



Servas International Conference and General Assembly 2022 (SICOGA 2022)

Participants Guide for Delegates and Observers

Introduction

Typically a **Servas International Conference and General Assembly (SICOGA)** is held every three years, and as the name suggests it is part “Conference” and part “General Assembly”. A mix of informal and formal sessions.

This year SICOGA is organised so that participants not attending in person will be able to take part online via Internet.

Servas International is using the Servas International Microsoft 365 (M365) Platform with Microsoft Teams for preparation, execution and follow up of SICOGA 2022. Many of the Conference Sessions will be streamed live using Microsoft Teams.

In order to see the sessions and to participate interactively you must log in with your username and password on Servas International M365 Teams.

When logged in you can access the SICOGA meetings and Subject Working Groups (SWGs). *Servas International’s organizers emphasize that it is important for the success of SICOGA 2022 that all registrants can use the Servas International Microsoft 365 Platform.*

Most importantly the Voting Delegates attending the event either virtually or in-person will need to be able to use the voting process with Microsoft 365 Forms on either the Mobile Phone Web Browser or their Computer Web Browser. The SIGA voting delegates will use M365 Forms to cast their votes on motions and to elect SI officers during SIGA 2022.

Participants in SICOGA

Participants in SICOGA are made up of three groups:

- **Servas International Officers** that are Executive Committee (SI EXCO), that is the President, Vice President, General Secretary, Treasurer, Peace Secretary and Membership and Technology Secretary.
- **Delegates** that represent Member Group countries eligible to take part in the formal “General Assembly” sessions.
- **Observers**, this group includes all the other Servas members who are attending SICOGA to take part in the informal “Conference” sessions and to observe the formal “General Assembly” sessions

Servas Conference

This is the informal part of each SICOGA, it is an opportunity for Servas members and officeholders to meet and network, to share their experience and knowledge and to learn from others through discussion sessions and small group conversations.

Participation in this part of SICOGA is open to all those attending, delegates and observers. It is a chance to put faces to names from emails and the like.

Servas International General Assembly (SIGA)

This is the formal part of each SICOGA where the business of Servas International is conducted, as required by Servas's constitution the **Servas International Statutes**.

You can access a copy of the SI Statues [here](#).

Answers to FAQs relating to the formal GA part of SICOGA are provided in the next section.

Servas International General Assembly (SIGA) - FAQs

Who can attend SIGA sessions?

- Everyone at SICOGA can sit in on Servas International General Assembly (SIGA) sessions.

Is there a timetable and agenda for the SIGA?

- Yes, the SIGA agenda is published within Servas three months before the meeting. The SIGA 2022 on November 25-26 will run according to a timetable.
- The program for the entire SICOGA2022 can be accessed [here](#) and the conference timetable/schedule [here](#).

Who has speaking rights?

- Only Delegates from Member Group countries, one per country.
- Servas International Officers, eg. President, Vice President, General Secretary, Treasurer, Peace Secretary and Membership and Technology Secretary.
- The SIGA may grant speaking rights to other individuals for specified agenda items.

Who can vote?

- Only Delegates from Member Group countries, thus one vote per country.

Note: *Each Member Group decides who will be their Delegate. When there is more than one person from a country the role of Delegate, speaking and voting rights, may be swapped from time to time to share the work.*

How are the SIGA sessions organised?

- The business to be considered by each SIGA session is set out in the Agenda, this may be reports from SI Officers, business items eg. adopting the SI budget, election of SI Officers and discussion of motions on general matters relating to the activities and operation of Servas International and its Member Groups.

Note: *A Motion is a formal proposal listed in the agenda that has been submitted by a Member Group or an SI Officer for discussion and voting at the SIGA.*

- For the SIGA sessions seats & tables are arranged in a "U" so Delegates can see who is speaking. At the "top of the U" there are seats & tables for SI Officers or other persons involved in the agenda item being considered.
- Each SIGA session is controlled by one or more Moderators/Facilitators whose role is to help Delegates and SI Officers to work through the agenda in an efficient and orderly manner and to ensure that everyone, that wants to, has the opportunity to speak on agenda items and then to oversee voting on the motion that concludes the agenda item.
- Servas uses two sets of Rules to provide the 50 or more Delegates and SI Officers participating in SIGA sessions with a common framework on the culture expected during the meeting and the decision making procedures the Moderators/Facilitators will be using when discussing motions.

They are:

- The Servas International Rules of Conduct – these are a guide for Delegates intended to ensure discussion within the SIGA session are based on mutual respect so that every person is equally valued.
You can access a copy of the Rules of Conduct for SICOGA [here](#).
- The Rules of Order for SIGA – these are based on Robert’s Rules of Order and aim to provide delegates and officers with a common understanding of the processes that are used during the formal SIGA sessions.
You can access a copy of the Rules of Order for SIGA [here](#).

Are Elections part of the SIGA?

- Yes, the election of SI Officers is an important part of the SIGA. The election process is conducted in two parts:
 - Candidate presentations – these allow candidates to introduce themselves to the Delegates and to say why they are standing.
 - Voting for Candidates – the voting usually takes place in a later session so Delegates can decide which candidates they want to vote for.
- The result of the election is announced shortly after the voting.

What is the “business” of the SIGA?

- The SI Statutes set out the tasks of the Servas International General Assembly Clause 3) of section IV):
“3) The General Assembly shall:
 - a) review and adopt the minutes of the last General Assembly as published or corrected;
 - b) review and vote on reports of Servas International's office holders;
 - c) review and vote on the audited accounts and the auditor’s reports;
 - d) decide upon the programme of activities of Servas International;
 - e) adopt a budget showing projected expenditure up to the next regular General Assembly;
 - f) decide upon fees, regulations and procedures of Servas International;
 - g) elect the Executive Committee (also known as “SI EXCO”);
 - h) elect other Servas International officers, or delegate this responsibility to the Executive Committee;
 - i) elect members of committees or working parties for special tasks deemed necessary by the General Assembly, or delegate this responsibility to the Executive Committee;
 - j) elect an auditor, or empower the Executive Committee to pay for independent professional auditing. The auditor shall verify, annually, the accounts of the Treasurer and shall submit a report to the Executive Committee. These reports shall be submitted for adoption to the next General Assembly;
 - k) determine which members of the Executive Committee shall be empowered to sign on behalf of Servas International. The General Assembly may empower the Executive Committee to do this. Two signatures shall be required.
 - l) leave as little ecological footprint as possible on the environment of the planet earth.”
- The Servas International General Assembly also considers any motions submitted for inclusion on the agenda.

SIGA Abbreviations and Definitions

Over the years Servas has evolved a number of abbreviations and terms relating to the operation of the formal SIGA session and Servas International in general. We hope this list of abbreviations and definitions will help participants in SICOGA2022 translate and understand these.

You can access a copy of the SIGA Abbreviations and Definitions [here](#).

This document “Participants Guide for Delegates and Observers SICOGA 2022” can be accessed [here](#).

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