

A.18 Policy on Procedures for Conducting WVA Meetings

1. Distribution of Papers

EXCOM:	Agenda and Enclosures to be received 2 weeks ahead of the meeting
Council:	Agenda and Enclosures to be received 3 weeks ahead of the meeting
Committees:	Agenda and Enclosures to be received 3 weeks ahead of the meeting
Presidents Assembly:	In accordance with the Constitution and By-Laws

2. Format of Papers

For every item on the Agenda there will be a short written statement on the contents of the issue, a reference to Enclosures of interest, a written recommendation from the EXCOM, Council, Committee or individual.

3. Additional Items for the Agenda

Additional items for the Agenda can be raised. A written presentation must be received by the Secretariat a week before the meeting.

4. Discussion during the Council and Presidents Assembly Meetings

The responsible officer or individual will be given 5 minutes to present the item orally including the recommendation.

There will be a show of hands for seconds of the recommendation.

Any opponent, who in writing has declared disagreement at least one week ahead of the meeting will be asked to speak for a maximum of 3 minutes to present disagreements and a recommendation.

The responsible officer or individual will be given 2 minutes to respond.

A vote will be taken.