

Protocol for Round Table Discussion for NWA Presidents and the Executive Committee

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The Presidents' Round Table Discussion is held once a year before the Annual General Meeting (AGM). The purpose is to create a forum for discussion of ideas, issues and objectives among the WISTA Ltd. (WISTA) Executive Committee (ExCo) and the National WISTA Association (NWA) Presidents. The goal is to engage in discussions to share ideas and strive to reach a consensus on issues of importance to WISTA and its members.

Eligibility to Attend Presidents' Round Table Discussion

1. All NWAs in good standing are eligible to attend the Presidents' Round Table Discussion, represented by their President (or their President's designate). NWAs not in good standing may only attend with the advance approval of the ExCo.
2. To be in good standing, an NWA must have paid its annual WISTA membership fees by 1 April of that year or have made payment arrangements satisfactory to the WISTA Treasurer of same.
3. If an NWA has not paid its annual membership fees by 1 April, it is the responsibility of the WISTA Treasurer to identify that NWA to the WISTA President and WISTA Secretary (or their designates) presiding at the Presidents' Round Table Discussion.

Notice of Presidents' Round Table Discussion

4. At least two months before the date of the Presidents' Round Table Discussion, the WISTA Secretary will send to all NWAs and the ExCo a Notice of the Presidents' Round Table Discussion, giving the date, time and venue of the meeting. This Notice must be given in writing and may be communicated electronically, *e.g.*, by email.

Proposals

5. If any NWA wishes to make a proposal to the Presidents' Round Table Discussion, that proposal must be received by the WISTA Secretary at least six weeks before the date of the Presidents' Round Table Discussion. All proposals must be made in writing and accompanied by supporting documents (as appropriate). A proposal may be communicated electronically, *e.g.*, by email.

Agenda and Agenda Documents

6. At least one month before the date of the Presidents' Round Table Discussion, the WISTA Secretary will send to all NWAs, and to all ExCo members, the agenda, which will be comprised of at least the items listed in 7. below and any documents received in respect of any proposal mentioned in 5. above. The agenda must be in writing and it and the supporting documents may be communicated electronically,

e.g., by email. However, NWA Presidents are free to raise issues for discussion at the Presidents' Round Table Discussion even if they are not included in the formal agenda.

7. Agenda Items (as a minimum)

- Date, timeline and detailed location of the Presidents' Round Table Discussion (*i.e.*, 08.30 until 12.30 hours, Wednesday, September __, 20__ in the _____ at _____)
- Designation of President and Secretary of the Presidents' Round Table Discussion, which shall be the WISTA President and WISTA Secretary unless otherwise agreed at the Presidents' Round Table Discussion. The WISTA Secretary shall take minutes of the Presidents' Round Table Discussion.
- Identification of the NWA Presidents
- Proposals Received
- Any Other Business

Representation at the Presidents' Round Table Discussion

8. At the Presidents' Round Table Discussion, the NWA Presidents (or their representatives) shall introduce themselves to the other attendees.
9. Any issues discussed at the Presidents' Round Table Discussion, which require a decision to be made, shall be referred to the AGM as "any other business for voting."

Quorum/Proxy

10. There is no requirement for a quorum for the Presidents' Round Table Discussion and proxies are not applicable.

Minutes

11. The WISTA Secretary will send to all NWAs the Minutes of the Presidents' Round Table Discussion within two months of the AGM. The Minutes may be communicated electronically, *e.g.*, by email.