



**WORLD FEDERATION OF METHODIST AND UNITING CHURCH WOMEN
RULES OF DEBATE - PROCEDURES TO BE USED IN CONJUNCTION WITH
THE WFM&UCW CONSTITUTION**

(Adapted from the World Methodist Council Business Procedures)

Note that all references to 'World Assembly' in this document refer to the Voting Delegation present within the Business Sessions of the World Assembly

INTRODUCTION

The Rules of Debate are not intended to limit Delegates' freedom but rather to provide a framework for orderly discussion. It is recognized that customs vary from one Unit to another, different words are used to describe the various debating procedures, and often different meanings are attached to the same words according to where we come from.

Every effort has been made to avoid difficult technical terms that may be unfamiliar to Delegates or hard to understand. The World Officers believe that if Delegates co-operate with the World President, the following Rules will assist us all to maintain the high standards in discussion, which our business requires and deserves.

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1. Any Delegates wishing to address the World Assembly shall stand and address the World President but shall not proceed until the World President calls upon that Delegate.
2. No Delegate shall remain standing during a discussion except the Delegate addressing the World Assembly.
3. Except as provided for in the Rules which follow, no person shall speak more than once on the same question without permission of the World President.
4. When material for debate requires photocopying, that photocopying shall be the responsibility of the member(s) presenting the material.
5. Every motion/recommendation must be presented **in writing** by the proposer to the World Secretary prior to the commencement of the discussion. An amendment to a motion/ recommendation must be presented in writing either before or during the discussion and must be in the hands of the World Secretary before a vote on the amendment is taken.
6. A motion/recommendation submitted as business additional to that already scheduled shall be accepted only by permission of the World President who shall determine the time at which it is to be debated.
7.
 - a. When a motion/recommendation or amendment has been moved and seconded it shall not be withdrawn without the consent of the World Assembly.
 - b. The mover of the motion/recommendation shall have the right of reply but not the mover of an amendment.
8. A committee report officially presented shall be **received** without a motion, but its **adoption** or approval as a whole or clauses shall be moved and seconded.
9. When a motion/recommendation is under consideration no proposition/motion/recommendation on another matter shall be considered until the one under consideration has been disposed of.

10. A motion/recommendation may be dealt with in the following ways:

- a. By adoption
- b. By rejection
- c. By amendment of the subject matter, either by varying the terms or by proposing omissions or additions.

NOTE 1

An amendment must be moved and seconded. If carried, it becomes part of the original motion/recommendation and thereon a further amendment may be proposed. If no further amendment is proposed, the amended motion/recommendation shall be put to the vote. If the amendment is lost and no further amendment is proposed, the original motion shall be put to the vote.

NOTE 2

No second amendment shall be submitted until the first is disposed of, though any Delegate may give notice of his or her intention to do so when the amendment under discussion has been disposed of. No motion shall be made to amend an amendment.

- d. By adopting a motion that the motion/recommendation before the World Assembly be not put to the vote.
 - e. By adopting a motion that the debate be continued at a later time.
 - f. By adopting a motion/recommendation that the matter under discussion be referred to a committee.
11. Any Delegate may present a motion/recommendation that '*the vote be now taken*', but no discussion shall be allowed thereon. If this motion/recommendation should be carried by a majority of not less than two-thirds of those voting, the World President shall call upon the Delegate (if any) who may have the right of reply, and immediately thereafter that matter under consideration shall be put to the vote.
12. A motion/recommendation to reconsider any motion/recommendation of the World Assembly may be debated only when notice has been given at least one day in advance.
13. A motion/recommendation to suspend a Rule of Debate shall be carried only by a vote of not less than two-thirds of the Delegates voting.
14. A Delegate may rise on the point of order when she deems the Rules of Debate have been violated. The Delegate who was addressing the World Assembly shall resume her seat and retain it until the World President decides the point of order.
15. A Delegate who thinks herself misrepresented by a speaker may, with the permission of the World President, interrupt the speaker to correct the misstatement, but must not enter into argument.