



Document 3

RULES OF PROCEDURE

(Excerpt from the Constitution of the Africa Scout Region)

The purpose and principles of the Africa Scout Conference and the general conduct of its meetings are specified in the Constitution, and the Africa Scout Committee has the duty of drawing up the regulations and programme of the Africa Scout Conference. In order that these meetings may be dealt with expeditiously and that there may be no misunderstanding as to the methods adopted, the following rules are published for guidance.

PRESIDING OFFICER/CHAIRMAN

1. The presiding officer or chairman for each session of the Africa Scout Conference shall be designated by the Africa Scout Committee. The chairman's ruling shall be final.

QUORUM

2. The presence of half of the total number of Member Organizations of the Africa Scout Region shall constitute a quorum for any meeting of the Africa Scout Conference.

DELEGATES AND OBSERVERS

3. The rule of precedence of delegations is by alphabetical arrangement of Member Countries represented.
4. Conference delegates and observers shall wear the appropriate uniform they wear in their home countries or as prescribed by their respective Scout Organizations.

MEETINGS

5. Under ordinary circumstances, the business sessions of the Conference shall be started and ended within the specified time limit.

LANGUAGES

6. English and French shall be the official languages of the Africa Scout Conference. Other languages may be used if necessary, provided suitable translations are made available.

PROGRAMME

7. The Conference programme shall include the following essential features: reports, study papers, discussion groups, election of the Africa Scout Committee and their investiture, and fellowship activities.
8. Draft copies of the Conference programme shall be sent to Member and Associate Member Scout Organizations, members of the Africa Scout Committee and all others concerned, at least six months before the start of the Conference, for their information and suggestions

VOTING

9. Delegates of Member and Associate Member Organizations of the Africa Scout Region shall have the right to vote at all business sessions of the Conference.
10. Voting at any meeting of the Conference shall be by Member Organizations, each organization having a maximum of six votes.
11. Observers shall be allowed to participate in the deliberations but they shall not take part in the voting.
12. Voting shall be by ballot or by show of hands as the situation may require.

13. In elections nothing may be entered on the ballot or voting paper except the number of votes cast. The voting paper shall not be signed.
14. Three tellers shall be appointed by the Africa Scout Committee to count the number of votes cast and to announce the results of any vote taken. If any member country wishes to abstain from voting, the paper must be returned marked "ABSTAIN" and any such action shall have no significance in determining the results of the ballot. All voting papers must be returned to the tellers.
15. After the announcement of all election results, the ballot papers shall be destroyed by the tellers who are bound to secrecy, and the number of votes shall not be announced.

STUDY PAPERS

16. In order to afford delegates an opportunity of being informed beforehand by their Member Organizations, the Member Organization opening any important subject for discussion is required to submit the study paper in English or French so as to reach the Africa Regional Office of the World Scout Bureau not later than two months before the opening date of the Conference. If the study is not so received the subject may be dropped from the agenda.

DISCUSSION GROUPS

17. Discussion groups composed of at least three delegates from different Member Organizations shall be organized during the first day of the Africa Scout Conference by the Africa Scout Committee.
18. Each discussion group shall meet separately at such time and place as may be designated by the Conference chairman.
19. Each discussion group shall be identified by a certain numeral topic and shall be under the charge of the group chairman and a rapporteur.
20. Specific topics or subjects shall be discussed by each group and report on the results of the study meeting shall subsequently be submitted at the designated session of the Conference by the group chairman or the group rapporteur.
21. Observers may attend and take part in the discussion groups of their choice.

REMARKS AND SPEECHES

22. In order to give ample opportunity to all who wish to speak on any specific subject, remarks or speeches on the floor shall, except when they relate to study papers, be limited to five minutes for each speaker inclusive of the time taken for translation.
23. Speakers shall give their names and the names of their Member Organizations every time they speak.

RESOLUTIONS

24. Prior to the opening of the Conference, the Africa Scout Committee shall appoint a resolutions committee consisting of at least five members coming from different Member Organizations.
25. All resolutions that are to be presented to the Conference shall first be submitted to the resolutions committee, which shall arrange for their drafting in proper form and for their translation and shall present them at the appropriate session of the Conference.
26. Before any resolution or amendment can be put to the Conference, it must be formally proposed and seconded. Both the proposer and the seconder shall not come from the same Member Organization.
27. Resolutions shall be adopted by a simple majority of votes cast; except for resolutions relating to the amendment of the Constitution (Article XI, paragraph 2 of the Constitution).
28. The number of votes shall not be announced, but may be given if it is the general wish of the Conference except in the case of elections and other voting affecting personalities.



29. If an equal number of votes are given for and against a resolution or amendment, the resolution or amendment shall be defeated.
30. When an amendment is made to a resolution, the amendment shall first be put to the Conference for voting before the original resolution. If the amendment is lost, the resolution shall then be put to the Conference for voting. If the amendment is passed then the resolution shall be amended accordingly before it is put to the Conference.
31. Resolutions of courtesy, congratulations and condolence shall be initiated by the resolutions committee without prejudice to any delegation presenting resolutions of this nature.
32. Should any Member Organization desire to place a resolution before the Conference, particularly one affecting or interpreting policy, precept or principle, a draft shall be forwarded to the Africa Regional Office of the World Scout Bureau and the Africa Scout Committee, at least two months before the opening date of the Conference in order that the subject may be considered by the World Scout Committee and other Member Organizations.
33. a) All resolutions adopted or approved by the Africa Scout Conference regarding matters involving policy, precept or principle shall be forwarded to the World Scout Committee and the World Scout Conference for appropriate action.
b) All resolutions adopted by the Africa Scout Conference on matters other than those covered in a) shall be implemented by the Africa Scout Committee with the help of the Africa Regional Office of the World Scout Bureau.

AMENDMENTS

34. The Rules of Procedure may be amended by the Africa Scout Conference at any of its meetings by a simple majority of the votes cast. Texts of proposed amendments shall be communicated by the Africa Regional Office to all Member Organizations in the Africa Region, and members of the Africa Scout Committee, at least two months before the time of the meeting of the Africa Scout Conference. Amendments so carried by the Africa Scout Conference shall become effective upon approval by the World Scout Committee.

