



**To: National Scout and Guide Fellowship.**

## **RULES OF PROCEDURE**

The Rules of Procedure is an official document approved by NSGF's that will guide the institutional processes of the Conference. The purpose and principles of the International Scout and Guide Fellowship (ISGF) and the general conduct of its meetings are specified in the Constitution. The World 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. CHAIR OF THE WORLD CONFERENCE**

- a) The Chair and the Vice-Chair of the World Conference are appointed by the World Conference on the proposal of the ISGF World Committee.
- b) The Chair and the Vice-Chair of the World Conference, the Chair and the Vice-Chair of the World Committee, the Chair of the Host Committee and the Secretary General serve as the Steering Committee of the World Conference. They shall be responsible for the agenda and the programme.
- c) The ruling of the Chair of the World Conference is final.

### **2. DELEGATES, OBSERVERS AND GUESTS**

#### **a) Delegates**

Each National Scout and Guide Fellowship and the Central Branch have the right to be represented at meetings of the World Conference by up to four delegates with voting rights. However, when two National Scout and Guide Fellowships in one country have been recognised 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 World Conference to the World Bureau. Delegates whose names are not listed on the above form shall present, on arrival at the World Conference venue, an official letter indicating their status signed by the 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 World Conference.

#### **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 World Conference without voting rights nor taking the floor.

All observers are welcome to participate in seminars and group meetings.

### c) Guests

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

## 3. QUORUM

Immediately after taking the Chair, the Chair of the Conference will ask the Secretary General to announce the existence of the quorum that shall be half plus one of the Members of the ISGF. (ISGF Constitution, articles 8.2 and 8.7 'proxy').

The Secretary General will also be asked at the commencement of any session where there will be any approval or voting by the World Conference to confirm that the meeting is quorate.

## 4. RESOLUTIONS COMMITTEE AND PROCEDURE

a) At the opening of the World Conference, the World Committee shall nominate three members, each from a different National Scout and Guide Fellowship for appointment to the Resolutions Committee by the World Conference. These three persons must be selected for their ability to draft clearly and concisely, in at least one of the two official languages; each language will be covered by at least one of the members.

b) The responsibility of the Resolutions Committee is:

- (1) to assist as necessary with the drafting and translation of motions and amendments;
- (2) to ensure the accuracy of wording and translation of all resolutions;
- (3) to prepare and present in writing, for approval by the World Conference, a record of all resolutions proposed during the World Conference.

c) The Resolutions Committee will work in consultation with those proposing motions or amendments.

d) The records of all resolutions shall be ready for collection from a designated area by the heads of delegations a minimum of three (3) hours before the World Conference shall vote on their approval, on the day of the official closure of the Conference.

## 5. SUBMISSION OF MOTIONS AND AMENDMENTS

a) Any National Scout and Guide Fellowship desiring to submit to the World Conference:

- a subject for discussion requiring a vote;
- a motion upon any matter not already included in the agenda;

National Scout and Guide Fellowships with the status of Full Member, desiring to submit to the World Conference

- a motion which, if carried, would involve a decision (ISGF Constitution article.14), or a major change in policy,

must forward the draft text to the World Bureau at least seven months before the opening date of the World Conference in order that the motion may be considered and **commented**<sup>1</sup> by the World Committee and National Scout and Guide Fellowships. Amendments to these motions must be submitted to the World Bureau at least three months before the date of the World Conference.

b) Before a motion or an amendment can be put to the vote of the World Conference, it must be formally proposed and seconded, except for motions from the World Committee. The proposer and seconder should be delegates from different National Scout and Guide Fellowships, **physically present at the platform Conference**.<sup>2</sup> An Associate Member may only propose motions or amendments on matters that they are allowed to vote on (ISGF Constitution- Article 5.10).

c) Where an amendment is made to a motion, it is the amendment which is first put to the World 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 Chair of the Conference, changes the original motion most radically. The same rule applies to the order of the other amendments.

d) During the World Conference, no amendments to motions submitted in accordance with article 14 Amendments to the Constitution (ISGF Constitution) - 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 and the Central Branch shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending, unless it has lost the right to vote. However, in the case where two NSGFs in one country have been recognised as Members, each shall have only two votes. (ISGF constitution Article 8.4.)

Each Country delegation and CB will receive four voting cards.

Different coloured voting cards will be used dependant on the membership status of the NSGF.

Full Members: blue voting cards

Associate Members (AMO) and CB: orange voting cards.

The rights of full members are set out in ISGF Constitution Article 5.9 and those of Associate members in Article 5.10

- Which states AMO and CB are not entitled to vote on the recognition of National Organisations as Full Members, cancellation of Membership of Full Members, amendments to the Constitution and the Byelaws (see below appendix - Status of NSGF)

A roll call shall be taken immediately before a voting session of the World Conference

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<sup>1</sup> "WCom is often in the best position to evaluate the possible consequences of the adoption of a motion or amendment. Its comments could therefore be useful"

<sup>2</sup> Seconder : "" : the rules not amended state: "The proposer and seconder should be delegates from different National Scout and Guide Fellowships" it appeared during a Region Conference that the word "delegates" was ambiguous as there was a seconder who was not present . DELEGATES are people designated by a NSGF for voting DURING THE CONFERENCE by opposition to observers. During that Conference it was ruled leniently to accept the secondment. But it appeared useful to eliminate the ambiguity for the future by defining that the word "delegates" means people actually physically present"

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 World Conference on the proposal of the World Committee, to count the votes, record them and announce the results. Tellers are bound to secrecy (ISGF Constitution - Article 8.5). In appointing tellers, the World Conference must ensure that at least one teller is not from a NSGF which represents a candidate for the election to WCom. In the case of a secret ballot, the tellers will return all voting papers to the Conference Secretariat to be destroyed, after the Secretary General 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) As a rule, a resolution or a motion is carried if a simple majority of the votes cast is given in its favour, except for decisions concerning:

- d.1. the admission of new Members;
- d.2 the cancellation of Membership;
- d.3 the determination of the annual per capita fee;
- d.4 amendments to this Constitution;
- d.5 the dissolution of the ISGF and the disposal of its assets and funds 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 Chair of the World 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 Chair of the World Conference has no casting vote. The motion or amendment will be lost.

f) Voting concerning the hosting of the next World Conference, admission of new Members, cancellation of membership and the election of World Committee Members requires a secret ballot. Other matters may also be voted upon by secret ballot at the discretion of the Chair of the World Conference.

Tellers are bound to secrecy and they will return the voting papers to the Conference Secretariat to be destroyed, after the Secretary General has recorded the contents.

g) During the Voting procedure no photographs are to be taken.

## **7. ELECTIONS**

a) Under Article 9, Paragraphs 3 and 8 of the Constitution, 3 members of the World Committee shall be elected at each triennial meeting of the World Conference.

The World Bureau will advise all National Scout and Guide Fellowships nine months in advance of the World Conference and call for new candidates. A National Scout and Guide Fellowship can nominate only one candidate. At the start of the voting session the Conference Chair will confirm the number of vacancies

The retiring elected members who have served two three-year terms consecutively (six years) are not eligible for re-election until a three-year interval has elapsed.

b) The candidates will be presented to the Conference and the Conference is requested to refrain from applauding during this presentation.

c) Voting shall be by secret ballot

The leader of each delegation shall be given a voting paper on which each delegation may record a maximum of 12 votes with no more than 4 votes for any one candidate.

Anything entered on the voting paper beyond these numbers of votes shall entail its invalidation.

d) In the event of a tie to fill the last position(s) before the results are announced, the Conference Chair requests a second secret ballot will be held with the names of the tying candidates only on the ballot paper.<sup>3</sup>

e) An extraordinary vacancy caused by the death of a member or by resignation should be filled for the remaining period of the six-year term at the next World Conference. Such vacancies shall be filled by elections in a secret ballot held after the normal elections (ISGF Constitution Article 9.9) Members to be elected are chosen from the remaining candidates list.

f) Temporary members co-opted by the World Committee under Article 9, Paragraph 9 of the Constitution, are eligible as candidates.

g) After the announcement of the result of the elections, the tellers will return all voting papers to the Conference Secretariat to be destroyed, after the Secretary General has recorded the contents. The secretariat is bound to secrecy. The numbers of votes obtained are not announced.

## 8. LANGUAGES

The official languages of the World Conference are English and French.

## 9. 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 Chair of the World Conference.

b) Observers may speak if invited to do so by the Chair of the World Conference.

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

## 10. 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 World Bureau at the World Conference, not less than 24 hours before the open session is due to start.

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

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<sup>3</sup> to cover this possibility

## **11. PLATFORM**

The Chair of the World Conference shall decide who will be invited to occupy a seat on the platform. The platform party shall normally be limited to the Chair and Vice-Chair of the World Conference, the session speakers, the Chair and Vice-Chairs of the World Committee and the Secretary General.

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

Seating shall be reserved for members of the World Committee and guests. Observers are invited to occupy the remaining seating.

## **12. PRESENTATIONS**

Presentation of gifts or votes of thanks are made from the platform by the WCom only. NSGFs shall have a dedicated place at the final dinner.

## **13. AMENDMENTS TO THE RULES OF PROCEDURE**

The present Rules of Procedure may be amended by the World Conference at any of its meetings by a simple majority. Proposals for amendments are to be submitted 7 months in advance and any sub amendment 3 months in advance of the Conference. The Chair of the World Committee 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 Chair of the World Conference.

## **14. MISCELLANEOUS**

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

## APPENDIXES TO THE RULES OF PROCEDURE

### GLOSSARY

Agenda: A list of items to be considered by the World 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.

Cancellation of membership: Removing a National Scout and Guide Fellowship's name from the list of the ISGF Members by a decision of the World Conference.

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 World Conference.

Eligible: Legally qualified to be elected or chosen.

Guest: A person who participates in the World Conference by personal invitation of the World 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 organisation recognised 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 World 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 World Committee and concerning a policy matter or a change in the Constitution or the Bye Laws.

Proxy: Person or organisation authorised 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 World Committee of the membership rights of a NSGF until a decision on membership is taken at the following World Conference.

Triennial report: The report describing the work, activities and achievements of the ISGF during the triennium between two World Conferences.

Triennium: A three-year period.

Votes cast: All votes FOR or AGAINST. Abstentions are not "votes cast".

## APPENDIXES TO THE RULES OF PROCEDURE

### STATUS OF NSGF and CB Country members

#### NSGF

	Date of admission	Country members – NSGF	Membership Status
1	1953	AUSTRIA	FULL MEMBER
2	1953	BELGIUM	FULL MEMBER
3	1953	DENMARK	FULL MEMBER
4	1953	FINLAND	FULL MEMBER
5	1953	FRANCE	FULL MEMBER
6	1953	GREECE	FULL MEMBER
7	1953	ICELAND	FULL MEMBER
8	1953	ITALY	FULL MEMBER
9	1953	LIECHTENSTEIN	FULL MEMBER
10	1953	LUXEMBURG	FULL MEMBER
11	1953	NORWAY	FULL MEMBER
12	1953	PAKISTAN	FULL MEMBER
13	1953	PORTUGAL	FULL MEMBER
14	1953	SWEDEN	FULL MEMBER
15	1953	SWITZERLAND	FULL MEMBER
16	1953	UNITED KINGDOM	FULL MEMBER
17	1957	IRELAND	FULL MEMBER
18	1958	NEW ZEALAND	FULL MEMBER
19	1959	INDIA	FULL MEMBER
20	1961	AUSTRALIA	FULL MEMBER
21	1961	SRI LANKA	FULL MEMBER
22	1971	GERMANY	FULL MEMBER
23	1977	TUNISIA	FULL MEMBER
24	1979	BANGLADESH	FULL MEMBER
25	1979	INDONESIA	FULL MEMBER
26	1979	SPAIN	FULL MEMBER
27	1983	HAITI	FULL MEMBER
28	1985	LEBANON	FULL MEMBER
29	1985	MALAYSIA	FULL MEMBER
30	1987	CYPRUS	FULL MEMBER
31	1991	ALGERIA	FULL MEMBER
32	1991	CURACAO	FULL MEMBER
33	1993	CZECH REPUBLIC	FULL MEMBER
34	1993	SLOVAKIA	FULL MEMBER
35	1994	LIBYA	FULL MEMBER
36	1996	EGYPT	FULL MEMBER
37	1996	GAMBIA	FULL MEMBER
38	1996	LATVIA	FULL MEMBER
39	1996	ROMANIA	FULL MEMBER
40	1996	SENEGAL	FULL MEMBER

## APPENDIXES TO THE RULES OF PROCEDURE

41	1997	POLAND	FULL MEMBER
42	1999	MAROCOCO	FULL MEMBER
43	2000	SAUDI ARABIA	FULL MEMBER
44	2001	SLOVENIA	FULL MEMBER
45	2002	BENIN	FULL MEMBER
46	2002	ESTONIA	ASSOCIATE MEMBER
47	2002	KUWAIT	FULL MEMBER
48	2002	LITHUANIA	ASSOCIATE MEMBER
49	2002	MEXICO	FULL MEMBER
50	2002	NIGERIA	FULL MEMBER
51	2002	UGANDA	FULL MEMBER
52	2003	BAHRAIN	FULL MEMBER
53	2004	GHANA	FULL MEMBER
54	2005	CONGO	FULL MEMBER
55	2005	PANAMA	FULL MEMBER
56	2008	IVORY COAST	ASSOCIATE MEMBER
57	2008	JORDAN	FULL MEMBER
58	2011	BURKINA FASO	ASSOCIATE MEMBER
59	2011	ZAMBIA	FULL MEMBER
60	2014	ARGENTINA	FULL MEMBER
61	2014	MALDIVES	FULL MEMBER
62	2017	NEPAL	FULL MEMBER
63	2017	QATAR	FULL MEMBER
64	2017	UNITED ARAB EMIRATES	FULL MEMBER
65	2022	ANGOLA	FULL MEMBER
66	2022	BRAZIL	ASSOCIATE MEMBER
67	2022	CHILE	FULL MEMBER
68	2022	GUATEMALA	FULL MEMBER
69	2022	NETHERLANDS	ASSOCIATE MEMBER
70	2022	PALESTINA	FULL MEMBER
71	2022	PERU	ASSOCIATE MEMBER
72	2022	TRINIDAD & TOBAGO	FULL MEMBER
73	2022	SOUTH KOREA	ASSOCIATE MEMBER
74	2022	SURINAME	ASSOCIATE MEMBER
75	2022	VENEZUELA	FULL MEMBER

## APPENDIXES TO THE RULES OF PROCEDURE

### CENTRAL BRANCH COUNTRIES

ARUBA BARBADOS BOTSWANA BURUNDI CAMBODIA CAMEROON CANADA CAPE VERDE COLOMBIA CONGO (BRAZZAVILLE)	COSTA RICA CUBA ECUADOR EL SALVADOR GABON GRENADA HONG KONG JAPAN KENYA MALTA MALAWI	PHILIPPINES RWANDA SINGAPORE SOUTH AFRICA SUDAN TAIWAN TANZANIA THAILAND TOGO	URUGUAY USA ZIMBABWE
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