



## 10th Europe Conference 10e Conférence Européenne Bremen, Germany 21 – 25 August 2019

Document 1

### Rules of Procedure

The purpose and principles of the Europe Region of International Scout and Guide Fellowship (ISGF) and the general conduct of its meetings are specified in the Europe Region Constitution. The Europe Region Conference has adopted the following Rules of Procedure so that its meetings may be carried out in good order and that there may be no misunderstanding as to the methods adopted.

#### 1. Chairman of the Europe Region Conference

- a) The Chairman and the Vice-Chairman of the Europe Region Conference are appointed by the Europe Region Conference on the proposal of the ISGF Europe Region Committee.
- b) The Chairman of the Europe Region Committee, the Chairman and the Vice Chairman of the Europe Region Conference, the Chairman of the Host Committee serve as the steering committee of the Europe Region Conference. They shall be responsible for the agenda and the program.
- c) The ruling of the Chairman of the Europe Region Conference is final.

#### 2. Delegates, observers and guests

##### a) Delegates

Each National Scout and Guide Fellowship and the Central Branch of the Europe Region have the right to be represented at meetings of the Europe Region Conference by up to four delegates with voting rights. However, when two National Scout and Guide Fellowships in one country have been recognized as Members, each shall have only two delegates with voting rights.

A form, listing the appointed delegates and identifying the head of the delegation, shall be sent in advance of the Europe Region Conference to the address indicated on the form. Delegates whose names are not listed on the above form shall present, on arrival at the Europe Region Conference venue, an official letter indicating their status signed by the National President, International Secretary or other responsible official of their organisation. An election of four delegates for the Central Branch should be held before the opening of the Europe Region Conference, if there are more than one CB Member in the Europe Region.

##### b) Observers

Observers are ISGF members who belong to a National Fellowship or the Central Branch and are not delegates. They may attend meetings of the Europe Region Conference without voting rights or taking the floor. All observers are welcome to participate in seminars and group meetings.

##### c) Guests

Guests may be invited by the Europe Region Committee and may attend the meetings of the Europe Region Conference without voting rights. They can be invited to address the Europe Region Conference and are welcome to participate in seminars and group meetings.

#### 3. Quorum

Immediately after taking the chair, the Chairman of the Europe Region Conference will ask the Conference Secretary to announce the existence of the quorum that shall be half plus one of the full Members and the CB members of the Europe Region. (Europe Region Constitution article 10.6 and 10.8 proxy). The Secretary of the Conference will also be asked at the commencement of any session where there will be any approval or voting to confirm that the meeting is quorate.

#### 4. Minutes

Two persons will be asked by the Europe Region Committee to make the minutes of the Conference, one in English and one in French.

#### 5. Moving of motions and amendments

a) Any National Scout and Guide Fellowship of the Europe Region with the status of full Member desiring to submit to the Europe Region Conference:

- a subject for discussion requiring a vote;
- a motion upon any matter not already included in the agenda;
- a motion which, if carried, would involve a decision (Europe Region Constitution art.12) or a major change in policy

must forward the draft text to the Europe Region Committee at least **seven months before the opening date of the Europe Region Conference**, in order that the motion may be considered by the Europe Region Committee and National Scout and Guide Fellowships.

Amendments to these motions must be submitted to the Europe Region Committee **at least three months before the date of the Europe Region Conference**.

b) Before a motion or an amendment can be put to the vote of the Europe Region Conference, it must be formally proposed and seconded, except for motions from the Europe Region Committee. The proposer and seconder should be delegates from different National Scout and Guide Fellowships of the Europe Region.

c) Where an amendment is made to a motion, it is the amendment which is first put to the Europe Region Conference for voting, before the original motion. If the amendment is lost, the original motion is then put to the vote. If the amendment is carried, the motion is amended accordingly, before it is put to the vote.

If more than one amendment is made to a motion, the first to be put to the vote is that which, in the judgement of the Chairman of the Conference, changes the original motion most radically. The same rule applies to the order of the other amendments.

d) During the Europe Region Conference, no amendments to motions submitted in accordance with sub-paragraph a) above 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 draft circulated and the status quo.

#### 6. Voting

a) Each NSGF, present or represented by proxy, unless it has lost the right to vote, and the CB shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending. However, in case where two NSGF's in one country have been recognized as Members, each shall have only two votes. They will receive voting cards according to the number of votes they have.

A roll call shall be taken immediately before a voting session of the Europe Region Conference.

b) A National Scout and Guide Fellowship voting by proxy on behalf of another National Scout and Guide Fellowship has the duty to find out as far as possible how the latter Fellowship would have voted on each item submitted to a vote and vote accordingly.

c) Three tellers shall be appointed by the Europe Region Conference on the proposal of the Organizing Committee of the Europe Region Conference, to count the votes, record them and announce the results. Tellers are bound to secrecy. In appointing tellers, the Europe Region Conference must ensure that there are no conflicts of interest.

In the case of a secret ballot, the tellers will return all voting papers to the Conference Secretariat to be destroyed, after the Conference Secretary has recorded the contents.

If a National Scout and Guide Fellowship wishes to abstain from a secret vote, the paper should be returned marked "ABSTAIN". Any such paper is not counted in determining the result of the ballot.

d) A resolution or a motion is carried if a simple majority of the votes cast is given in its favor, except for decisions concerning

- the determination of the annual fee

- amendments to the constitution  
which shall be decided by a two-thirds majority of the votes cast.  
In the event of a tie, the motion shall be defeated.

Where a formal count is taken, the number of votes cast for and against the motion shall be announced.

However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chairman of the Europe Region Conference may dispense with a formal count.

e) If an equal number of votes is given for and against a motion or an amendment, the Chairman of the Europe Region Conference has no casting vote. The motion or amendment will be lost.

f) Voting concerning hosting the next Europe Region Conference, admission of new Members to Europe Region and suspension of membership of Europe Region requires a secret ballot. Other matters may also be voted upon by secret ballot at the discretion of the Chairman of the Europe Region Conference or at the request of two-thirds of the present or represented delegations. Tellers are bound to secrecy and they will return the voting papers to the Conference Secretariat to be destroyed, after the Secretary of the Conference has recorded the contents.

## **7. Languages**

The official languages of the Europe Region Conference are English and French.

## **8. Speeches**

a) Speakers are requested to give their name and the name of their National Fellowship, and to be as concise as possible.

Apart from the formal presentation of motions and amendments, all addresses, speeches, etc. shall be limited to a maximum of five minutes for each speaker, in order to give ample opportunity to all who wish to speak on any subject. The limit may be varied at the discretion of the Chairman of the Europe Region Conference.

b) Observers may speak if invited to do so by the Chairman of the Europe Region Conference.

c) Political material or propaganda of any character, written or verbal, national or international, is not permitted at any meeting of the Europe Region Conference.

## **9. Open session**

a) Any subject proposed for discussion at the open session (without voting) as well as any invitation must be notified in writing to the Europe Region Bureau at the Europe Region Conference, not less than 24 hours before the open session is due to start.

b) Questions to be asked of the Europe Region Committee must be notified in writing to the Europe Region Bureau at the Europe Region Conference, not less than 12 hours before the open session is due to start.

## **10. Platform**

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

The platform party shall normally be limited to the Chairman and Vice-Chairmen of the Europe Region Conference, and the session speakers.

Delegates including the Central Branch shall be seated in the body of the Europe Region Conference hall, where indicated by the organizing committee, in alphabetical order of the names of countries present.

Seating shall be reserved for members of the Europe Region Committee, The Conference Secretary and guests. Observers are invited to occupy the remaining seating.

## **11. Presentations**

Presentations of gifts or votes of thanks are made from the platform by the Europe Committee only. NSGFs shall have a dedicated place at the end of the Conference..

## **12. Amendments to the Rules of Procedure**

The present Rules of Procedure may be amended by the Europe Region Conference at any of its meetings by a simple majority.

Proposals for amendments are to be submitted 7 months in advance of the Europe Region Conference and any sub amendment 3 months in advance of the Europe Region Conference. The Chairman of the Europe Region Conference shall announce any such proposals at the opening session. If no proposals for amendments are put forward, the present Rules are considered as confirmed, no vote being necessary.

The Rules of Procedure may not be modified during the rest of the Conference, except at the discretion of the Chairman of the Europe Region Conference.

## **13. Miscellaneous**

The English text of the present Rules of Procedure is recognized as the official text; any other language is considered as a translation.

## **APPENDIX TO THE RULES OF PROCEDURE GLOSSARY**

**Agenda:** A list of items to be considered by the Europe Region Conference.

**Amendment:** A change to a proposal or to the Constitution or Bye-Laws.

**Ballot:** Act of voting, especially secret voting, by means of a paper on which the vote is registered.

**Candidate:** A person who has been nominated for election.

**Delegate:** A person appointed by a National Scout and Guide Fellowship or by the Central Branch to represent it at a Europe Region Conference.

**Eligible:** Legally qualified to be elected or chosen.

**Guest:** A person who participates in the Europe Region Conference by personal invitation of the Europe Region Committee, such as the representatives of WOSM and WAGGGS (other than the Committee members), or the representatives of countries not yet Members.

**Member – Membership:** Written with a capital letter refer to the NSGFs, Members of the ISGF; with a small letter refer to individual members (of an NSGF or the Central Branch).

**Motion:** A proposal ready to be put to the vote.

**Nominate:** Put forward the name of a person for some specific task or office.

**NSGF: “National Scout and Guide Fellowship”:** a national adult organization recognized as a Member (whether Full or Associate) of the ISGF, which may have the nature either of a single organisation or of a federation comprising several associations.

**Observer:** An individual member of a NSGF or of the Central Branch attending a Europe Region Conference without being a delegate. An observer is normally not entitled to vote or to take the floor.

**Proposal:** A plan or scheme introduced by a NSGF or the Europe Region Committee and concerning a policy matter or a change in the Constitution or the Bye Laws.

**Proxy:** Person or organization authorized to act for another.

**Quorum:** Minimum number of members whose presence is required for a meeting to be valid.

**Resolution:** A motion carried.

**Suspension of Membership :** The taking away temporarily by the Europe Region Committee of the membership rights of a NSGF to belong to the Europe Region of ISGF until a decision on membership is taken at the following Europe Region Conference.

**Triennial report:** The report describing the work, activities and achievements of the Europe Region Committee of ISGF during the triennium between two Europe Region Conferences.

**Triennium:** A three-year period.

**Votes cast:** All votes FOR or AGAINST. Abstentions are not “votes cast”.