

Delegate Training

How to Participate in the Conference Meeting

World Service Conference 2025



Wordly Practice

- Click URL in Chat:
<https://attend.wordly.ai/join/ZLTK-1963>
 - Choose the language you want to read or hear; Click ATTEND
 - Read the translation of the speaker
 - Or
 - Mute Zoom and Unmute Wordly
- Para escuchar y leer la interpretación simultánea, haga clic en este enlace en el Chat:
<https://attend.wordly.ai/join/ZLTK-1963>
 - Debe SILENCIAR el audio de Zoom y DES SILENCIAR el audio de Wordly.

Today's Agenda

Why Delegates are so Important

Prepare for the Meeting

Rules of the Conference

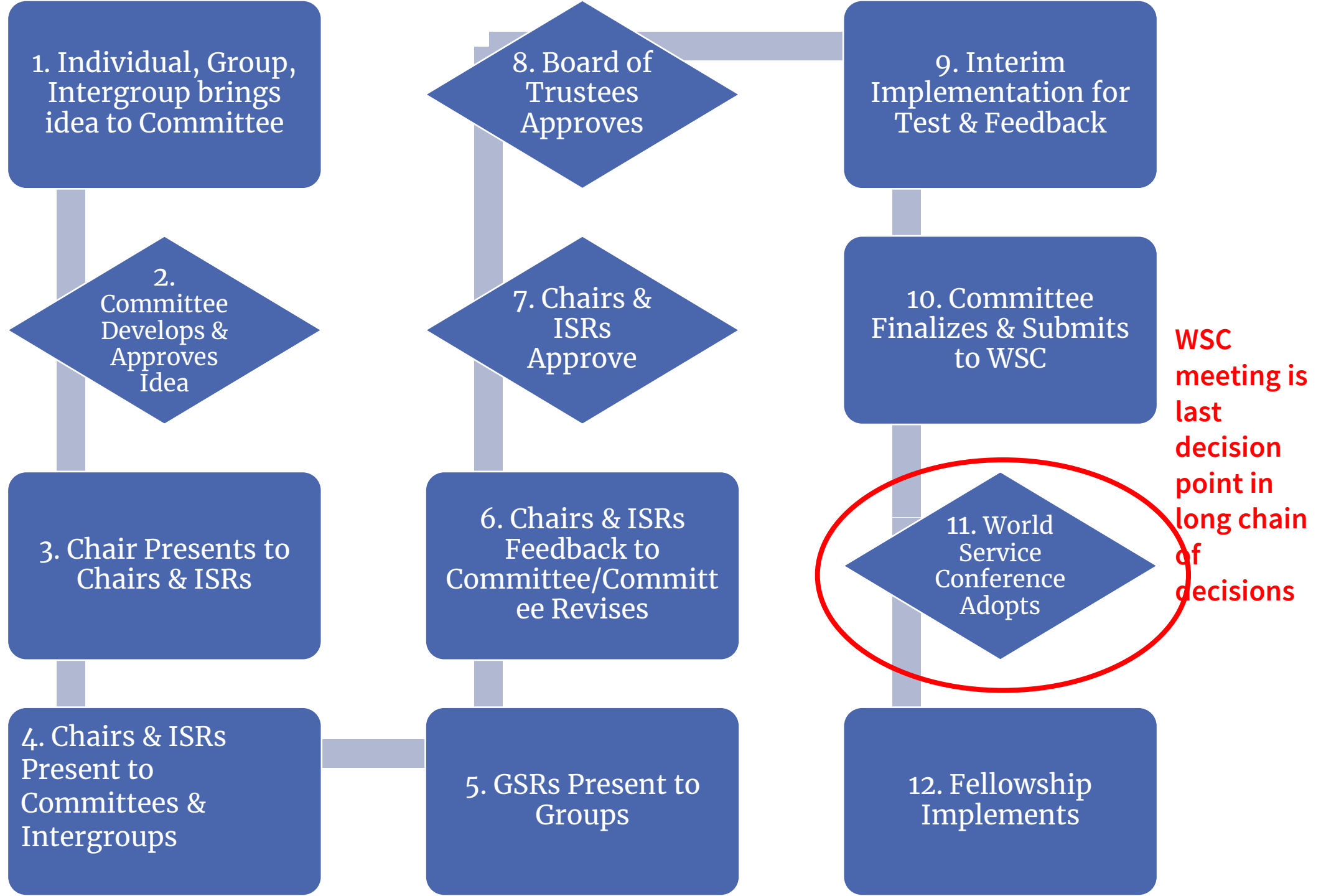
Agenda Items

Debate, Questions
Vote, Minority, Reconsider

Parliamentarian and Transcriptionist

Why Delegates are so Important

How the WSC Approves P&P



GROUPS

~140 with ~200 meetings

GSRs

INTERGROUPS

11



ISRs

GSRs

WORLD SERVICE CONFERENCE

~160 Delegates
35 Registered

Board of Trustees

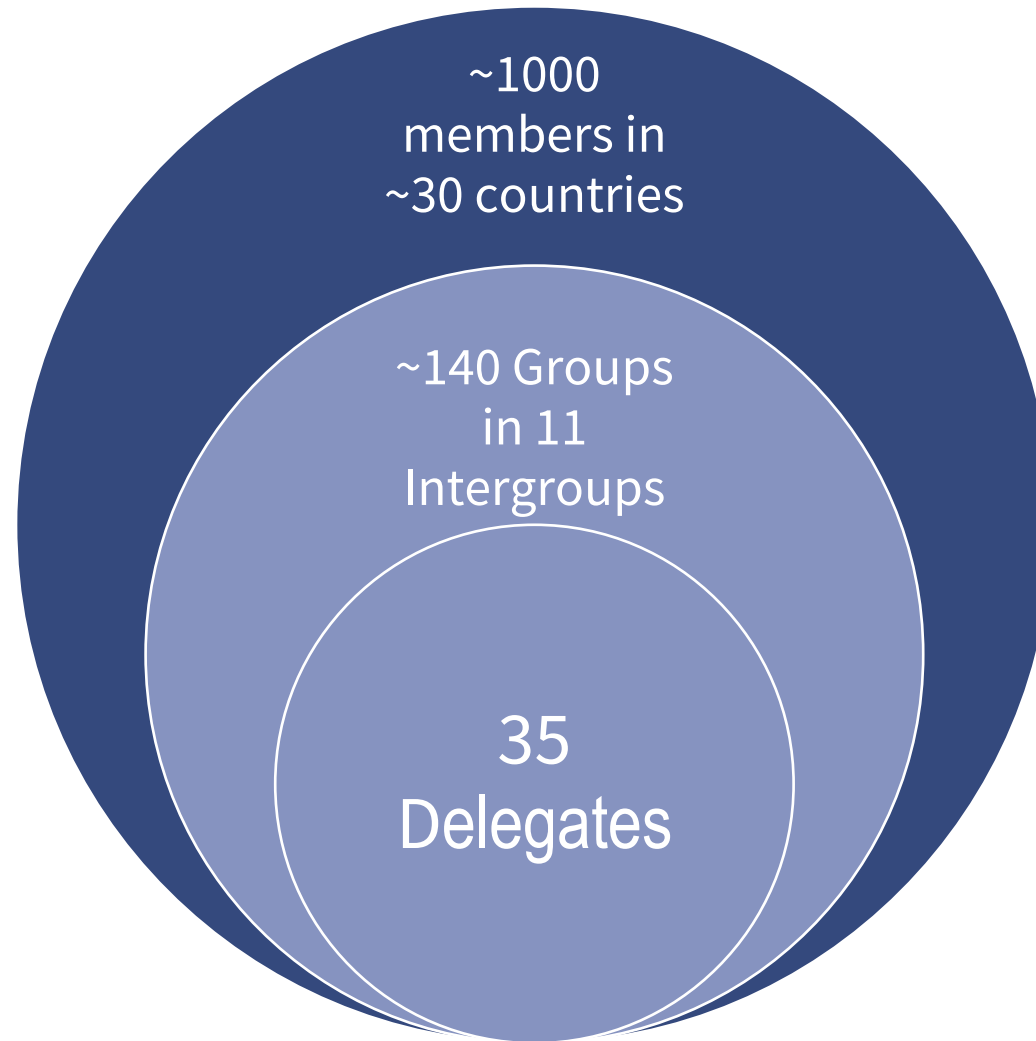
1. President
2. Vice President
3. Treasurer
4. Assistant Treasurer OPEN
5. Secretary
6. Assistant Secretary OPEN
- 7-16. Trustee from each Intergroup Area

BOARD OF TRUSTEES

16

Intergroups (#Groups)

1. (Africa, Asia, Australia) 0
2. Comunidad Hispana 5
3. Connecticut 6
4. European 10
5. Iceland 8
6. Israel ?
7. NorthEast 8
8. New York Metro 26
9. Phone Bridge 30
10. Southern and Central 14
11. Western States 11





Prepare

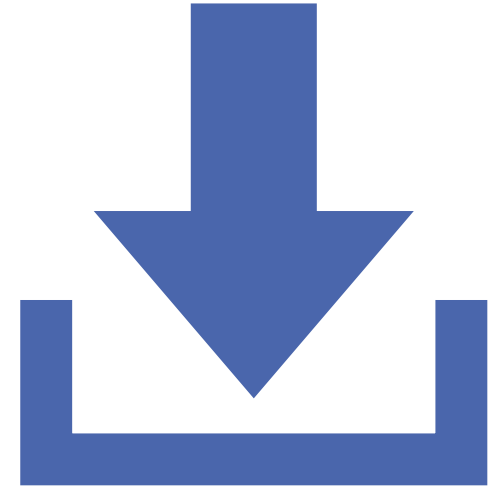


Prepare for the Meeting: Read Documents

www.greysheet.org

Conference / Upcoming Conference
Documents to Download

1. Credentialing Report
2. Rules of the Conference
3. Agenda
4. Minutes of last year's conference meeting
5. Treasury Report & Review Letter
6. Proposals
7. Proposal Details
8. Past Resolutions



Practice Voting

- I have downloaded all the documents from [www.greysheet.org /](http://www.greysheet.org/)
Upcoming Conference
 - Yes
 - No
-
- He descargado todos los documentos de [www.greysheet.org /](http://www.greysheet.org/)
Próximas conferencias
 - Si
 - No

Rules of the Conference

Final Rules of the Conference

Combine Standing
Rules (general
conduct)

plus Parliamentary
Rules or Rules of
Order (decision
making)

Parliamentarian John
Novack will help us
follow them

Chair is responsible

Adopted by the Board
of Trustees and the
Chairs and ISRs in
January

And published for
input up to August

At the Conference
meeting, Board of
Trustees proposes

Adopted by
Unanimous Consent



What is Unanimous Consent?

- Material has been available for review
- Material has been presented for questions and input
- Feedback has been solicited in a variety of ways
- No substantial questions or concerns are outstanding
- Unless a delegate OBJECTS during the meeting, the item is considered adopted by UNANIMOUS CONSENT
- If someone objects, we follow the Rules of Order for debate and voting



Unanimous Consent Items: One Minute Each

- Call to Order
- Credentialing Report & Voting Delegates Report / ROLL CALL (5 minutes)
- Declare Quorum
- Rules of the Conference
- Agenda
- WSC2024 Minutes
- Treasury Report & Review Letter

TOTAL: 11 minutes

Standing Rules

- Arrive on time 8:45-9:15am ET. Room will be locked at 9:30am ET.
- Do not disconnect from Zoom. You can only return at the recess.
 - If your Zoom disconnects though no fault of your own, you may return.
- Do not turn off your camera. All delegates must be visible to each other throughout the meeting.
 - You may leave camera range briefly (bathroom, water, pet, etc.)
- Remove all distractions. If the moderator chats you and you do not end the distraction, you will be removed to the waiting room until the recess.



Proposals

- From committees or board only
- Substantial unanimity on committee or board
- Members of committee or board cannot speak against
- No motions to add new proposals or amend proposals
- No content questions
- Amendments debate and vote are only on the amendments, not on the original proposal

Proposals: Timing

- Two proposals
- Three amendments
- Board Candidates
- Past Resolutions
(Unanimous Consent)

- 20 minutes each (40)
- 20 minutes each (60)
- 10 minutes

TOTAL:
1 hours 40 minutes

Proposals: Debate

- Chair reads proposal
- Committee chair presents
- Delegate speaks against?
- 2nd Delegate against?
- 3rd Delegate against?
- 2nd Delegate for?
- 3rd Delegate for?

- 1 minute
- 2 minutes
- 2 minutes?
- 2 minutes?
- 2 minutes?
- 2 minutes?
- 2 minutes?

SUBTOTAL: 13 minutes



Proposals: Participating in Debate

- Raise digital hand
- ONLY when recognized by the chair, unmute
- State NAME
- State that you are speaking FOR or AGAINST the proposal
- If you are on the committee making the proposal, you cannot speak against it

Proposals: Voting

- Chair rereads proposal
- Moderator launches polling
- Delegates vote
- Chair closes vote
- Moderator displays results
- Chair reads the results
- Chair declares whether proposal passes with substantial unanimity (2/3rds of voters vote for the proposal)

- 10 seconds
- 10 seconds
- 10 seconds
- 10 seconds
- 10 seconds
- 10 seconds
- 10 seconds

SUBTOTAL: One minute

TOTAL: 15 minutes

Proposals: Minority Opinion



- If proposal had less than 100% Yes,
- Chair asks if any delegate who **voted in minority**
10 sec
- **And has not yet spoken**
- Wants to speak for the minority
- And make a point that has **not yet been made**
- Delegate speaks
2 min
- Originating committee may speak FOR proposal
again
2 min

SUBTOTAL: 4 min

TOTAL: 19 min

Proposals: Motion to Reconsider

- If there was a Minority Opinion,
- Chair asks if any delegate who **voted in the majority**,
- Wants to make a motion that we reconsider our vote. • 10 sec
- Delegate moves that we reconsider. • 10 sec
- Motion requires a second (majority or minority). • 10 sec
- Vote on motion to reconsider. • 1 min
- If motion to reconsider passes with simply majority, • 10 sec
- Chair restates original proposal. • 10 sec
- Revote original proposal **without debate**. • 1 min

SUBTOTAL: 3 min

TOTAL: 22 min



Option: Proposal to Reconsider and Record

- During 1st session, before the ten-minute recess,
- **If** there is a minority opinion,
- Delegate may make a motion to *reconsider and record*.
- Requires a second.
- After recess, the chair calls for a vote on the motion to reconsider.
- Gives minority chance to lobby their position during recess.

Question Types

1. Content of proposal
 2. Something said in debate by a delegate other than the presenting committee chair
 3. Conduct of meeting (Parliamentary Inquiry)
- Out of order
 - In order **IF** *substantive and factual and likely to affect the vote in judgement of the chair*
 - In order



GSA World Services Conference



CONSIDERED A
COLLEGIAL,
COLLABORATIVE,
COOPERATIVE ASSEMBLY



THEREFORE,



WE DO NOT RAISE *POINTS
OF ORDER* TO DISPUTE
THE AGENDA OR THE
CONDUCT OF THE
MEETING,



WE RAISE *PARLIAMENTARY
INQUIRIES* TO ASK
OURSELVES IF WE ARE
FOLLOWING OUR OWN
RULES, OUR OWN AGREED
UPON AGENDA, ETC.

Nominations

- Chair reads proposal to nominate slate
- Names candidates, class, and officer
- Launches vote
- **If slate not adopted with substantial unanimity, then.....**
- No candidate speech
- No delegate questions
- No nominations from floor
- Vote on entire slate
- **Vote on each candidate**

Board of Trustees meets after conference meeting to elect those nominated by the conference.

Book of Previous Conference Resolutions

- Still Relevant from

- 2013
- 2014
- 2016
- 2019
- 2021
- 2022
- 2023
- 2024



No content
questions



No motion to
consider individually



Unanimous consent

Agenda

Agenda

World Service Conference 2025 Agenda			
Start	Stop	Agenda Item	Responsible Party
845	915	Delegate check-in via waiting room	Moderators
930	931	Call to order	Conference Chair
931	936	Credentialing Report/ Roll Call / Present roll of credentialed delegates ¹	Conference Committee
936	937	Declaration of a quorum	Conference Chair
937	938	Rules of the Conference ²	Board of Trustees
938	939	Agenda ¹	Secretary
939	940	Minutes of WSC2024	Secretary
940	941	Treasurer's Report & Review Letter ¹	Treasurer
941	1000	Proposal 1. Wikipedia Page	Website Committee
1000	1020	Proposal 2. Treasurer Job Description	Board of Trustees
1020	1040	Proposal 3. Amend How the World Service Conference Approves Policies and Procedures (2021)	Structure Committee
1040	1050	Ten Minutes Recess (if necessary)	
1050	1110	Proposal 4. Amend Financial Policies and Procedures (2023)	Board of Trustees
1110	1130	Proposal 5. Amend Service Matters (2014)	Communication Committee
1130	1140	Proposal 6. Board of Trustees Nominations	Nominating Committee
1140	1141	Proposal 7. Readopt Book of Previous Conference Resolutions ²	Board of Trustees
1141	1155	Adjourn conference meeting	Conference Chair
15 minutes later	For 15 minutes	Board of Trustees Special Meeting: Elect nominated candidates	New Board Chair
^[1] Simple Majority if vote required. Otherwise Unanimous Consent.			
^[2] Substantial Unanimity if vote required. Otherwise Unanimous Consent.			



Preparing to Participate in Debate



Debate

- Prepare bullet points
- Rehearse
- Start with Name
- State FOR or AGAINST
- Finish sentence when timer announces

Parliamentarian and Transcriptionist



Parliamentarian



Transcriptionist
