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## Rules of Procedure



38th WORLD SCOUT  
CONFERENCE

38e CONFERENCE  
MONDIALE  
DU SCOUTISME

14-18 JULY/JUILLET  
2008 JEJU/KOREA



**SCOUTS**<sup>®</sup>  
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## **RULES OF PROCEDURE**

The purpose and principles of the World Scout Conference and the general conduct of its meeting are specified in the Constitution of the World Organization of the Scout Movement. 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 its business, it has been the custom of the Conference at each triennial meeting to operate under detailed Rules of Procedure. The Rules proposed to the Conference by the World Scout Committee follow.

### **1. CHAIRMAN**

- a. The Conference Chairman and Vice-Chairmen are appointed by the World Scout Committee for each meeting of the 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.

### **2. DELEGATES AND OBSERVERS**

#### **a. Delegates**

Each Member Organization of the Conference 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 WOSM within the National Scout Organization recognized in the country they represent. (On the question of voting, see Rule 7.)

#### **b. Observers**

At the discretion of the World Scout Committee, other members of the Movement in recognized countries or their branch associations (in both cases with the approval of the International Commissioner concerned), or representatives from potential member countries and other organizations may be invited to participate as observers. Observers may take part in discussions with the consent of the Chairman but have no vote.

#### **c. Credentials**

At the time of 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.

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

### **3. OPENING PAPERS**

In order that delegations may be instructed in advance of meetings of the Conference by their National Scout Organization, the Member Organization proposing any important subject for decision is required to transmit the Opening Paper (in English or French) to reach the World Scout Bureau not later than four months before the opening date of the Conference. If the Opening Paper is not so received the subject may be taken off the agenda by the World Scout Committee. Important subjects for decision are items listed under paragraph 7. f, amendments to the By-Laws, and major changes of policy.

#### **4. SUBMISSIONS OF DRAFT RESOLUTIONS PRIOR TO THE CONFERENCE**

- a. Member Organizations may submit draft resolutions 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.
- b. Any Member Organization desiring to submit to the Conference a proposal which, if carried, would involve a decision under paragraph 7. f, an amendment of the By-Laws, or a major change in policy, must forward the draft text so as to reach the World Scout Bureau not less than four months before the opening date of the Conference in order that the proposal may be considered by the World Scout Committee and by Member Organizations.
- c. The World Scout Bureau shall act as a Secretariat in ensuring that the draft resolutions are expressed clearly and unambiguously. They shall be translated as necessary and posted in both official languages of the Conference in a special area of the World Scout website so that they may be consulted by other Member Organizations prior to the Conference.

#### **5. RESOLUTIONS COMMITTEE AND PROCEDURE**

- a. At the opening of the Conference, the World Scout Committee shall recommend to the Conference nominees for appointment to the Resolutions Committee, consisting of four members of different Member Organizations.
- b. During the Conference, any Member Organization wishing to submit a resolution may do so at any time up to 48 hours before the the start of the final plenary session at which resolutions will be considered and voted upon by the Conference.
- c. Except for proposals made in accordance with paragraph 4. b, all resolutions submitted by Member Organizations before or during the Conference shall, in the first place, be considered 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 public space at the Conference venue for consultation by Member Organizations;
  - (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 eventually bring forward.
- d. Where draft resolutions deal with subjects which are consensual in nature, do not propose new policies or request specific concrete actions by the World Scout Committee or National Scout Organizations, and might be more effectively considered by the Conference by way of a "declaration" or through some other form of endorsement that reflects the mood of the Conference, the Resolutions Committee is encouraged to try to consolidate these proposals in such a form 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, except any which may have been withdrawn by the proposer.
- f. In presenting its report to the Conference, the Resolutions Committee shall recommend for consideration by the Conference those resolutions which, in its opinion, 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, since 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.

## **6. 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 delegates of different Member Organizations.
- b. Following the practice in many countries, where an amendment to a resolution is proposed, the amendment is first put to the Conference for vote, before the original resolution. If the amendment is lost, the 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. b may be accepted, except those which either
  - remove ambiguities or otherwise clarify the draft which has been circulated, or
  - 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 on the bulletin board of the Conference or circulated among the members.

## **7. 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 national delegations are at liberty to divide them if they so wish.
- b. A Member Organization which is unable to be present may give its proxy votes to another Member Organization. No Member Organization may accept proxy for any meeting 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 day of the Conference at the latest, signed by a responsible official of that National 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.

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

- c. Three Tellers will be appointed by the Conference to count the number of votes recorded. All voting papers must be returned to the Tellers. If a Member Organization wishes to abstain from voting, the paper must be returned marked "ABSTAIN", and any such papers shall have no significance in determining the result of the ballot.
- d. A resolution shall be declared carried if a simple majority of the votes cast is given in favour of the resolution.

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. However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the chair 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 8.

- e. If an equal number of votes is given for and against a motion or an amendment, the Chairman shall not be entitled to give a casting vote, and the motion or amendment will be lost.
- f. Decisions on the following matters require a two-thirds majority 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).

## **8. ELECTIONS**

- a. Under Article XII of the Constitution, six members of the World Scout Committee will retire at each triennial meeting of the World Scout Conference. The World Scout Bureau will advise all Member Organizations of these retirements six months in advance of the Conference and call for nominations for candidates to replace the retiring members. Candidates belonging to the same Member Organization as any of the remaining members (normally six) are not eligible. Retiring members who have served a full term of office are not eligible for re-election until a three-year interval has elapsed. Without exception, only one member of any one Member Organization may serve on the Committee at any time.
- b. 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 36 votes and no more than 6 votes for any one candidate. If the vote is divided between the component associations of any national federation, each association shall determine its due proportion of votes. (If divided two ways, a total of 18 votes and up to 3 votes for any candidate, etc.).
- c. Any extraordinary vacancy caused by death of a member or through early resignation must also be filled for the remainder of the six-year term still to be served by the resigning or deceased holder of that seat. Such vacancies will be filled by election in a secret ballot after the normal elections (Rule 8. a). The name of any candidate on the list of nominations whose Member Organization is the same as that of one of the six new members shall be deleted.
- d. Temporary members co-opted by the Committee under Article XII are eligible for nomination under the ordinary process, if willing to stand. Such co-opted members are deemed to be eligible for the full six-year term as from the time of election.
- e. The Tellers shall make sure that on each vote and count, if more than one candidate of any one Member Organization would qualify by votes cast, the one receiving the lower vote is removed and the next candidate of any other country in order of votes cast is elevated to the vacancy, so that only one new member of any one country is elected.
- f. The Chairman shall announce the results of the elections, including the number of votes cast in favour of each candidates. After the announcement, the ballot papers shall be destroyed by the Tellers.

## **9. LANGUAGES**

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, namely 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**

- a. Speakers are requested to be as concise as possible. Apart from the formal presentation of Opening Papers or Addresses, speeches will be limited to a maximum of five minutes to each speaker, in order to give ample opportunity to all who wish to speak on any subject. This limit may be varied 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 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.

## **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 5. b on 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 in order to ensure that the number of participants be reasonably limited and that geographical or other representation is adequate.

## **12. PLATFORM**

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

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## **SELECT COMMITTEES**

### **1. PURPOSE**

The purpose of Select Committees 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 has been used successfully at several meetings of the Conference. It enables the Conference to handle more work expeditiously within the limited time available.

### **2. PARTICIPATION**

One delegate per country selected by their delegation for their knowledge of the subject to be considered by the Select Committee concerned.

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

The Chairmen of these sessions will be appointed by the Conference Steering Committee. Each Select Committee will appoint a Rapporteur.

### **3. PROCEDURE**

Select Committee matters will be introduced in Plenary Sessions of the Conference, with time for any necessary 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 7. a. of the Rules of Procedure of the World Scout Conference).

Votes on amendments to motions will be taken first (see Rule 6. b of the Rules of Procedure of the World Scout Conference).

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

If the amendment is carried, then the original motion as amended, is put. If the amendment is lost then the original motion, as first proposed, is put.

### **4. RESUMPTION IN PLENARY SESSION**

On resumption of the subject in Plenary Session of the Conference, the Rapporteur shall present 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, if necessary.

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 whole motion, incorporating only those amendments which have passed, shall be voted upon.

### **OTHER WORKING METHODS**

Other informal working methods may be used as appropriate.

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