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المنظمة العالمية للحركة الكشفية

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Circular N° 24/2010

To: International Commissioners

10 September 2010

39th World Scout Conference, Brazil, January 2011 – Rules of Procedure

Dear Colleagues,

To facilitate the handling of business, World Scout Conferences have in the past approved at their Opening Sessions 'Rules of Procedure' under which the Conference will operate. The proposed Rules of Procedure for the 39th World Scout Conference in Brazil in January 2011 are enclosed (DRAFT Conference Document No. 2).

These Rules incorporate those recommendations made by the Governance Review Task Force (GRTF) which have been accepted by the World Scout Committee for implementation (see Circular 15/2010) and which do not require constitutional change. There are also minor changes introduced on the basis of experience to improve the operation of the Conference.

It is still the intention that the Rules of Procedure shall be submitted for formal approval at the Opening Session of the Conference. However there are two matters recommended by the GRTF, and which result from Resolution 6/08 of the World Scout Conference in Korea, which requested the World Scout Committee to investigate possible ways of conducting the elections so as to ensure a balanced Committee. It is necessary to obtain the agreement of Member Organizations on these two matters **in advance of the Conference**, as they require considerable preparation and expenditure.

These proposals concern:

1. The provision of **electronic counting of votes** for elections to the World Scout Committee - Rule 6.a. What is proposed is that voting papers shall be submitted to an electronic counting system, and **not** that voting will be by keypad.
2. The **election method** for the World Scout Committee - Rule 7.b. Two alternative proposals have been made:

Proposal 2A - The introduction of several rounds of voting for the **election of members of the World Scout Committee to fill one vacancy at a time** is based on the GRTF's recommendations. The World Scout Committee considers that this proposal responds to Resolution 6/08 and it is included in the draft Rules of Procedure.

Proposal 2B - An alternative has been put forward to the World Scout Committee by a group of National Scout Organizations (NSOs), which would **require all Member Organizations to cast their full allocation of 36 votes in elections which will be held in one round**. The motivation behind this approach is to produce a well-balanced World Scout Committee in line with Resolution 6/08 without several rounds of voting. This alternative approach is described in Appendix 1.

The World Scout Committee believes all Member Organizations should have the opportunity to express their preference for one or other of proposals 2A or 2B. If neither 2A nor 2B prove acceptable the World Scout Committee will propose an election procedure unchanged from that used at the 38th World Scout Conference in Korea.

Member Organizations should note that Proposal 2A above will only be feasible if Proposal 1 is accepted to enable electronic counting of votes.

Accordingly all Member Organizations are requested to complete and return the attached postal ballot form by e-mail, fax or postal mail to reach the World Scout Bureau by **30 September 2010**. Based on the results of this postal ballot, the World Scout Committee will either confirm these draft Rules of Procedure or amend them as required. A final Rules of Procedure document will be circulated in advance of the Conference.

While the results of this postal ballot cannot be binding on the Conference when it votes formally to adopt the Rules of Procedure at its Opening Session, it is hoped that Member Organizations will appreciate the difficulties which will be caused by major changes proposed at the last minute and accept the final proposals by the World Scout Committee made on the basis of this ballot.

Yours sincerely,

Luc Panissod
Secretary General

Encl.: - Appendix 1 and Postal Ballot Form
- DRAFT Rules of Procedure

PROPOSAL 2B

Wording of the Rules of Procedure, 38th World Scout Conference 2008:

(paragraph 8 b, 2nd sentence)

"The leader of each delegation is given a voting paper on which each delegation **may record a maximum of 36 votes** and no more than 6 votes for any one candidate."

Proposed wording:

"The leader of each delegation is given a voting paper on which each delegation **must record in total 36 votes** and no more than 6 votes for any one candidate. **Ballots with less than 36 votes or with more than 36 votes are deemed invalid.**"

Motivation text:

In order to encourage broader thinking on the entire composition of the new Committee, it is proposed that the delegations will be required to vote for a full list of candidates, i.e. to use all their 36 votes.

Until now, it has been possible to leave some votes unused in order to concentrate votes. Leaving votes unused has had the effect of focusing on a narrower perspective of individual candidate(s), instead of focusing on the overall composition of the Committee. It has also led to election of members of the World Scout Committee with relatively low percentage of total votes.

Requiring the use of full number of votes will make delegations consider the overall composition of the Committee before casting their vote. This will promote consensus-building and more balanced Committee, will help achieving a world-wide perspective on elections, and promote the unity of the Movement. It will also increase the levels of support obtained by the elected candidates, thus reinforcing the democratic legitimacy of the elected members.

(The Rules of Procedure for the 38th World Scout Conference in Korea are available on the WOSM website at:

www.scout.org/en/information_events/events/world_events/world_conference/38th_world_scout_conference/conference_documents)

39th World Scout Conference, Brazil, January 2011 – Rules of Procedure

POSTAL BALLOT FORM

Only the recognized National Scout Organization in each member country may vote.

Name of Member Organization (National Scout Organization):
Country:

Electronic counting of votes		
<i>PLEASE TICK "YES" OR "NO"</i>	YES	NO
Proposal 1 We agree with the recommendation to introduce electronic counting of votes for elections to the World Scout Committee, as proposed in Rule 6.a.		

Election of members of the World Scout Committee	
<i>PLEASE TICK "PROPOSAL 2A" OR "PROPOSAL 2B" OR "NEITHER OF THE ABOVE"</i>	TICK ONE BOX ONLY
"Proposal 2A" (Assuming electronic counting of votes is accepted), we support the introduction of several rounds of voting for the election of members of the World Scout Committee to fill one vacancy at a time, as proposed in Rule 7.c.	
"Proposal 2B" We support requiring all Member Organizations to cast their full allocation of 36 votes in World Scout Committee elections which will continue to be held in one round , as explained in Appendix 1.	
"Neither of the above" We do not support either of the above proposals but prefer instead to maintain the current system.	

We offer the following additional comments on the Draft Rules of Procedure	
Name – please use capital letters:	
Position in Member Organization:	
Date:	Signature:

Please submit to arrive at the World Scout Bureau by **30 September 2010**.

Ballot papers may be sent by **e-mail** to: worldbureau@scout.org

or sent by **postal mail** to: World Scout Bureau
P.O. Box 91
1211 Geneva 4 Plainpalais
Switzerland

or sent by **fax**: + 41 22 705 10 20

RULES OF PROCEDURE

The purpose and principles 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 (July 2008). The World Scout Committee is required under Article XIII, paragraph 5, of the Constitution "To prepare the agenda and procedure of the meetings of the World Scout Conference, giving consideration to suggestions from Member Organizations". To facilitate the handling of business, it has been the custom of each Conference to operate under detailed Rules of Procedure.

The Rules proposed for approval to the 39th World Scout Conference by the World Scout Committee follow. The World Scout Committee will recommend these Rules to the Conference for formal approval at its Opening Session.

1. CHAIRMAN AND OPENING OF THE CONFERENCE

- a. The Conference Chairman and Vice-Chairmen are appointed by the World Scout Committee for each Conference.
- b. The Conference Chairman, Vice-Chairmen and the Secretary General serve as the Steering Committee of the Conference. The World Scout Committee may appoint other members to the Steering Committee as appropriate.
- c. The Chairman's ruling is final.
- d. The date and time of the Opening of the Conference are those of the formal plenary session chaired by the Conference Chairman and entitled 'Opening Session'.

2. 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 Chairman 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.

A Credentials Committee will be appointed by the World Scout Committee to deal with any issue that may arise in this respect.

3. SUBMISSIONS AND DRAFT RESOLUTIONS PRIOR TO THE CONFERENCE

- a. Member Organizations may submit a subject or 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 subjects or 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 6.h, an amendment of the By-Laws, or a major change in policy, must forward the draft text of the proposal and associated resolution so as to reach the World Scout Bureau not less than four months before the opening date of the Conference in order that it may be considered by the World Scout Committee and Member Organizations.
- 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.

4. 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 3.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.

5. 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 3.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.

6. VOTING

- a. In accordance with Article X 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 Chairman, a paper ballot may be used. Electronic counting of votes will 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 6.b are not applicable to an Accredited National Scout Organization.
- d. 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. If a Member Organization wishes to abstain from voting, the paper must be returned marked "ABSTAIN", and any such papers shall count neither 'for' nor 'against' in determining the number of votes cast in the ballot.
- e. If the Tellers have cause to believe that there may be any irregularity in voting they shall immediately declare that concern to the Chairman of the Conference session in which the vote is taken. The Chairman shall consider the circumstances and take such action as he or she shall judge appropriate within the Constitution and these Rules of Procedure.
- f. 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 6.h of these Rules of Procedure which require two-thirds or more of the votes cast by those present and voting.

Where a formal count is taken the number of votes cast for and against a motion shall be announced except where the mover has requested otherwise. Where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chairman may dispense with a formal count with the agreement of the mover of the motion.

The above provisions 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.

- g. If an equal number of votes is given for and against a motion or an amendment requiring a simple majority, the Chairman 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.
- h. 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 VII)
 - The annual registration fee rate (Article XXII)
 - Amendments to the Constitution (Article XXIII).

7. ELECTIONS TO THE WORLD SCOUT COMMITTEE

- a. Under Article XII.3 of the Constitution, members of the World Scout Committee elected at or before the 38th World Scout Conference are elected for six years and are then not eligible for re-election for three years. Members elected at or after the 39th World Scout Conference 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 these retirements and 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. Candidates belonging to the same Member Organization as any of the remaining members are not eligible. Without exception, only one member of any one Member Organization may serve on the Committee at any time.
- b. Voting shall be for one vacancy at a time. All nominated candidates shall be listed on the voting paper. The candidate polling the highest number of votes in each round shall fill the vacancy and shall be deleted from the list. In the event of two or more candidates receiving the same highest number of votes, all such candidates shall be declared elected to fill remaining vacancies, unless the number of such candidates exceeds the number of vacancies remaining, in which case an additional round of voting between such candidates only will be held. Voting shall continue until all vacancies have been filled.
- c. Voting shall be by secret ballot and nothing may be entered on the voting paper except the number of votes. For each round of voting, 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.
- d. For members of the World Scout Committee elected at the 38th World Scout Conference any extraordinary vacancy caused by death or resignation of a member prior to the 39th World Scout Conference must also be filled for the remainder of the original term of appointment still to be served by the deceased or resigning holder of that seat. Such vacancies will be filled by election by secret ballot using the same procedure as the normal elections. For those elected at the 39th World Scout Conference vacancies occurring during the triennium shall be filled by the runners up in order of election.
- 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 country is elected.
- f. The Chairman shall announce the results of each round of the elections, including the number of votes cast in favour of each candidate. After the elections, the ballot papers shall be destroyed by the Tellers.

8. 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 available vote of Member Organizations present at the Conference.
- 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.

9. LANGUAGES

- a. The official languages of 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.

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 Chairman.
- b. Speakers, having been recognized by the Chairman, 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 Chairman.
- d. No advertising material for Scouting or commercial purposes shall be distributed within the Conference hall.

11. 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. (Note the provision in Rule 4.b for submitting a resolution.)
- b. When a sub-committee is appointed to study a specific matter and to report to the Conference, the Chairman 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.

12. PLATFORM

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

13. 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 Chairman 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 (see Rule 6.a).

Votes on amendments to motions will be taken first (see Rule 5.b).

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 Chairman 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.

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