

Guidelines for the allocation of speaking time during the 2021 online Annual General Meeting

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The 2021 Annual General Meeting will take place online. Therefore, the WDSF Presidium sets out the following guidelines on the speaking time during the 2021 online Annual General Meeting. These guidelines represent a **recommendation unless explicitly accepted as binding by the 2021 Annual General Meeting (hereinafter: AGM)**.

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The guidelines are only a recommendation and a general indication on how the discussions will be handled by the Chairperson. The goal is to have a fluent and efficient discussion on all the topics that are handled during the online 2021 AGM. Therefore, the Chairperson of the AGM may, when necessary, deviate from this guidelines on a case by case basis.

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During the AGM **only the Presidium Members and the Delegates** will be present in the Zoom Meeting. For the agenda item Annual Reports, the WDSF Office Holders and WDSF Commission Chairs will be invited to the AGM. They will leave the AGM once the AGM moves to the next Agenda Item. For the agenda item elections, the candidates that are not yet taking part in the AGM will be invited. They will leave the AGM once the AGM moves to the next

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Comments and questions for Agenda items other than the elections

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Each delegate, who requests to speak, will have to write a comment to all participants of the Zoom call. The Chairperson of the AGM will afterwards give the word to that person and will unmute its microphone, so that the person can speak.

In general, the speaking time is limited to **1 minute**.

After the speaking time is over, the Chairperson of the AGM will again mute the microphone and will determine who will answer the question or give the right to speak to another person.

30 **Presentation of the Annual Reports**

Except the financial report and the budget, the Annual Reports of the WDSF Office Holders and WDSF Commissions will not be presented individually. During the discussion phase, the delegates may ask questions to the WDSF Office Holders and WDSF Commissions' Chairs. Unless otherwise requested by the AGM, the reports of the WDSF Office Holders and WDSF Commissions will be voted on en bloc.

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The WDSF Vice-President for Finance will present the financial report and the budget. The discussion of the financial report and the budget will take place separately from the discussion of the rest of the reports submitted to the AGM. The AGM will vote separately on the financial report and on the two budgets for 2021 and 2022.

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Presentation of Candidates

During the handling of the Agenda item elections, each candidate has the following time available for a statement prior to the elections:

- Candidates for the position of President: **5 minutes for a statement**
- 45 - Candidates for the position of Vice-President and Ordinary Presidium Member: **2 minutes for a statement**

Candidates for the Presidium are not allowed to ask questions either to other candidates or to the AGM. No video presentations or other presentations (like PowerPoint) from candidates are permitted.

50 **Comments and questions for the Agenda item Elections**

After the statements of the candidates, the delegates of the AGM may comment or ask questions to the Candidates. In general, the speaking time for comments or questions to the Candidates is limited to **1 minute**.

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Approved by the WDSF Presidium July 15th, 2021