



Document 2

Rules of Procedure

40TH
WORLD SCOUT
CONFERENCE
CONFÉRENCE MONDIALE
DU SCOUTISME

SLOVENIA 2014



SCOUTS
Creating a Better World

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RULES OF PROCEDURE

The composition and functions of the World Scout Conference and the general conduct of its meetings are specified in the Constitution of the World Organization of the Scout Movement (January 2011). The World Scout Committee is required under Article XIV, paragraph 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". To facilitate the conduct of its business, it has been the custom of each World Scout Conference to operate under detailed Rules of Procedure.

It is intended that these Rules of Procedure should derive from accepted best practice in governance, and change is therefore expected to reflect experience and be evolutionary rather than radical. The Rules of Procedure are submitted by the World Scout Committee for formal approval of Member Organizations before each ordinary triennial meeting of the World Scout Conference to permit their use in all related aspects of the preparation and conduct of the World Scout Conference.

1. CONFERENCE OFFICERS AND STEERING COMMITTEE

- a. The World Scout Committee shall appoint a Chairperson and one or more Vice-Chairpersons of the World Scout Conference. The appointment shall be for the period of each meeting of the Conference.
- b. The Secretary General shall serve as Secretary of the World Scout Conference.
- c. 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. The Chairperson's ruling is final.

2. AGENDA OF THE WORLD SCOUT CONFERENCE

- a. The World Scout Committee shall invite Member Organizations to suggest subjects for inclusion in the agenda of an ordinary meeting of the World Scout Conference at least six months in advance of the opening day of the meeting. Any subject proposed by five or more Member Organizations should be included in the agenda in the form proposed.

3. NOTICE OF MEETINGS

- a. The notice of the ordinary meeting of the World Scout Conference shall be mailed by the World Scout Bureau to all Member Organizations at least six months in advance of the opening day of the meeting and, in the case of an extraordinary meeting, at least one month in advance. This notice, to such extent as may be possible, shall include the agenda of the meeting.

4. SUBMISSION OF DRAFT RESOLUTIONS PRIOR TO THE CONFERENCE

- a. Member Organizations may submit a draft resolution for consideration by the Conference to the World Scout Bureau at any time during the six months prior to the opening of the Conference. Such draft resolutions may be submitted in either English or French and must include a brief explanation or justification. Proposed resolutions must be proposed and seconded by separate Member Organizations.
- b. The Steering Committee of the Conference shall determine whether or not an item is appropriate for consideration by the Conference.
- c. Any Member Organization desiring to submit to the Conference a proposal which, if carried, would involve a decision under paragraph 9.j of these Rules or a major change in 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.
- d. The World Scout Bureau shall act as a Secretariat in ensuring that draft resolutions are expressed clearly and unambiguously. They shall be translated and posted in both official languages of the Conference in a designated area of the World Scout website for consultation prior to the Conference.

5. DELEGATES AND OBSERVERS

- a. Delegates
Each Member Organization may be represented by up to six delegates. 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.
- 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. Guests will be provided with a formal letter of invitation from the World Scout Bureau.

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.

6. OPENING OF THE CONFERENCE

- a. The date and time of the Opening of the Conference are those of the formal plenary session chaired by the Conference Chairperson and entitled 'Opening Session'.

7. RESOLUTIONS COMMITTEE AND PROCEDURE

- a. At the opening of the Conference, the World Scout Committee shall recommend to the Conference four members of different Member Organizations for appointment to the Resolutions Committee.
- b. During the Conference, any Member Organization wishing to submit a resolution may do so at any time up to 48 hours from the opening date and time of the Conference.
- c. Except for proposals made in accordance with paragraph 4.c, all resolutions submitted by Member Organizations before or during the Conference shall be considered in the first place by the Resolutions Committee which shall:
 - i) arrange for redrafting, where necessary, in consultation with the proposer;
 - ii) arrange for translation;
 - iii) display the draft resolutions in a designated public space at the Conference venue for consultation;
 - iv) encourage discussion and debate among Member Organizations concerning proposed resolutions, with a view to building consensus on proposals;
 - v) incorporate any changes to the original draft that the proposer may bring forward.
- d. Where draft resolutions deal with subjects which are consensual in nature, do not propose new policies or request specific actions by the World Scout Committee or National Scout Organizations, and might be more effectively considered by the Conference by "declaration" or another form of endorsement, the Resolutions Committee shall consolidate these proposals for inclusion in its report to the Conference.
- e. The report of the Resolutions Committee shall be published 24 hours before the Conference convenes in plenary to consider the report. The Resolutions Committee shall include in the report all resolutions submitted to it, in their final form, which have not been subsequently withdrawn by the proposer.
- f. In presenting its report to the Conference, the Resolutions Committee shall recommend for consideration those resolutions which should be considered by the Conference. This recommendation shall be based solely on its determination whether the final resolution is in a form, and deals with a subject, which is appropriate for the Conference to consider. The assessment of the merits of the resolution is the responsibility of the Conference in plenary session. The Conference will then vote whether or not it wishes to consider any resolutions not recommended by the Resolutions Committee.

8. MOVING OF RESOLUTIONS AND AMENDMENTS

- a. Before any resolution or amendment can be put to the Conference it must be formally proposed and seconded, except for proposals from the World Scout Committee. The proposer and seconder shall be different Member Organizations.
- b. Where an amendment to a resolution is proposed, the amendment will be first put to the Conference for vote, before the original resolution. If the amendment is lost, the original resolution is then put. If the amendment is carried, then the resolution is amended accordingly before it is put to the Conference.
- c. During the Conference, no amendments to proposals submitted in accordance with paragraph 4.c 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 proposal circulated and the status quo.
- d. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission to the Conference. 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 among the members.

9. VOTING

- a. 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 show of voting cards or, where called for by a majority of Member Organizations or ordered by the Chairperson, a paper ballot may be used. Electronic counting of votes may be used for elections to the World Scout Committee.
- b. 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.
- c. An Accredited National Scout Organization has right of voice but does not have a right to vote. The provisions regarding proxy votes stated in 9.b are not applicable to an Accredited National Scout Organization.
- d. A minimum of three Tellers will be appointed by the Conference to count and verify the number of votes recorded, or where electronic counting of votes is used to oversee the voting procedure and to verify the number of votes recorded. All voting papers must be returned to the Tellers or submitted to the electronic system under their supervision.
- e. If a Member Organization wishes to abstain from voting, the voting paper must be returned marked "ABSTAIN", and any such papers shall count neither 'for' nor 'against' in determining the number of votes cast.
- f. Voting papers spoilt either deliberately or inadvertently shall count neither 'for' nor 'against' in determining the number of votes cast.
- g. 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.
- h. A resolution shall be declared carried if a simple majority of the votes cast by those present and voting is given in favour of the resolution, except for those matters specified in paragraph 9.j of these Rules of Procedure which require two-thirds or more of the votes cast by those present and voting.

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.

The provisions of 9.h of these Rules of Procedure do not apply in the case of elections to the World Scout Committee, which are governed by Rule 10, or voting on invitations to host World Scout Events, which is governed by Rule 11.

- 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 motion requiring this qualified majority the motion shall be carried.
- j. Decisions on the following matters require a two-thirds majority of the votes of those present and voting:
 - The admission of new Members (Article VI) ;
 - The expulsion of Members (Article VIII);
 - The annual registration fee rate (Article XXIII);
 - Amendments to the Constitution (Article XXV).

10. ELECTIONS TO THE WORLD SCOUT COMMITTEE

- a. Under Article XIII.3 of the Constitution, members of the World Scout Committee are elected until the next World Scout Conference, may be re-elected once and 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 and 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. During the Conference, candidates will be permitted a maximum of three minutes to present their candidature in plenary session.
- c. Voting shall be conducted in one single round. All nominated candidates shall be listed on the voting paper. Voting shall be by secret ballot and nothing may be entered on the voting paper except the number of votes. The leader of each delegation is given a voting paper on which each delegation must record a total of 72 votes and no more than 6 votes for any one candidate. 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.
- d. 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), further round(s) of voting between the candidates with equal votes will be held until one candidate receives more votes in that round and will be declared elected.
- e. The Tellers shall ensure that on each vote and count, 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.
- f. The Chairperson shall announce the results of the elections, including the number of votes cast in favour of each candidate. After the elections, the voting papers shall be destroyed by the Tellers.

11. VOTING ON INVITATIONS TO HOST WORLD SCOUT EVENTS

- a. Voting shall be by secret ballot and nothing may be entered on the voting paper except the number of votes. The leader of each delegation is given a voting paper on which each delegation may record a maximum of 6 votes. 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.

- b. 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. 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.

12. LANGUAGES

- a. The official languages of WOSM and the Conference are English and French. All agenda items must be presented in one of the two official languages. In the spirit of Conference Resolution 21/90 concerning the official languages of WOSM, simultaneous interpretation in the three other official regional languages, Arabic, Russian and Spanish, will be provided in the plenary sessions if the technical and financial resources available for the World Scout Conference allow it.

13. 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.
- 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.

14. OPEN FORUM AND SUB-COMMITTEES

- a. Any subject proposed for discussion at an Open Forum must be notified in writing to the Agenda Coordinator not less than 24 hours before the Open Forum is due to start. Proposals requiring a vote of the Conference shall not be admitted at an Open Forum.
- b. When a sub-committee is appointed to study a specific matter and to report to the Conference, the Chairperson shall issue a ruling on the composition of such committees to ensure that the number of participants be reasonably limited and that geographical or other representation is adequate.

15. PLATFORM

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

16. WORKING METHODS

a. 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 amendments thereto. They will seek to reconcile opinions and to reach a consensus. The debate and detailed discussions on such subjects will thus take place within the Select Committee sessions. They will then 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.

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 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.

Members of the World Scout Committee both voting and non-voting have the right to speak at the Select Committee.

One representative of the Youth Advisors to the World Scout Committee and selected by them has the right to speak 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) Procedure

Select Committee matters will be introduced in Plenary Sessions of the Conference, with time for explanation and questions for clarification.

Voting shall be by simple majority. The results of the votes shall be recorded so that in presenting their recommendations to Plenary Sessions the strength of opinion - for or against - shall be known.

Voting will be by Member Organizations.

Votes on amendments to motions will be taken first.

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

iv) Resumption in Plenary Session

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

On resumption of the subject in Plenary Session of the Conference, the Rapporteur shall present the recommendations, with any necessary explanation, and 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 to any given motion which have not been recommended by the Select Committee and which have not been withdrawn by the proposing Member, shall be referred back to 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.

b. Other working methods

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