



DOCUMENT

2b

Resolution and
Amendment Guidelines

Conference Document 2b

Resolution and Amendment Guidelines

Conference Document 2b

Table of Contents

Introduction	3
Key Resources for Decision-Making in WOSM	3
Getting Support	3
1. Draft Resolutions	4
1.1 Considerations.....	4
1.1.1 Purpose.....	4
1.1.2 Policy.....	4
1.1.3 Scope.....	4
1.1.4 Historical.....	4
1.1.5 Structure.....	5
1.1.6 Length.....	5
1.1.7 Language and Writing Style.....	5
1.2 Timeline.....	5
1.3 Proposing.....	6
1.4 Presenting.....	6
1.5 Withdrawing.....	6
2. Amendments	6
2.1 Considerations.....	6
2.2 Timeline.....	7
2.3 Proposing.....	7
3. Emergency Resolutions	7
3.1 Considerations.....	7
3.2 Timeline.....	8
3.3 Proposing Emergency Resolutions.....	8
Annex 1 – Checklist for proposals of Draft Resolutions and Amendments	9
Annex 2 – Example of a Draft Resolutions	11
Annex 3 – Examples of Amendments	12

Introduction

The Resolution and Amendment Guidelines (henceforth “Guidelines”) are a resource supporting the European Scout Conference (“Conference”) Rules of Procedure (“Rules of Procedure” or “RoP”). These Guidelines are aimed at helping Member Organizations (“MOs”) and their delegations better understand the process of drafting and amending proposals for consideration by the Conference.

The Guidelines will also be used by the Resolutions Committee to guide their support to NSOs and assist in reviewing Draft Resolutions, Amendments, and Emergency Resolutions. The Resolutions Committee will help to ensure through its support to Member Organizations that all proposals are concise, relevant, in plain language, and easy to understand.

A checklist is provided to highlight key points for consideration in drafting and amending resolutions, along with some examples for reference purposes.

Key Resources for Decision-Making in WOSM

- [Conference Website – 25th European Scout Conference 2025](#)
- [25ESC Conference Document 1 – Regional Constitution \(2022\)](#)
- 25ESC Conference Document 2 – Rules of Procedure for the 25th European Scout Conference (2025)
- 25ESC Conference Document 2 Annex 2A: Terms of Reference of the Resolutions Committee
- 25ESC Conference Document 2 Annex 2B: Resolution and Amendment Guidelines (*the document you are reading now*)
- [World and European Scout Conference Resolutions’ Databases](#)

Getting Support

Please reach out to the Resolutions Committee via **resolutions.esc@weconnect.eu.com** to receive support and guidance on drafting your resolutions and amendments.

The Resolutions Committee helps to ensure these Guidelines are followed.

1. Draft Resolutions

The information below on Draft Resolutions is based on sections 6.1 and 6.2 of the Rules of Procedure for the 25th European Scout Conference 2025.

1.1 Considerations

If your delegation intends to write a proposal for consideration by the Conference, you will need to consider what type of proposal it is. It can either be a Draft Resolution, a Constitutional Amendment or Amendments to the draft Regional Scout Plan.

Draft Resolutions are proposals submitted for consideration by the Conference that provide high-level guidance to the Movement; they often make specific requests for actions to the Movement overall, the European Scout Committee, and/or the World Scout Bureau Europe Support Centre or Member Organizations. They also address topics which are typically related to policies or are more sensitive in nature. Another specific proposal type is amendments to the Constitution of the European Scout Region.

Proposals which are more operational in nature are normally considered through the European Regional Scout Plan. Member Organizations can contribute to the plan by providing their feedback during the development phase or proposing Amendments to the objectives once the draft European Regional Scout Plan is communicated.

Reflections

- *Does your Draft Resolution target and address issues at the highest governance level?*
- *How much detail have you included? The more detail there is, the more operational a Draft Resolution becomes.*

1.1.1 Purpose

Draft Resolutions need to align with Articles I, II, and III of the Constitution of the European Scout Region and provide a broad overview of WOSM's as well as the European Scout Region's organisational focus.

Reflections

- *Have you aligned your Draft Resolution with WOSM's Vision as well as with the purpose and vision of the European Scout Region? Its implementation can become much easier to fit into working groups and budget allocations if it is.*

1.1.2 Policy

All related policies must be reviewed during the preparation of a Draft Resolution and clearly referenced if applicable.

Reflections

- *How will your Draft Resolution affect the overall organisation of WOSM and the European Scout Region in particular? Is it in line with existing policies or recommending changes to a policy?*
- *Have you considered the impact it could have on the policies of Member Organizations? This could indicate the level of support you might get from other Member Organizations.*
- *Be aware that changes to one policy may lead to changes and adaptations in other policies.*

1.1.3 Scope

Any Draft Resolution being proposed must be realistic and, if applicable, be actionable in alignment to the functions of the European Scout Committee and the World Scout Bureau Europe Support Centre.

Reflections

- *Have you considered all practical aspects, including who will need to be accountable for implementing the Draft Resolution?*
- *Are the estimated financial needs and other resources practical for being able to implement the Draft Resolution expediently?*

1.1.4 Historical

Past decisions and Conference Resolutions should be considered. All Resolutions adopted by the European Scout Conference are accessible in the [Learning Zone](#).

Reflections

- What is the perceived impact of any previous decision/resolution?
- What is the current status of any previous decision/resolution?
- What difference would your new Draft Resolution bring?
- Is there an existing resolution that supports the Draft Resolution being prepared?
- If your Draft Resolution is passed, would this cause an existing resolution to be void or need to be revisited?

1.1.5 Structure

Resolutions have a particular structure and should be concise and relevant. Resolutions should include a brief explanation, resolution title, background considerations, and proposed actions. Examples are provided at the end of this document for reference.

1.1.6 Length

Resolutions should be short and concise. It can be assumed that if a resolution is lengthy that it may be unrealistic for the Movement to implement, is too operational in nature, and that the writing style is overly complex.

1.1.7 Language and Writing Style

When writing a Draft Resolution, ensure that the style of writing and word usage is easy to understand. Respecting cultural and language diversity will ensure that everyone feels included in the process. Much like our organisation, our language must also be inclusive.

Online tools can be used to check grammar and readability and help to suggest text that is more concise.

1.2 Timeline



1.3 Proposing

Before submitting a Draft Resolution, ensure that all the points in the checklist (see Annexe 1) have been addressed. Submission of a Draft Resolution can be made by filling out the Draft Resolutions template and submitting it to resolutions.esc@weconnect.eu.com or through other processes communicated by the World Scout Bureau Europe Support Centre well in advance of the submission deadlines.

After submitting a Draft Resolution, the Resolutions Committee may contact the proposing Member Organization to share feedback or recommendations in line with these Guidelines.

The World Scout Bureau Europe Support Centre will put together background information that provides a neutral perspective on aspects including any financial, historical, policy and human resources information and the estimated effects that implementing the Draft Resolution might have on these areas and the organisation. The proposing Member Organization will have visibility on this document before it is communicated to all members.

1.4 Presenting

Any Member Organization proposing a Draft Resolution will be expected to support it and needs to be prepared to present it during a webinar prior to the Conference.

The proposing Member Organization also needs to be available to present or discuss their Draft Resolution during any applicable plenary or breakout session(s) at the Conference.

1.5 Withdrawing

Withdrawing a Draft Resolution can be done at any time until the moment that it is due to be voted on at the Conference. Withdrawing a Draft Resolution can only be done by the proposing Member Organization.

Withdrawing a Draft Resolution can be done by emailing the Resolutions Committee at resolutions.esc@weconnect.eu.com or orally at the moment the Conference Chairperson calls for a vote on the Draft Resolution.

2. Amendments

The information below on Amendments to Draft Resolutions and on Constitutional Amendments is based on section 6.3 of the Rules of Procedure for the 25th European Scout Conference 2025.

2.1 Considerations

If your delegation intends to propose an Amendment to a Draft Resolution, to an objective of the draft Regional Scout Plan, or to the Constitution of the European Scout Region for consideration by the Conference, you will need to consider whether it meets the requirements of being an Amendment. Amendments need to be related to the topic of the proposal they seek to amend and not completely change it, along with ensuring that they are not basic corrections for spelling and grammar.

2.2 Timeline



2.3 Proposing

Proposals for amendments should be submitted well in advance of the conference to ensure that member organizations have sufficient time to consider the amendments and make the decisions.

Before submitting an Amendment, ensure that all the points in the checklist (see Annex 1) have been addressed. Submission of an Amendment can be made by filling out the Amendment template and submitting it to resolutions.esc@weconnect.eu.com or through other processes communicated by the World Scout Bureau well in advance of the submission deadlines.

After submitting a proposal for an Amendment, the Resolutions Committee may contact the proposing Member Organization to share feedback or recommendations in line with these Guidelines.

3. Emergency Resolutions

The information below for Emergency Resolutions is based on section 6.4 of the Rules of Procedure of the 25th European Scout Conference.

3.1 Considerations

If your delegation intends to propose an Emergency Resolution, you need to ensure that it meets all requirements in the Conference Rules of Procedure section 6.4, including ensuring it is urgent and important, and that there is sufficient support of seconders.

Emergency Resolutions must be urgent and important in nature and cannot be used for matters that have been forgotten within the communicated timelines.

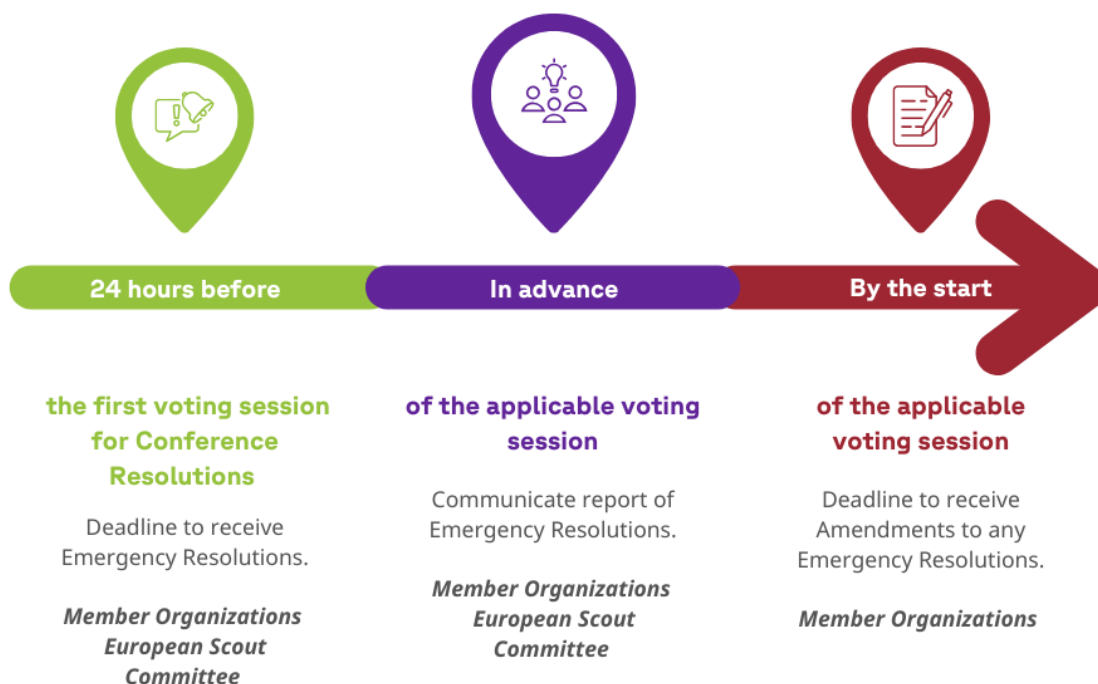
“Urgent” refers to a matter that has come to light between the Draft Resolution submission deadline and the Conference, and which cannot be postponed to the next Conference.

“Important” refers to a matter of such importance that it requires the immediate attention of the European Scout Conference in session.

Reflections

- *Is the proposed Emergency Resolution of such urgency that it cannot be delayed until the next meeting of the Conference?*
- *Is the topic of the proposed Emergency Resolution of such importance that it requires immediate attention of the Conference in session?*

3.2 Timeline



3.3 Proposing Emergency Resolutions

It is highly recommended that Emergency Resolutions are submitted in advance of the Conference, however, it is noted that matters of critical importance and urgency could arise last minute and may need to be considered by the Conference when it is in session.

Before submitting a draft Emergency Resolution or any Amendment to a draft Emergency Resolution, you must ensure that all the points in the checklist (see Annexe 1) have been addressed. The submission of draft Emergency Resolutions can be done by filling out the Draft Resolution template and submitting it to resolutions.esc@weconnect.eu.com or through other processes communicated by the World Scout Bureau well in advance of the submission deadlines.

After submitting a draft Emergency Resolution, the Resolutions’ Committee may contact the proposing Member Organization to share feedback or recommendations in line with these Guidelines.



Annex 1 – Checklist for proposals of Draft Resolutions and Amendments

This checklist is for Member Organizations and the Resolutions Committee to use when drafting or reviewing a proposal to help ensure that the Resolution and Amendment Guidelines for the 25th European Scout Conference are followed.

TYPE OF PROPOSAL

Select which type of proposal is relevant for what your Member Organization wishes to submit for consideration by the Conference. Fulfill the requirements for the type of proposal and then move on to the considerations' section.

1. RESOLUTIONS

*Resolutions are not operational in nature but provide high-level guidance to the Movement. Only **one** of the following requirements is needed:*

- Change or acceptance of new policy
- Sensitive topic that requires the clear approval of Member Organizations
- Approval of a Triennial Plan
- Regional annual registration fee

2. CONSTITUTIONAL AMENDMENTS

*Constitutional Amendments are simply proposals which would amend the Constitution of the European Scout Region. **All** the following requirements are needed:*

- Amending the Constitution of European Scout Region

3. PLAN OBJECTIVES OF THE EUROPEAN REGIONAL SCOUT PLAN

*The European Regional Scout Plan describes the European Scout Region's strategic priorities for the next three years. Member Organizations can propose amendments to the objectives of the European Regional Scout Plan by following the considerations and timelines for amendments. Only **one** of the following requirements is needed:*

- New priority and how to execute it
- Best way to conduct a current or ongoing project or action
- Next steps on work established by a Task Force or Working Group

4. EMERGENCY RESOLUTIONS

*Emergency Resolutions are outlined in the Rules of Procedure to allow a resolution to be submitted to the Conference if the situation warrants it. **All** the following requirements are needed:*

- Urgent matter that has come up in the months ahead of the Conference
- Important matter that cannot be dealt with by other WOSM bodies between Conferences (e.g. World Scout Committee, Regional Committees, standing committees, Member Organizations or World Scout Bureau)

5. AMENDMENTS

*An Amendment is of Draft Resolutions, Constitutional Amendments, objectives of the European Regional Scout Plan, or Emergency Resolutions. **All** the following requirements are needed:*

- Related to the topic raised in the proposal being amended
- Does not completely change the subject matter of the proposal being amended
- Does not correct spelling and grammatical errors

Amendments - additional requirement

*For Amendments to proposals requiring two-thirds majority, on top of the previous, **one** of the following requirements is needed:*

- Removes ambiguities or provides clarification of the proposal being amended
- Presents an intermediate position of the proposal being amended and current situation

CONSIDERATIONS

Check all the required considerations below for Draft Resolutions, Emergency Resolutions and Amendments (proposal types 1, 4 and 5) before moving to the submission section. The considerations in this section might not all be relevant for Constitutional Amendments and proposals of amendments of objectives of the European Regional Scout Plan but can be considered as applicable.

1. PURPOSE

***All** of the following considerations are needed:*

- The proposal is consistent with the purpose and vision of the European Scout Region of WOSM

2. POLICY

***Some** of the following considerations are needed, as applicable:*

- Fundamental policy changes are consistent with advancing the purpose of the European Scout Region of WOSM
- Reasoning is included in the Brief Explanation if there is a conflict with existing policies

3. SCOPE

Some of the following considerations are needed, as applicable:

- It is clear on who is to act on the requests of the proposal
- The European Scout Committee and/or the World Scout Bureau Europe Support Centre can implement the proposal within their functions, if applicable
- It is feasible for Member Organizations to implement the proposal, if applicable
- The estimated resources that would be needed to implement the proposal have been considered and are realistic

4. HISTORICAL

All of the following considerations are needed:

- Historical decisions and proposals have been taken into consideration

5. STRUCTURE

All of the following considerations are needed:

- Brief explanation includes a short justification for the proposal
- Resolution title is short and reflects the main aim of the Draft Resolution
- Background considerations' text of the Draft Resolution states the reasons why the issue is being worked on and highlights previous actions or decisions
- Proposed actions text of the Draft Resolution states the solutions being proposed to resolve the issue and requests being made

6. LENGTH

All of the following considerations are needed:

- Short sentences are used
- The Draft Resolution is no more than half a page in length (around 250 words or shorter)

7. LANGUAGE AND WRITING STYLE

All of the following considerations are needed:

- Written in English or French
- Active voice is used to make the Draft Resolution clearer and more direct
- The Draft Resolution is to the point and all words are needed to express clearly
- The writing avoids the use of complex words or jargon
- The Draft Resolution is written with the audience in mind, including understanding what the audience needs to know

SUBMISSION

With the other considerations checked, it is time for submission of the proposal following all of the requirements of this section.

- Submitted by the deadlines stated in the Rules of Procedure
- Submitted through the use of the applicable template or another process communicated by the World Scout Bureau Europe Support Centre
- Proposed and seconded by separate Member Organizations
- Endorsement by the **Head of Delegation** of the proposing and seconding Member Organizations has been provided

Emergency Resolutions and their Amendments – additional requirement

- Seconded by at least five Member Organizations



Annex 2 – Example of a Draft Resolutions

Draft Resolution Title: A concise title that clearly represents the aim of the resolution.

Background considerations: They state the reasons why the issue is being worked on and highlight previous actions or decisions.

Proposed actions: They state the solutions being proposed to resolve the issue and requests being made.

Youth Involvement Policy of the European Scout Region

The 25th European Scout Conference

- Recognising the value of involving and including young people in decision-making for achieving the purpose of Scouting, [use commas to separate pre-ambulatory clauses]
- Considering that Scouting is a Movement of young people, supported by adults, with whom healthy partnerships are established,
- Noting the findings and conclusions of the Assessment Report of the World Scout Youth Forum and Youth Advisors System, which concludes that more work needs to be done,
- Being aware of the individual and organisational benefits of having young people actively involved at all levels, both within the Movement and in society,
- Believing in the active role that young people can play in creating positive change, inside and outside Scouting,
- Recognising the importance of providing opportunities for young members to experience leadership roles and develop 21st Century skills,
- Adopts the policy text contained in Conference Document 9 as the World Scout Youth Involvement Policy; [use semicolons to separate operative clauses]
- Strongly urges National Scout Organizations to implement the policy at all levels within their own organisations by putting a supporting framework in place;
- Requests the World Scout Committee to consider all means by which the policy may be implemented within the World Organization at regional and world levels, including an ongoing review process.



Annex 3 – Examples of Amendments

Original Text	Proposed Amendment
Strive towards more young people in decision-making positions (world and regional)	Strive towards more young people Increase the chances for more young people to be included in decision-making positions (worldwide and regional), including the World Scout Sub-committees, and Regional Committees and their Sub-committees.
Ensure young people are trained and used by WOSM as youth external representative/ spokesperson	Ensure young people are trained, supported and appointed and used by WOSM as external representatives/spokespersons.
Develop an intergenerational dialogue project to foster collaboration between generations in WOSM	Develop and promote the use of an intergenerational dialogue project tool focusing on methodologies, training systems and best practices in order to foster collaboration between generations in WOSM.

