



**12th Europe Region
Conference
Ayia Napa, Cyprus
20-24 March 2026**

**Annex no 1 to the Constitution of
the Europe Region of the ISGF/AISG**

Document 1

**Rules of Procedure for the Europe Region Conference or
Triennial General Meeting (hereinafter referred to as TGM)**

The following Rules of Procedure for the Europe Triennial General Meeting (herein after TGM) are adopted so that the TGM can be carried out in good order and that there may be no misunderstanding as to the methods adopted.

1. Chair and the Vice-Chair of the Europe Region TGM.

- 1.1: The Chair and the Vice-Chair of the Europe Region TGM are appointed by the ISGF Europe Region Committee in consultation with the Host Committee.
- 1.2: The Steering committee of the TGM are the Chair of the Europe Region Committee, or their appointed person, and the Chair of the Host Committee, or their appointed person. They shall be responsible for the agenda and the program.
- 1.3: The ruling of the Chair of the Europe Region TGM is final.

2. Delegates, observers and guests

- 2.1 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 TGM 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 TGM 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 TGM 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 TGM, if there are more than one CB Member in the Europe Region. The time and date of this meeting will be advised in the Programme.

- 2.2 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 TGM without voting rights or taking the floor. All observers are welcome to participate in seminars and group meetings.
- 2.3 Guests:
Guests may be invited by the Europe Region Committee and may attend the meetings of the Europe Region TGM without voting rights. They can be invited to address the Europe Region TGM and are welcome to participate in seminars and group meetings.

3. Quorum

Immediately after taking the chair, the Chair of the Europe Region TGM, **or other appointed person** will **take a roll call and confirm** 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 Chair, or other appointed person will take a roll call before 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 TGM, one in English and one in French. The host committee may appoint a person to take the Minutes in their home language.

5. Moving of motions and amendments

5.1: Any National Scout and Guide Fellowship of the Europe Region with the status of full Member desiring to submit to the Europe Region TGM:

- 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 TGM, 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 TGM.

5.2: Before a motion or an amendment can be put to the vote of the Europe Region TGM, it must be formally proposed and seconded, except for motions from the Europe Region Committee. The proposer and seconder should be different National Scout and Guide Fellowships of the Europe Region. **Neither the Proposer nor Secunder shall hold a proxy for the other.** An Associate Member may only propose motions or amendments on matters that they are allowed to vote on (ISGF Article 5.10).

5.3: Where an amendment is made to a motion, it is the amendment which is first put to the Europe Region TGM 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 TGM, changes the original motion most radically. The same rule applies to the order of the other amendments.

5.4: During the Europe Region TGM, no amendments to motions submitted in accordance with sub-paragraph 5.1 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

6.1: 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, **by the TGM Chair, or other appointed person**, shall be taken immediately before a voting session of the Europe Region TGM.

- 6.2: 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.
- 6.3: **At least Three (3) tellers shall be appointed** by the Europe Region Committee on the proposal of the Host Committee of the Europe Region TGM, to count the votes, record them **and pass the results to the TGM Chair to announce**. Tellers are bound to secrecy. In appointing tellers, the Europe Region Committee 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 **TGM Chair** to be destroyed, after the **TGM Minute Secretaries** have 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.
- 6.4: A resolution or a motion is carried if a simple majority of the votes cast is given in its favour, 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 recorded by the TGM Minute Secretaries and announced by the TGM Chair.
- However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chair of the Europe Region TGM may dispense with a formal count.
- 6.5: If an equal number of votes is given for and against a motion or an amendment, the Chair of the Europe Region TGM has no casting vote. The motion or amendment will be lost.
- 6.6: Voting concerning hosting the next Europe Region TGM and decisions on new Members joining the Europe Region requires a secret ballot.
- Other matters may also be voted upon by secret ballot at the discretion of the Chair of the Europe Region **TGM** 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 TGM Chair to be destroyed, after the TGM Minute Secretaries have recorded the contents.

7. Languages

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

8. Speeches

- 8.1: 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 three (3) 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 Europe Region TGM.
- 8.2: Observers may speak if invited to do so by the Chair of the Europe Region TGM.
- 8.3: Political material or propaganda of any character, written or verbal, national or international, is not permitted at any meeting of the Europe Region TGM.

9. Platform

- 9.1: The platform party shall be limited to the Chair and Vice-Chair of the Europe Region TGM, and the Europe committee.
- 9.2: Delegates including the Central Branch shall be seated in the body of the Europe Region TGM Hall, where indicated by the organizing committee, in alphabetical order of the names of countries present.
Observers and Guest are invited to occupy the remaining seating, in the TGM Hall.

10. 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.

11. Amendments to the Rules of Procedure

- 11.1: The present Rules of Procedure may be amended by the Europe Region TGM at any of its meetings by a simple majority.
- 11.2: Proposals for amendments are to be submitted **7 months** in advance of the Europe Region TGM and any sub amendment 3 months in advance of the Europe Region TGM.
The Chair of the Europe Region TGM 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.

12. Miscellaneous

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

13. Open session with the Europe Region Committee

- 13.1: After the TGM there **may** be an Open session with the Europe Region Committee.
Any subject - **not** discussed at the TGM - can be proposed for discussion at the open session (without voting) as well as any invitation. These must be notified in writing, to the Europe Region Committee, not less than 24 hours before the open session is due to start.
- 13.2: Questions to be asked of the Europe Region Committee must be notified in writing, not less than 12 hours before the open session is due to start.

14. TGM Report

The official TGM Report will be written by the TGM Chair, or another appointed person.

GLOSSARY:

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

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 TGM.

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/Resolution: 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 TGM 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.

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

Triennium: A three-year period.

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