



**AZERBAIJAN 2017**

**41<sup>ST</sup> WORLD SCOUT  
CONFERENCE**



DOCUMENT

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Rules of Procedure



**SCOUTS**  
Creating a Better World



# Rules of Procedure

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The composition and functions of the World Scout Conference (hereafter the Conference) and the general conduct of its meetings are specified in the latest version of the Constitution of the World Organization of the Scout Movement (January 2011) (hereafter the Constitution).

According to Article XII.5, the World Scout Conference shall record and adopt its own Rules of Procedure. The World Scout Committee is required under Article XIV.1(f), of the Constitution *"To prepare the agenda and procedure of the meetings of the World Scout Conference, giving consideration to suggestions from Member Organizations and to appoint the Chairperson and Vice-Chairperson(s) of the World Scout Conference"*.

The Rules of Procedure are submitted by the World Scout Committee for formal approval by Member Organizations before each ordinary triennial meeting of the Conference to permit their use in all related aspects of the preparation and conduct of the Conference.

## 1. Notice of Meetings

- a. The notice of the triennial meeting of the Conference shall be communicated by the World Scout Bureau to all Member Organizations at least six months in advance of the opening day of the meeting. This notice, to such extent as may be possible, shall include a first version of the proposed agenda.

## 2. Agenda items from Member Organizations

- a. The World Scout Committee shall invite Member Organizations to suggest subjects for inclusion in the agenda of the triennial meeting of the Conference. Any subject proposed by five or more Member Organizations at least five months in advance of the opening day of the meeting shall be included in the agenda in the form proposed.
- b. Any proposals in accordance with Rule 6.1.d must be submitted not less than six months before the opening date of the Conference.

## 3. Conference Officers

- a. **Conference Chairpersons:** The World Scout Committee shall appoint a Chairperson and one or more Vice-Chairpersons of the Conference. The appointment shall be for the period of each triennial meeting of the Conference. The Conference Chairperson's ruling is final.
- b. **Conference Secretary:** The Secretary General shall serve as the Secretary of the Conference.
- c. **Conference Steering Committee:** The Conference Chairperson, Vice-Chairperson(s) and the Secretary General shall serve as the Steering Committee of the Conference. The World Scout Committee may appoint other members to the Steering Committee as appropriate.
- d. **Tellers:** At the Opening Session of the Conference, the World Scout Committee shall recommend three Tellers for appointment by the Conference.

If the Conference does not approve the recommendation, Member Organizations may propose alternative lists of three Tellers for a vote.

The Tellers will count and verify the number of votes recorded. Where electronic counting of votes is used, the Tellers will oversee the voting procedure and verify the number of votes recorded.

- e. **Resolutions Committee:** A Resolutions Committee shall facilitate the Draft Resolutions and Amendments process (see Rule 6) before and during the Conference according to its Terms of Reference as included in Annex 2A.

The World Scout Committee shall, no later than six months before the opening of the Conference, request Member Organizations to nominate persons for the Resolutions Committee. Such persons will be members of the delegation of the Member Organization to the Conference.

The World Scout Committee shall, no later than four months before the opening of the Conference, provisionally appoint six members to serve as the Resolutions Committee. It will draw these appointees from the nominations received and from other individuals based on the required expertise and also cultural diversity. Any appointed person will require the endorsement of their Member Organization.

The World Scout Committee shall notify all Member Organizations of the persons it provisionally appoints to the Resolutions Committee.

The Conference shall during its Opening Session take a formal vote to endorse the provisional appointment of the Resolutions Committee.

If the Conference does not endorse the provisional appointment, Member Organizations may propose alternative lists of six members to form the Resolutions Committee for a vote.

- f. **Credentials Committee:** The World Scout Committee shall appoint two persons as members of a Credentials Committee. The Credentials Committee, assisted by the Secretary General, shall verify the credentials of delegates, observers and guests.

#### 4. Delegates and Observers

- a. **Delegates:** Each Member Organization may be represented by up to six delegates. Each delegate shall be a registered member of the Organization they represent.

In accordance with Circular N° 22/2015 pertaining to the policy on payment of registration fees, a Member Organization will lose the right to vote if the registration fees are not fully paid within one year of the invoice date.

Each Accredited National Scout Organization may be represented by up to two delegates. Each delegate shall be a registered member of the Organization he or she represents.

An Accredited National Scout Organization has a right of voice but does not have a right to vote. The provisions regarding proxy votes are not applicable to an Accredited National Scout Organization.

- b. **Observers and Guests:** Other members of Member Organizations and Accredited National Scout Organizations may attend as observers with the approval of their International Commissioner.

At the discretion of the World Scout Committee representatives from other organizations may be invited as guests. Observers and guests may take part in discussions with the consent of the Chairperson but have no vote.

- c. **Credentials:** At registration each delegate and observer will be required to produce an official letter of appointment, signed by the President, International Commissioner or other responsible official of his or her Organization, unless his or her name is listed on the appointment of delegates form deposited with the World Scout Bureau in advance of the Conference.

Guests will be provided with a formal letter of invitation from the World Scout Bureau.

- d. **Proxies:** A Member Organization which is unable to be present at the Conference may give its proxy votes to another Member Organization. No Member Organization may accept a proxy from more than one other Member Organization.

Any Member Organization giving a proxy shall notify this in writing to the World Scout Bureau before the Opening Session of the Conference, signed by a responsible official of that Member Organization.

A Member Organization holding the proxy of another Member Organization may use that proxy only for the purpose of voting on behalf of the absent Member Organization.

#### 5. Opening of the Conference

- a. The official start of the Conference is the formal Plenary Session chaired by the Conference Chairperson and entitled 'Opening Session'.

## 6. Resolutions of the Conference

- a. Resolutions of the Conference concern the general policy and standards of the World Organization, admission and expulsion of Member Organizations, recommendations presented by the World Scout Committee and the Member Organizations, determination of the annual registration fee, and Amendments to the Constitution.
- b. Resolution and Amendment Guidelines are included in Annex 2B of these Rules of Procedure.

### 6.1. Submission of Draft Resolutions

- a. The World Scout Committee may submit Draft Resolutions for consideration by the Conference by circulating them to Member Organizations not less than four months prior to the opening date of the Conference.
- b. Member Organizations may submit Draft Resolutions for consideration by the Conference by sending them to the World Scout Bureau not less than three months prior to the opening date of the Conference.

Proposed Draft Resolutions must be proposed and seconded by separate Member Organizations.

Such Draft Resolutions may be submitted in either English or French and must include a brief explanation or justification for the proposal.

- c. The World Scout Bureau will circulate the received Draft Resolutions to Member Organizations at least two months in advance of the meeting.
- d. Any Member Organization desiring to submit to the Conference a proposal which, if carried, would involve a decision on:
  - admission of new Members (Article VI of the Constitution);
  - expulsion of Members (Article VIII of the Constitution);
  - annual registration fee rate (Article XXIII of the Constitution);
  - Amendments to the Constitution (Article XXV of the Constitution);
  - major change of policy

must forward the text of the proposal and associated Draft Resolution so as to reach the World Scout Bureau not less than six months before the opening date of the Conference in order that it may be considered by the World Scout Committee before being submitted to Member Organizations at least four months in advance of the meeting.

### 6.2. Circulation of Draft Resolutions Prior to the Conference

- a. Before the circulation of the Draft Resolutions, the Resolutions Committee shall recommend to the proposing Member Organizations any changes necessary to ensure that Draft Resolutions comply with the Resolution and Amendment Guidelines. Member Organizations may also consult the Resolutions Committee in advance of formally submitting a Draft Resolution.
- b. The Resolutions Committee shall recommend the Draft Resolutions that comply with the Resolution and Amendment Guidelines to be considered by the Conference.

The Resolutions Committee will inform the Conference of those Draft Resolutions that do not comply with the Resolution and Amendment Guidelines. The Conference will vote whether or not it wishes to consider any Draft Resolutions not recommended by the Resolutions Committee.

- c. The World Scout Bureau shall translate the Draft Resolutions into English and French, and shall endeavour to translate them also into Arabic, Russian and Spanish, if the technical and financial resources available for the World Scout Conference allow it.
- d. The World Scout Bureau shall provide a background information document on each Draft Resolution. The background information document shall include information on previous policies, historical developments, and financial and human resource implications, but shall not take a position on the merits or the desirability of the Draft Resolution. The background information document shall be translated into the same languages as the Draft Resolutions.
- e. The World Scout Bureau shall post the Draft Resolutions and the background information documents in a designated area of the World Scout website.

- f. The Resolutions Committee shall encourage discussion and debate, notably via on-line discussion tools, among Member Organizations, the World Scout Committee and Youth Advisors concerning proposed Draft Resolutions, with a view to building consensus on proposals and encouraging Amendments to be submitted in advance of the Conference.
- g. The Resolutions Committee will consolidate any Draft Resolutions dealing with subjects which are consensual in nature, do not propose new policies or request specific actions by the World Scout Committee or Member Organizations, which it considers might be more effectively considered by the Conference by "declaration" or another form of endorsement. The Resolutions Committee will include these proposals in its report to the Conference.
- h. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission during the Conference.

### 6.3. Submission and Circulation of Amendments

- a. The Resolutions Committee shall encourage Member Organizations to submit any proposed Amendments to the circulated Draft Resolutions well in advance of the Conference.
- b. Any Member Organization wishing to submit Amendments to a Draft Resolution may do so from two months before the start of the World Scout Conference until 14:00 hrs on the third day of the Conference (16 August 2017).
- c. Amendments must be proposed and seconded by separate Member Organizations.
- d. Amendments submitted in advance of the Conference will be made available with regular notifications to Member Organizations on the World Scout website after being reviewed by the Resolutions Committee.
- e. Amendments must be submitted in writing to the Resolutions Committee in English or French.
- f. Only the Amendments that have been duly submitted shall be put to a vote in the plenary session.
- g. No Amendments to proposals submitted in accordance with Rule 6.1.d may be accepted, except those which either:
  - remove ambiguities or otherwise clarify the draft which has been circulated, or
  - in the opinion of the Resolutions Committee represent an intermediate position between the Draft Resolution and the current position or policy.
- h. The report of the Resolutions Committee shall include all Draft Resolutions and Amendments submitted to it, in their final form, which have not been subsequently withdrawn by the proposer.

The Resolutions Committee shall also give its recommendation to the Conference on whether each Draft Resolution and proposed Amendments comply with the Resolution and Amendment Guidelines.

- i. Messages of good wishes to the Conference will not normally be read, but will be referred to the Resolutions Committee for appropriate action. Copies will be posted in a designated place at the Conference or circulated to delegations.

### 6.4. Voting on Draft Resolutions and Amendments

- a. The provisions of Rule 6.4. do not apply in the case of elections to the World Scout Committee, which are governed by Rule 7, or voting on invitations to host World Scout Events, which is governed by Rule 8.
- b. Where an Amendment to a Draft Resolution is proposed, the Amendment will be first put to the Conference for a vote, before the original Draft Resolution.

If the Amendment is lost, the original Draft Resolution is then put.

If the Amendment is carried, then the Draft Resolution is amended accordingly before it is put to the Conference.

In the case of several contradictory Amendments the Resolutions Committee will decide the order

in which the Amendments are considered.

- c. In accordance with Article XI of the Constitution, voting at any meeting of the World Scout Conference shall be by Member Organizations, each Member Organization having six votes. These votes should be cast collectively but delegations may divide them if they so wish.

Voting may be by electronic means or by a show of voting cards, as ordered by the Chairperson.

Where called for by a majority of Member Organizations, or ordered by the Chairperson, a paper ballot may be used.

- d. If a Member Organization wishes to abstain from voting, this shall count neither 'for' nor 'against' and is not included in determining the number of votes cast.
- e. Voting papers spoilt either deliberately or inadvertently shall count neither 'for' nor 'against' and are not included in determining the number of votes cast.
- f. If the Tellers have cause to believe that there may be any irregularity in voting they shall immediately declare that concern to the Chairperson of the Conference session in which the vote is taken. The Chairperson shall consider the circumstances and take such action as he or she shall judge appropriate within the Constitution and these Rules of Procedure.
- g. In accordance with the Constitution Article XI.1 a resolution shall be declared carried by a simple majority of the votes cast by the Member Organizations present (or represented by proxy) and voting.
- h. In accordance with the Constitution Article XI.2 decisions on the following matters require a two-thirds majority of the votes cast.
- admission of new Members (Article VI of the Constitution) ;
  - expulsion of Members (Article VIII) of the Constitution;
  - annual registration fee rate (Article XXIII of the Constitution);
  - Amendments to the Constitution (Article XXV of the Constitution).
- i. If an equal number of votes is given 'for' and 'against' a motion or an Amendment requiring a simple majority, the Chairperson shall not be entitled to give a casting vote, and the motion or Amendment will be lost.

Where exactly a two-thirds majority of votes are cast for a matter specified in Rule 6.4.h the motion shall be carried.

- j. Where a show of voting cards indicates that a substantial majority exists either 'for' or 'against' the motion, the Chairperson may dispense with a formal count with the agreement of the mover of the motion. Where a formal count is taken the number of votes cast 'for' and 'against' a motion shall be announced.

## 6.5. Emergency Resolutions

- a. No new Draft Resolutions may be submitted at any time within three months of the Conference. However, Emergency Resolutions may be submitted, provided that the proposed Emergency Resolution:
- deals with a subject that is urgent and that cannot wait until the next Conference;
  - relates to events that occurred after the deadline for submitting Draft Resolutions; and
  - is proposed by a Member Organization and seconded by at least nine other Member Organizations. If the Member Organizations seconding the Emergency Resolution are members of a Region, they shall come from at least three different Regions.
- b. Emergency Resolutions may be submitted in English or French within three months of the Conference and up to 14:00 hrs on the third day of the Conference (16 August 2017). Submitted Emergency Resolutions will be made available in English and French on the World Scout website as soon as reasonably possible.
- c. The Resolutions Committee shall give its recommendation to the Conference on whether a proposed Emergency Resolution fulfils the above requirements. The Conference will decide by a simple majority whether to accept, by a vote, the proposed Emergency Resolution to be debated.

- d. Amendments to Emergency Resolutions can be moved directly from the floor during the consideration of the motion, provided they are seconded by at least nine other Member Organizations. If the Member Organizations seconding the Emergency Resolution are members of a Region, they shall come from at least three different Regions.

## 7. Elections to the World Scout Committee

- a. **Eligibility:** Under Article XIII.3 of the Constitution, members of the World Scout Committee are elected until the next Conference, and may be re-elected once. They are not then eligible for re-election until after the following World Scout Conference.

The World Scout Bureau will notify all Member Organizations of the status of each existing member of the Committee six months in advance of the Conference. That notification shall call for nominations for candidates for election or re-election.

Candidatures must be submitted no later than two months before the opening of the Conference. The list of candidates shall be communicated to Member Organizations no later than one month before the opening of the Conference.

No subsequent nominations shall be accepted unless there are an insufficient number of candidates by the two month deadline.

Without exception, only one elected member from any one Member Organization may serve on the Committee at any time.

- b. **Presentation of Candidature:** During the Conference, candidates will be permitted a maximum of three minutes to present their candidature in a plenary session.
- c. **Voting:** Voting shall be conducted in one single round. Voting shall be by secret electronic or paper ballot.

All nominated candidates shall be listed on the electronic voting device. Should there be a malfunction or unavailability of the electronic voting device, the Chairperson of the Conference may change the voting method to a paper ballot.

Nothing may be entered on the electronic voting device except the number of votes. The leader of each delegation is given an electronic voting device on which each delegation must record a total of 72 votes and no more than six votes for any one candidate, otherwise the ballot is void.

If the vote is divided between the component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each association.

If the Tellers have cause to believe that there may be any irregularity in the election, they shall immediately declare that concern to the Chairperson of the Conference session in which the election is taking place. The Chairperson shall consider the circumstances and take such action as he or she shall judge appropriate within the Constitution and these Rules of Procedure.

If voting papers are used, the papers shall be destroyed by the Tellers after the elections.

- d. **Election:** The candidates receiving the most votes will be declared elected to fill the vacancies on the Committee. In the event of a tie to fill the last position(s), the youngest candidate(s) will be declared elected.

The Tellers shall ensure that if more than one candidate of any one Member Organization is on the list of nominations, the one receiving the lower vote is removed, so that only one new member of any one Member Organization is elected.

The Chairperson shall announce the results of the elections, including the number of votes cast in favour of each candidate and the total number of votes cast.

## 8. Voting on invitations to host World Scout Events

- a. **Voting:** Voting shall be conducted in a single round and nothing may be entered on the electronic voting device except the number of votes.

Should there be a malfunction or unavailability of the electronic voting device, the Chairperson of the Conference may change the voting method to a paper ballot.

The leader of each delegation is given a electronic voting device on which each delegation may record a maximum of six votes.

If the vote is to be divided between the component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each association.

- b. **Single Invitation:** Where there is only one Member Organization or alliance of Member Organizations standing as a candidate to host an event, the candidate shall be deemed appointed by the Conference to host the event should it receive a simple majority of the total votes cast.
- c. **Multiple Invitations:** Where there are two or more Member Organizations or alliances of Member Organizations standing as candidates to host an event, the candidate that receives the most votes shall be deemed appointed by the Conference to host the event.

## 9. Languages

- a. The official languages of WOSM and the Conference are English and French. All agenda items, Draft Resolutions and Amendments must be presented in one of the two official languages.

In the spirit of Conference Resolution 1990-21 concerning the official languages of WOSM, the Draft Resolutions and background information documents and simultaneous interpretation in the plenary sessions will be provided in the three other official regional languages (i.e. Arabic, Russian and Spanish) if the technical and financial resources for the Conference are available.

## 10. Speeches and printed material

- a. Speakers are requested to be as concise as possible.

Apart from formal presentations or addresses, speeches will be limited to a maximum of five minutes to each speaker, to give opportunity to all who wish to speak. This limit may be varied only at the discretion of the Chairperson of the session.

- b. Speakers, having been recognized by the Chairperson, are required to preface their remarks by giving their name and that of their Member Organization or Committee.
- c. Political material or propaganda of any character, written or verbal, national or international, will not be permitted at any meeting of the Conference and will be ruled out of order by the Chairperson.
- d. No advertising material for Scouting or commercial purposes shall be distributed within the Conference hall.

## 11. Platform

- a. The Conference Chairperson will decide who will be invited to occupy seats on the platform.

## 12. Working methods

### 12.1. Select Committee

#### *i) Purpose*

The purpose of a Select Committee is to study certain specific proposals introduced in plenary sessions of the Conference and to consider their merits. A Select Committee will consider opinions on the proposal and seek to reach a consensus.

The Select Committee will make formal recommendations to a later plenary session.

No discussion of the merits of the subject will take place in plenary sessions, where only questions for clarification will be accepted prior to formal voting.

Note: This procedure is similar to that used in many national assemblies for detailed study of proposed legislation before it is referred to the full body of the assembly for a vote. This method is intended to enable the Conference to handle more work expeditiously within the limited time available.

#### *ii) Participation*

One delegate per Member Organization selected by their delegation for their knowledge of the subject to be considered will serve on any Select Committee.

Member Organizations so desiring may send additional people as observers. They will not have right of voice or vote and shall be seated separately.

The World Scout Committee Members, which include both the Voting and Ex-Officio Non-voting Members of the World Scout Committee as well as the Youth Advisors to the World Scout Committee, have the right to speak but not to vote at the Select Committee.

The Chairperson of the Select Committee will be appointed by the Conference Steering Committee.

Each Select Committee will appoint a Rapporteur.

#### *iii) Select Committee Voting Procedure*

Any proposed recommendation from a Select Committee will be agreed or dismissed after a vote.

Select Committee motions shall be passed or otherwise by a simple majority.

Each Select Committee delegate will have one vote.

Votes on Amendments to motions will be taken first.

After debate Amendments may be withdrawn at the request of the proposer.

The number of votes 'for' and 'against' motions in the Select Committee shall be recorded and presented to the full Conference. This will enable all delegates to be aware of the strength of opinion – 'for' or 'against' – each recommendation.

#### *iv) Resumption in Plenary Session*

Prior to resumption in Plenary Session the Resolutions Committee shall seek to group proposals from the Select Committee for voting purposes.

On resumption of the subject in a Plenary Session of the Conference, the Rapporteur shall present the recommendations, with any necessary explanation. They will also mention dissenting opinions, if appropriate.

There shall be no debate in plenary session but the Chairperson may allow questions for clarification.

Amendments proposed by Member Organizations in the Select Committee to any given motion which have not been recommended by the Select Committee and which have not been withdrawn by the proposing Member Organization, shall be referred back to the plenary session and shall be voted upon first.

Then each Amendment recommended by the Select Committee shall be voted upon.

Finally, the full motion, incorporating only those Amendments which have passed, shall be voted upon.

## 12.2. Other working methods

Other informal working methods proposed by the Conference Steering Committee may be used as agreed by the Conference.

## Annexes

Annex 2A: Terms of Reference - Resolutions Committee

Annex 2B: Resolution and Amendment Guidelines