

RULES OF PROCEDURE

The purpose and principles of the Western Hemisphere Region of International Scout and Guide Fellowship (ISGF) and the general conduct of its meetings are specified in the Memorandum of Understanding.

The Western Hemisphere Region 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 Western Hemisphere Region Conference*

- a. The Chairman and the Secretary of the Western Hemisphere Region Conference are appointed by the Western Hemisphere Region Conference on the proposal of the Western Hemisphere Region Committee.
- b. The Western Hemisphere Region Committee shall be responsible for the agenda and the program.
- c. The ruling of the Chairman of the Western Hemisphere Region 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 Western Hemisphere Region Conference by up to four delegates with voting rights.

A form listing the appointed delegates and identifying the head of the delegation shall be sent in advance of the Western Hemisphere Region Conference to the Western Hemisphere Region Committee.

Delegates whose names are not listed on the above form shall present, on arrival at the Western Hemisphere Region Conference venue, an official letter indicating their status signed by the President, International Secretary or other responsible official of their organization. An election of four delegates for the Central Branch should be held before the opening of the Western Hemisphere Region Conference, if there is more than one CB Member in the Western Hemisphere 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 Western Hemisphere Region 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 Western Hemisphere Region Committee and may attend the meetings of the Western Hemisphere Region Conference without

Circular 04. Rules of Procedure

voting rights.

They can be invited to address the Western Hemisphere Region Conference and are welcome to participate in seminars and group meetings.

3. *Quorum*

Immediately after taking the chair, the Chairman of the Western Hemisphere Region Conference will ask the Conference Secretary to announce the existence of the quorum, that shall be half plus one of the present delegates of the NSGF's and the CB delegates of the Western Hemisphere Region.

(ISGF MOU WHRegion art. 10.6) including any proxies duly submitted.

4. *Moving of motions and amendments*

- a. Any National Scout and Guide Fellowship desiring to submit to the Western Hemisphere 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 of amendment of the MOU, or a major change in policy,must forward the draft text to the Western Hemisphere Region Committee at least six months before the opening date of the Western Hemisphere Region Conference, in order that the motion may be considered by the Western Hemisphere Region Committee and National Scout and Guide Fellowships. Amendments to these motions must be submitted to the Western Hemisphere Region Committee at least three months before the date of the Western Hemisphere Region Conference.
- b. Before a motion or an amendment can be put to the vote of the Western Hemisphere Region Conference, it must be formally proposed and seconded, except for motions from the Western Hemisphere Region Committee. The proposer and seconder should be delegates from different National Scout and Guide Fellowships.
- c. Where an amendment is made to a motion, it is the amendment which is first put to the Western Hemisphere 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 Western Hemisphere 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 statu quo.

Circular 04. Rules of Procedure

5. Voting

- a. Each National Scout and Guide Fellowship, unless it has lost its right to vote, and the Central Branch, shall have four votes which they can use as they see fit, irrespective of the number of delegates attending. Each country delegation and Central Branch will receive four voting cards.
A roll call shall be taken immediately before a voting session of the Western Hemisphere 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 Western Hemisphere Region Conference on the proposal of the host National Scout and Guide Fellowship Organizing Committee, to count the votes, record them and announce the results.
In the case of a secret ballot, the tellers will return all voting papers to the Conference Secretariat to be destroyed.
If a National Scout and Guide Fellowship wishes to abstain from voting, the paper should be returned marked "ABSTAIN". Any such paper is not counted in determining the result of the ballot.
- d. 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 MOUwhich 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, except when the mover has requested otherwise.
However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chairman of the Western Hemisphere 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 Western Hemisphere Region Conference has no casting vote. The motion or amendment will be lost.
- f. Voting concerning election of Western Hemisphere Region Committee Members requires a secret ballot. Other matters may also be voted upon by secret ballot at the discretion of the Chairman of the Western Hemisphere 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 has recorded the contents.

6. Languages

3rd ISGF WH Regional Conference Córdoba, Argentina



Circular 04. Rules of Procedure

The official languages of the Western Hemisphere Region Conference are English, French and Spanish.

7. *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 to 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 Western Hemisphere Region Conference.
- b. Observers may speak if invited to do so by the Chairman of the Western Hemisphere Region Conference.
- c. Political material or propaganda of any character, written or verbal, national or international, is not permitted at any meeting of the Western Hemisphere Region Conference.

8. *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 Western Hemisphere Region Committee, not less than 24 hours before the open session is due to start.
- b. Questions to be asked of the Western Hemisphere Region Committee must be notified in writing to the Chairman of the Western Hemisphere Region Conference, not less than 12 hours before the open session is due to start.

9. *Platform*

The Chairman of the Western Hemisphere 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 Secretary of the Western Hemisphere Region Conference, and the session speakers.

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

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

10. *Presentations*

It is recommended that there should be no presentation of gifts or votes of thanks made from the floor.

11. *Amendments to the Rules of Procedure*

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

3rd ISGF WH Regional Conference Córdoba, Argentina



Circular 04. Rules of Procedure

Proposals for amendments may be submitted in advance of the Conference or proposed at the beginning of it. The Chairman of the Western Hemisphere Region Conference shall announce or ask for 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 Western Hemisphere Region Conference.

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.

APPENDIX TO THE RULES OF PROCEDURE

GLOSSARY

- Agenda:** A list of items to be considered by the Western Hemisphere 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 the Western Hemisphere Region Conference.
- Eligible:** Legally qualified to be elected or chosen.
- Guest:** A person who participates in the Western Hemisphere Region Conference by personal invitation of the Western Hemisphere Region Committee, such as the representatives of WOSM and WAGGS (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 a 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 organization or of a federation comprising several associations.
- Observer:** An individual member of a NSGF or of the Central Branch attending a Western Hemisphere Region Conference without being a delegate.
An observer is normally not entitled to vote or to take the floor.

3rd ISGF WH Regional Conference Córdoba, Argentina



Circular 04. Rules of Procedure

Proposal: A plan or scheme introduced by a NSGF or the Western Hemisphere 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 Western Hemisphere Region Committee during the triennium between two Western Hemisphere Region Conferences.

Triennium: A three-year period.

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