asked questions. This is also important for other Exco positions if there is more than one candidate (30 min).
- 2. Amendments to Statues and Byelaws** (if needed) (15mins)
- 3. Resolutions:** This will be for discussion of resolutions, not voting ( 40 mins)

### Day two General Assembly – 2 hours. This should include

- 1. Voting for candidates for President-elect and other Exco positions (30 min)**
- 2. Resolutions with discussion and voting (1.5h)**

### Day three General Assembly – 2 hours. This should include:

- 1. Any resolutions which have arisen during the conference discussion and voting**
- 2. Any other business** that needs to be addressed
- 3. Presentations and voting for the next Congress venue**

Timings to be allocated to each session before the Agenda goes out 4 weeks in advance

### **Voting procedures for President elect and Exco positions**

- Votes will be allocated to **countries and individual members in good standing with paid up dues** (non-payment of dues for 3 years will lead to exclusion unless country/member indicates 4 weeks in advance that they will pay at the congress and do so before the first general assembly) depending on their number of paid members averaged over the triennium.
- Votes will be handed out to countries by Electoral representatives nominated by the MWIA President and would usually be past MWIA Presidents.
- Any member who casts a vote must remain in the General Assembly whilst the voting process is taking place
- The President's Electoral representatives will bring boxes round for the votes to be placed inside them
- Countries should have talked through how they are voting and ensure it is representative of all their members' views. The National Coordinator must share the votes out amongst the attendees. If a country has more votes than attendees each attendee is responsible for multiple votes, providing this is distributed equitably amongst those present
- Whilst voting is taking place then there will be no discussion of other business of the General Assembly
- Once voting has started, no canvassing or promotion of votes can take place. Candidates who are found out to be doing so will be called to order and be automatically withdrawn from the election.

### **Voting procedures for resolutions**

This is similar to the voting for Presidents and members of the Exco except for votes will be cards which are held up and a ballot box is not used.

- Votes will be allocated to **countries and individual members in good standing with paid up dues** (non-payment of dues for 3 years will lead to exclusion unless country/member indicates 4 weeks in advance that they will pay at the congress and do so before the first general assembly) depending on their number of paid members averaged over the triennium.
- Voting cards will be handed out to countries by Electoral representatives nominated by the MWIA President and would usually be past MWIA Presidents.
- Any member who casts a vote must remain in the General Assembly whilst the voting process is taking place
- Countries should have talked through how they are voting and ensure it is representative of all their members' views. The National Coordinator must share the votes out amongst the attendees. If a country has more votes than attendees each attendee is responsible for multiple votes, providing this is distributed equitably amongst those present