Affiliation Fee Formula Dialogue and Vote Procedure and Ways of Work
Approved by the World YWCA Board on 6 April, 2017

As mandated by World YWCA Council 2015 and after extensive consultations with Member Associations and work with the Global Governance and Constitution Committee, the Sustainability and Affiliation Fee Task Force and the World Board, we are pleased to outline below the steps for the affiliation fee formula dialogue and vote, based on the World YWCA Constitution.

Step 1: Nomination of the Member Associations Delegates by Friday 28 April
The World YWCA is asking all Member Associations (MAs) to provide us with the names of their delegates and their contact information. Please include postal addresses if the delegate will need to use the mail vote option using the attached form (Appendix II).

Member Association’s entitlement for delegates1 (See Appendix III for more details):
- Full Member Associations: Six (6) voting delegates, at least two (2) of whom shall be aged thirty or under.
- Associate Member Associations: Three (3) voting delegates, at least one (1) of whom shall be aged thirty or under.

The delegates should include the President and General Secretary of the affiliated National Member Association, and at least 25% of the delegates shall be women aged 30 years or under. The designation of delegates should follow the delegate’s selection process of each Member Association and does not need to be the same delegates who attended World Council 2015.

The designated delegates’ form fully completed and signed must be sent via email to worldoffice@worldywca.org by 28 April 2017. The proposed new affiliation fee formula information, including the procedure for the Dialogue and Vote will be sent to all Member Associations, through their designated delegates, after we receive their contact details. It will also be available on our website at www.worldywca.org from 1 May.

Step 2: Membership Dialogue
All information on the two proposed affiliation fee formulas, consultation methodology and procedure for the Dialogue and Vote will be posted on our World YWCA website in the Members’ Forum section from 1 May. In addition to ensure that we still have a place for interactive membership dialogue, we will establish a dedicated space on our Members’ Forum where a moderated discussion will take place in English, French and Spanish for one month. In addition, with the support of World Board, we will host regional webinars or individual calls with Member Associations.

Step 3: Vote Procedure
We encourage as many Member Association’s delegates as possible to use the online system, which is inclusive, cost-effective, and efficient. In exceptional cases, we will provide paper ballots for any Member Association’s delegates who are unable to use the online system but we would need

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1 Art. 27 and 28 – World YWCA Constitution
Online Vote
The system we will use for the online vote comes highly recommended by the Inter Parliamentary Union as best practice for organizations of our size. With this system:

- Member Associations, through their delegates, can participate in English, French or Spanish;
- Each Member Association’s delegate will have a unique identifier (so we can verify the identity of the delegates and ensure they can participate only once;
- We can guarantee a level of security encryption that’s the same as the security the world’s major banks use for online banking;
- We will automatically send reminders to delegates and tally results for final validation.

Vote by paper ballot
If your delegates are not able to use the online vote system, please indicate this on the form provided and provide an address or a fax number where your delegates can receive a paper ballot by registered mail or by fax. The World Office must receive the ballots by June 30, 2017. Paper ballots will contain a unique identifier to ensure the correct identity of the Member Association’s delegates so that each can only participate once.

Step 4: Quorum, validation and announcing the results
The voting process requires the participation quorum of three-fifths (3/5) of the member associations (66 MAs of 109 MAs), at least one delegate by MA² and the vote shall be passed by a majority of votes cast³. The delegate’s majority preference will be adopted by the World Board during their annual meeting in July. All votes will be validated by an external auditor. We expect to announce the results in early August. The new affiliation fee formula will be in effect from the time of approval until 2019.

Timeline

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Return of designated delegates form by Member Associations</td>
<td>28 April 2017</td>
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<tr>
<td>World YWCA Office sending by post the hard copy packages for voting delegates who have selected making a decision by post (hard copy sent early May to reach delegates by end of month in line with end of dialogue before voting)</td>
<td>4 May 2017</td>
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<tr>
<td>Dialogue in 3 languages via moderated chat on the members section of the World YWCA website. (Note that we will supplement this with a Q&amp;A to address common questions.) – Webinars</td>
<td>1-30 May 2017</td>
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<tr>
<td>World YWCA Office sending by email/fax instruction on how to vote + ballot and/or credentials to use to all voting delegates who have selected vote online/fax</td>
<td>30 May 2017</td>
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<tr>
<td>Vote (online)</td>
<td>1st to 30th June 2017</td>
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<tr>
<td>Vote (paper ballot) must be received no later than 30th June to the World Office (MAs are responsible to mail the paper ballot ahead of time to make the deadline)</td>
<td>Latest received by 30th June</td>
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<tr>
<td>Results validated and announced (World Board Annual Meeting)</td>
<td>July / August 2017</td>
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² Art.26 – World YWCA Constitution
³ Art. 32– World YWCA Constitution