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DRAFT Version 1

Rules of Procedure

Draft Rules of Procedure 25th European Scout Conference

Rules of Procedure

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These draft Rules of Procedure are sent for approval by Member Organizations by Postal Vote on 26th November 2024.

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Languages

The official languages of the World Organization are English and French. The World Scout Bureau will make all Conference Documents available in both languages. When possible, it endeavours to make them available also in Arabic, Russian and Spanish - the three additional working languages of WOSM.

In the event of a conflict arising out of the interpretation of this Conference Document or any other official document of the World Organization, the English text shall prevail.

Preamble

The triennial meeting of the European Scout Conference (hereafter the Conference) and its general conduct is outlined in the Constitution of the European Scout Region (September 2022) (hereafter the Constitution).

According to Article III.5.a of the Constitution, the European Scout Conference shall record and adopt its own Rules of Procedure.

The Rules of Procedure are proposed by the European Scout Committee for formal approval by Member Organizations before each ordinary meeting of the Conference.

The following Rules of Procedure are designed to allow for flexibility in the modalities of delivering the Conference. Additionally, flexibility is given for the continual development of the Conference Agenda, which will be communicated to Member Organizations as preparations advance.

1. Notice of Meetings

- a. The notice of the ordinary meeting of the Conference shall be communicated by the World Scout Bureau – Europe Support Centre to all Member Organizations at least six months in advance of the opening day of the Conference.
- b. This notice, to such extent as may be possible, shall include a first version of the proposed agenda.
- c. All references to dates and times with the Conference Agenda and Rules of Procedure are to be calculated as the Central European Summer Time Zone (CEST) if not otherwise stated.

2. Agenda items from Member Organizations

- a. The European Scout Committee shall invite Member Organizations to suggest subjects for inclusion in the agenda
- b. Any topics that require a two-thirds majority decision (Rule 6.b) must be proposed at least five months before the opening date of the Conference.
- c. Any other proposals must be submitted no later than three months before the opening day of the conference.

3. Conference Officers

- a. **Conference Co-Chairpersons:** The European Scout Committee shall appoint two Co-Chairpersons of the Conference. The appointment shall be valid only for the period of each ordinary meeting of the Conference. The Conference Co-Chairpersons' ruling during a plenary session is final.
- b. **Conference Secretary:** The Regional Director shall serve as the Secretary of the Conference.
- c. **Conference Steering Committee:** The Conference Co-Chairpersons and the Regional Director shall serve as the Steering Committee of the Conference. The European Scout Committee may appoint other members to the Steering Committee as appropriate. The Steering Committee oversees the proceedings of the Conference. The function of the Conference Steering Committee includes credential matters, the determination of quorum, based on the number of Member Organizations present, and the implementation of the Code of Conduct in consultation with the Ethics Committee when needed.
- d. **Tellers:** At the Opening Session of the Conference, the European Scout Committee shall recommend Tellers for appointment by the Conference. Tellers are to be delegates or observers of a Member Organization present at the Conference.
 - a. If the Conference does not approve the recommendation, Member Organizations may propose alternative lists of three Tellers for a vote.

The Tellers will oversee the voting procedure and count or verify the number of votes recorded.

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

The European Scout Committee shall, no later than four months before the opening day of the Conference, request Member Organizations to nominate persons for the Resolutions Committee. Such persons are to be delegates or observers of a Member Organization present at the Conference.

The European Scout Committee shall, no later than three months before the opening of the Conference, provisionally appoint four to six members to serve as the Resolutions Committee and appoint its Chairperson from within those members. It will draw these appointees from the nominations received and from other individuals based on the required expertise and cultural diversity.

Any provisionally appointed person will require the endorsement of their Member Organization.

The European 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 four to six members to form the Resolutions Committee for a vote.

4. Delegates and Observers

Delegations are formed by delegates and observers of a Member Organization. The European Scout Committee can determine the maximum size of delegations at its discretion and on the recommendation of the Host Team.

To increase youth engagement in decision-making and uphold the responsibility entrusted to Member Organizations, each Member Organization is encouraged to ensure that two-fifths of their entire delegation (delegates and observers) are young people under the age of 30.

- a. **Delegates:** Each Member Organization may have up to six delegates, each a WOSM registered member of the Organization they represent. Each Member Organization is encouraged to ensure that at least half of their delegates are young people under the age of 30.
In accordance with the policy on payment of registration fees, a Member Organization will lose the right to vote if the regional and/or world registration fees are not fully paid within one year of the invoice date. The right to vote can also be lost due to provisional suspension of Membership (World Constitution Article VIII).
- b. **Observers and Guests:** Other members of Member Organizations may attend as observers with the approval of their International Commissioner or Official Contact.
- c. At the discretion of the European Scout Committee, representatives from other organisations may be invited as guests. Observers and guests may take part in discussions with the consent of the Co-Chairpersons but have no vote.
- d. **Credentials:** Delegates and Observers must be registered online prior to the Conference by the International Commissioner or the Official Contact recorded for the Organization in the World Scouting Directory. Alternatively, a letter listing the Delegates and Observers can be sent to the World Scout Bureau - Europe Support Centre signed by the International Commissioner or the Official Contact recorded for the Organization in the World Scouting Directory.
- e. Guests will be formally invited and registered by the World Scout Bureau – Europe Support Centre as attendees to the Conference.

- f. **Quorum:** In accordance with Article III.3 of the Constitution, a quorum is constituted by the presence of at least one-half of the Member Organizations not provisionally suspended at the Opening Session. The quorum will be confirmed at the Opening Session of the Conference by the Conference Steering Committee.
- g. **Proxies:** A Member Organization that cannot attend 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.
 - a. Any Member Organization giving a proxy shall notify the World Scout Bureau—Europe Support Centre electronically in writing before the Opening Session of the Conference. The proxy must be signed by the International Commissioner or an Official Contact of that Member Organization.
 - b. A Member Organization holding the proxy of another Member Organization may use that proxy only to vote on behalf of the absent Member Organization.

5. Opening of the Conference

- a. The official start of the Conference is the formal Plenary Session, which is chaired by the Conference Co-Chairpersons and entitled 'Opening Session'.

6. Resolutions of the Conference

- a. Resolutions of the Conference concern the following:
 - a. general policy and standards of the World Organization as applicable in Europe and worldwide;
 - b. recommendations presented by the European Scout Committee and the Member Organizations;
 - c. determination of the annual registration fee;
 - d. amendments to the Constitution.
- b. Proposals on the following matters require a two-thirds majority:
 - a. annual regional registration fee rate (Article VI.1 of the Constitution);
 - b. amendments to the Constitution (Article VII.2 of the Constitution);
 - c. major change of policy.

6.1. Submission of Draft Resolutions

- a. The European Scout Committee may submit proposals requiring two-thirds majority and Draft Resolutions for consideration by the Conference no later than four months before the opening date of the Conference.
- b. Member Organizations may submit proposals requiring a two-thirds majority (Rule 6.b) to reach the World Scout Bureau—Europe Support Centre not less than five months before the opening day of the Conference. The European Scout Committee may consider the proposal before it is submitted to Member Organizations at least four months in advance of the meeting.
- c. Member Organizations may submit Draft Resolutions for consideration by the Conference by sending them to the World Scout Bureau – Europe Support Centre no later than three months before the opening day of the Conference
- d. Proposed Draft Resolutions submitted by Member Organizations must be seconded by one or more other Member Organizations.
- e. Draft Resolutions may be submitted in English or French and must include a brief explanation or justification for the proposal.
- f. The World Scout Bureau – Europe Support Centre will circulate the received Draft Resolutions to Member Organizations at least two months before the opening day of the Conference.

6.2. Circulation of Draft Resolutions prior to the Conference

- a. Before the circulation of the Draft Resolutions to Member Organizations, the Resolutions Committee shall recommend to the proposing Member Organizations any changes necessary to ensure that Draft Resolutions comply with the Resolution and Amendment Guidelines¹. Member Organizations may also consult the Resolutions Committee before 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.
- c. The Resolutions Committee will inform the Conference of those Draft Resolutions which 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.
- d. The World Scout Bureau – Europe Support Centre shall translate the Draft Resolutions into English and French.
- e. The World Scout Bureau – Europe Support Centre 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. The background information document will not take a position on the worthiness or the desirability of the Draft Resolution. The background information document shall be available in English and French.
- f. The World Scout Bureau – Europe Support Centre shall post the Draft Resolutions and the background information documents in the European Guide and Scout Conference website.
- g. The Resolutions Committee shall encourage discussion and debate, notably via digital discussion tools, among Member Organizations and the European Scout Committee concerning proposed Draft Resolutions. The intention of the discussions is to increase understanding, build consensus on proposals, and encourage amendments to be submitted before the Conference.
- h. Draft Resolutions which are consensual in nature, do not propose new policies or do not request specific actions to be taken by the European Scout Committee or Member Organizations, can be considered by the Conference by “declaration” or another form of endorsement. The Resolutions Committee will include these proposals in its report to the Conference.
- i. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission during the Conference.
- j. Messages of good wishes to the Conference will not normally be read but will be referred to the Resolutions Committee for appropriate action.

6.3. Submission and Circulation of Amendments

- a. The Resolutions Committee shall encourage Member Organizations to submit any proposed Amendments to Draft Resolutions ahead of the Conference.
- b. Any Member Organization wishing to submit Amendments to a Draft Resolution, constitutional amendment or items requiring a two-thirds majority may do so from two months before the start of the European Scout Conference until a deadline no later than 24 hours before the start of the first voting session on the Conference Resolutions. The exact deadline will be communicated during the Opening Session of the Conference.
- c. Amendments must be proposed and seconded by separate Member Organizations.
- d. Amendments submitted before the Conference will be made available with regular notifications to Member Organizations on the Conference website after being reviewed by the Resolutions Committee.

¹ Excluding proposals submitted in accordance with Rule 6. b which are reviewed by the European Scout Committee in consultation with the Constitutions Committee.

- e. Amendments must be submitted electronically in writing to the Resolutions Committee in English or French.
- f. Only the amendments that have been submitted according to the requirements shall be voted on in the plenary session.
- g. No amendments to proposals requiring a two-thirds majority (Rule 6b) may be accepted, except those which either:
 - a. remove ambiguities or otherwise clarify the draft which has been circulated or
- h. in the opinion of the Resolutions Committee represents an intermediate position between the proposal and the current position or policy.
- i. Rules 6.3a to 6.3g apply to any additional amendments to proposed amendments submitted and circulated before the deadline.
- j. The report of the Resolutions Committee shall include all Draft Resolutions and Amendments submitted, in their final form, which have not been subsequently withdrawn by the proposer.
 - a. The Resolutions Committee shall also recommend to the Conference whether each Draft Resolution and proposed Amendments comply with the Resolution and Amendment Guidelines.

6.4. Emergency Resolutions

- a. No Draft Resolutions can be submitted within three months of the opening date of the Conference. However, Emergency Resolutions can be submitted, provided that the proposed Emergency Resolution:
 - a. deals with a subject that is urgent and that cannot wait until the next Conference,
 - b. relates to events that occurred after the deadline for submitting Draft Resolutions and
 - c. is proposed by either the European Scout Committee or Member Organizations. If a Member Organization proposes an Emergency resolution, it must be seconded by at least five other Member Organizations.
- b. Emergency Resolutions may be submitted in English or French within three months before the start of the European Scout Conference until a deadline no later than 24 hours before the start of the first voting session on the Conference Resolutions. The exact deadline will be communicated during the Opening Session of the Conference. Submitted Emergency Resolutions will be made available in English and French on the Conference 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 requirements of Rule 6.4a. 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 five other Member Organizations.

7. Elections to the European Scout Committee

7.1 Eligibility

- a. Under Article IV.2 of the Constitution, members of the European 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 European Scout Conference.
- b. Without exception, only one elected member from any Member Organization may serve on the Committee at any time.

7.2 Nomination Process

- a. The World Scout Bureau—Europe Support Centre will notify all Member Organizations of the status of each existing member of the Committee six months before the Conference. That notification shall call for nominations for candidates for election or re-election.
- b. Candidatures must be submitted to the World Scout Bureau—Europe Support Centre no later than four months before the opening day of the Conference.
- c. No further nominations will be accepted after the four-month deadline unless there is an insufficient number of candidates.
- d. If there is an insufficient number of nominations of candidates, a process will be communicated by the World Scout Bureau – Europe Support Centre to Member Organizations after consultation with the European Scout Committee.
- e. No later than one month before the opening date of the Conference, the World Scout Bureau – Europe Support Centre will communicate the list of candidates to Member Organizations. The list of candidates will only be communicated once nominations are closed.

7.3 Presentation of Candidature

- a. Candidates will be permitted to present their candidature in a format communicated at least a month before the Conference.

8. Invitation to host the European Scout Conference

- a. Bidding for the European Scout Conference will follow the call for invitations and process outlined by the European Scout Committee.
- b. A bidder is a Member Organization or alliance of Member Organizations standing as a candidate to host the European Scout Conference.
- c. A list of bidders to host the European Scout Conference will be circulated to all Member Organizations no later than one month before the opening date of the conference.

9. Voting Protocols and Procedures

9.1. Voting on Draft Resolutions and Amendments

- a. Where an Amendment to a Draft Resolution is proposed, the Amendment will be put to the Conference for a vote first before the original Draft Resolution.
- b. If the Amendment is lost, the original Draft Resolution is then put forward.
- c. If the Amendment is carried, then the Draft Resolution is amended accordingly before it is put forward.
- d. In the case of several contradictory Amendments the Resolutions Committee will decide the order in which the Amendments are considered.
- e. In accordance with Article III.4 of the Constitution, voting at any meeting of the European 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.
- f. Voting may be by electronic means or by a show of voting cards, as ordered by the Co-Chairpersons.
- g. In the event of a problem with the electronic voting system or when called for by a majority of Member Organizations, the Co-Chairpersons will allow for the use of a backup system established by the World Scout Bureau – Europe Support Centre.
- h. 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.

- i. If used, voting papers spoiled either deliberately or inadvertently shall count neither 'for' nor 'against' and are not included in determining the number of votes cast.
- j. 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 Co-Chairpersons shall consider the circumstances and take such action as they shall judge appropriate within the Constitution and these Rules of Procedure.
- k. In accordance with the Constitution, 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.
- l. If an equal number of votes is given 'for' and 'against' a motion or an Amendment requiring a simple majority, the Co-Chairpersons shall not be entitled to give a casting vote, and the motion or Amendment will be lost.
 - a. Where exactly a two-thirds majority of votes are cast for a matter specified in Rule 6.4.h the motion shall be carried.
- m. If used and where a show of voting cards indicates that a substantial majority exists either 'for' or 'against' the motion, the Co-Chairpersons 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.

9.2 Election of the European Scout Committee

- a. **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.

In the event of a problem with the electronic voting system, or when called for by a majority of Member Organizations, the Co-Chairpersons will allow for the use of a backup system established by the World Scout Bureau - Europe Support Centre.

When used, nothing may be entered on the paper ballot except the number of votes. Each delegation must record a total of 36 votes and no more than six votes for any one candidate, otherwise the ballot is void.

When an electronic voting system is used, each delegation must record a total of 36 votes and no more than six votes for any one candidate, otherwise the electronic ballot will not be accepted by the electronic voting system.

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 Co-Chairpersons of the Conference session in which the election is taking place. The Co-Chairpersons shall consider the circumstances and take such action as they shall judge appropriate within the Constitution and these Rules of Procedure.

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

- b. **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.

9.3 Vote to host the European Scout Conference

- 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.

In the event of a problem with the electronic voting system, the Co-Chairpersons will allow for the use of a backup system.

The head of each delegation is given an 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 only one Member Organization or alliance of Member Organizations stands 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 two or more Member Organizations or alliances of Member Organizations stand as candidates to host an event, the candidate who receives the most votes shall be deemed appointed by the Conference to host the event.

10. Code of Conduct

- a. In keeping with Scouting values and to ensure a safe space for all, all conference attendees are required to adhere to the Conference Code of Conduct.
 - a. This Code of Conduct is circulated in advance of the Conference to all attendees and is also made available through the Conference's communication channels.
 - b. In line with the World Safe from Harm Policy, all attendees must complete an eLearning training course to familiarise themselves with the Conference Code of Conduct prior to the Conference.
- b. All candidates to the European Scout Committee must familiarise themselves with and abide by the [WOSM Code of Conduct for Elections](#) when promoting their candidature. All campaigns should uphold Scouting values and be representative of WOSM's commitment to ensuring a democratic, free, fair, and transparent process to ensure equal opportunity for any candidate running for election.
- c. To ensure an honest, transparent, and fair procedure, as well as to ensure equal conditions and opportunities for all Member Organizations in relation to bids for the Regional Scout Conference, all bidding candidates and all Member Organizations are required to follow the [Code of Conduct – Bidders World Scout Events](#).
- d. All Member Organizations and attendees of the Conference have an obligation to immediately report any allegations of non-compliance of either Code of Conducts through the process outlined in the [Complaints Policy](#) of the World Organization of the Scout Movement.

11. Languages

- a. The official languages of the European Scout Region and the Conference are English and French. All agenda items, Draft Resolutions and Amendments must be presented in both languages.

12. Speeches and 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 for each speaker to give all who wish to speak the opportunity. This limit may be varied only at the discretion of the session's co-chairpersons.

- a. Speakers, having been recognised by the Co-Chairpersons, are required to preface their remarks by giving their name and that of their Member Organization or Committee.
- b. 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 Co-Chairpersons.
- c. No advertising material for Scouting or commercial purposes shall be distributed within the Conference hall.

13. Platform

- a. During Conference plenary sessions, the Co-Chairpersons will decide who will be invited to occupy seats on the platform or any virtual tool.

14. Force Majeure

- a. In case of Force Majeure - an event of a sudden and unexpected nature, not in the control of any of the parties related to the catastrophic effect of forces of nature, epidemic or pandemic of infectious diseases, acts of executive and legislative authority, including acts of authority of a state other than the Host Country or the acts of the authorities of international organisations, including in particular those of state authorising, including states other than the Host Country, and international authorities, related to the reduction of the effects of the epidemic and pandemic infectious diseases, as well as disorder of collective life (e.g. riots, conflicts, wars, state of emergency, strike, etc.) the consequence of which is or may be the difficulty and of inability to organise and deliver the European Scout Conference caused (among other things) by limitation the entry of participants into the territory of the Host Country restrictions related to the organisation of mass events, the withdrawal of participants in the event due to the concern of health, life or guidelines and advices of state or international authorities and organisations - the European Scout Committee can take the exceptional measures the deem appropriate (e.g. on-line participation and voting, extra support for attendance) to ensure the successful development of the Conference.

This version was endorsed by the European Scout Committee on 17 November 2024

