



## VOTE 1

Referendum  
to approve  
the Rules of  
Procedure

# Rules of Procedure

**DRAFT for approval**

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### **Languages**

The official languages of WOSM are English and French. The World Scout Bureau will make all Conference Documents available in both languages. When possible, it will aim to also make them available in Arabic and Spanish. In the event of a conflict arising out of the interpretation of this Conference Document or any other official document WOSM, the English text prevails.

## Preamble

The triennial meeting of the World Scout Conference (Conference) and its general conduct is outlined in the Constitution of the World Organization of the Scout Movement (Constitution).

The Rules of Procedure are proposed by the World Scout Committee for formal approval by Member Organizations before each Conference.

The Rules of Procedure are designed to allow for flexibility in the modalities of delivering the Conference. Additionally, flexibility is given for the continual development of the Conference Agenda which will be communicated to Member Organizations as preparations advance.

### 1. Notice of Meetings

- a. The notice of the Conference will be communicated by the World Scout Bureau to all Member Organizations no later than six months in advance of the opening date of the Conference.
- b. The notice will aim to include an initial version of the proposed agenda.
- c. All references to dates and times in the Conference Agenda and Rules of Procedure are in the GMT time zone, if not otherwise stated.

### 2. Agenda items from Member Organizations

- a. The World Scout Committee will invite Member Organizations to suggest topics for inclusion in the agenda.
- b. Any topics which would require a two-thirds majority decision (Rule 6.b) must be proposed at least six months before the opening date of the Conference.
- c. Any topic proposed by five or more Member Organizations no later than five months before the opening date of the Conference, is to be included in the agenda.

### 3. Conference Officers

- a. **Conference Chairpersons:** The World Scout Committee will appoint a Chairperson and one or more Vice-Chairpersons of the Conference. The appointment will be valid only for the duration of the Conference. The Conference Chairperson's ruling during a plenary session is final.
- b. **Conference Secretary:** The Secretary General will serve as the Secretary of the Conference.
- c. **Conference Steering Committee:** The Conference Chairperson, the outgoing Chairperson of the World Scout Committee and the Secretary General will serve as the Steering Committee of the Conference. The World Scout Committee can appoint other members to the Steering Committee as appropriate. **The Steering Committee oversees the proceedings of the Conference.**
- d. **Tellers:** At the Opening Session of the Conference, the World Scout Committee will recommend Tellers for appointment by the Conference. **Tellers are to be delegates or observers of a Member Organization present at the Conference.**

If the Conference does not approve the recommendation of Tellers, Member Organizations can propose alternative list(s) of Tellers for a vote.

The Tellers will oversee the voting procedure and count or verify the number of votes recorded.

- e. **Resolutions Committee:** A Resolutions Committee will facilitate and oversee the Draft Resolutions and Amendments process (Rule 6) before and during the Conference according to its Terms of Reference (Annex 2A).

The World Scout Committee will, no later than six months before the opening date of the Conference, request Member Organizations to nominate persons for the Resolutions Committee. Resolutions

Committee members are to be delegates or observers of a Member Organization present at the Conference.

The World Scout Committee will, no later than four months before the opening of the Conference, provisionally appoint six members to serve as the Resolutions Committee and appoint its Chairperson from within those members.

The World Scout Committee will draw these appointees from the nominations received and from other individuals based on the required expertise and diversity across the delegations. Any appointed person will require the endorsement of their Member Organization.

The World Scout Committee will notify all Member Organizations of the persons it provisionally appoints to the Resolutions Committee.

During the Opening Session, the Conference will take a formal vote to endorse the provisional appointment of the Resolutions Committee.

If the Conference does not endorse the provisional appointment of the Resolutions Committee, Member Organizations can propose alternative list(s) of six members to form the Resolutions Committee for a vote.

- f. **Credentials Committee:** The World Scout Committee will appoint members of the Credentials Committee. The Credentials Committee, assisted by the Secretary General, will examine and verify the credentials of delegates, observers and guests as needed.

If there is a dispute of credentials, the rights of the delegate, observer or guest will be provisionally suspended until the dispute is resolved by the Credentials Committee.

#### 4. Delegates and Observers

- a. **Delegates:** Each Member Organization can be represented by up to six delegates. Each delegate must be a WOSM registered member of the organisation they represent. To increase youth engagement in decision-making and uphold the responsibility entrusted to Member Organizations as per past Conference Resolutions, each Member Organization is encouraged to ensure that at least one-third of their delegates are young people under the age of 30.

In accordance with the policy on payment of WOSM registration fees, a Member Organization will lose the right to vote if its WOSM annual registration fees are not fully paid within one year of the invoice date. The right to vote can also be lost due to provisional suspension of Membership (Constitution Article VIII).

Each Accredited National Scout Organization can be represented by up to two delegates. Each delegate must be a registered member of the organisation they represent.

An Accredited National Scout Organization has a right of voice but does not have a right to vote. The provisions regarding proxy votes are not applicable to an Accredited National Scout Organization.

- b. **Observers and Guests:** Other members of Member Organizations and Accredited National Scout Organizations can attend as Observers with the approval of the International Commissioner or Official Contact of their organisation as recorded in the World Scouting Directory. To increase youth engagement in decision-making and uphold the responsibility entrusted to Member Organizations as per past Conference Resolutions, each Member Organization is encouraged to ensure that at least one-third of their Observers are young people under the age of 30.

At the discretion of the World Scout Committee, representatives from other organisations can be invited as guests. Observers and guests may take part in discussions with the consent of the Conference Chairperson but have no right to vote.

- c. **Credentials:** Delegates and Observers must be registered online prior to the Conference by the International Commissioner or the Official Contact recorded for the organisation in the World Scouting Directory. Alternatively, a letter listing the Delegates and Observers can be sent to the World Scout Bureau signed by the International Commissioner or the Official Contact recorded for the organisation in the World Scouting Directory.

Guests will be formally invited and registered by the World Scout Bureau as attendees to the Conference.

- d. **Quorum:** In accordance with Article XII.4 of the Constitution, a quorum is constituted by the presence of at least one half of WOSM's Member Organizations that are not provisionally suspended at the opening date of the Conference. The quorum will be confirmed at the Opening Session of the Conference by the Credentials Committee.
- e. **Presence:** The Credentials Committee will determine the number of delegations of Member Organizations present at the Conference. The presence will be assessed according to the modality of the event and through the system designated by the World Scout Bureau.
- f. **Proxies:** A Member Organization which is unable to be present at the Conference can give its Proxy votes to another Member Organization. No Member Organization can accept a Proxy from more than one other Member Organization.

Any Member Organization giving a Proxy must notify the World Scout Bureau before the Opening Session of the Conference. The Proxy must be signed by a responsible official of that Member Organization.

A Member Organization holding the Proxy of another Member Organization can use that Proxy only for the purpose of voting on behalf of the absent Member Organization.

## 5. Opening of the Conference

- a. The official start of the Conference is the formal Plenary Session chaired by the Conference Chairperson and entitled 'Opening Session'.

## 6. Resolutions of the Conference

- a. Resolutions and proposals of the Conference concern the following:
  - general policy and standards of the World Organization
  - admission and expulsion of Member Organizations
  - recommendations presented by the World Scout Committee and Member Organizations
  - determination of the annual registration fee
  - amendments to the Constitution
- b. Proposals on the following matters require a two-thirds majority:
  - admission of new Members (Article VI of the Constitution)
  - expulsion of Members (Article VIII of the Constitution)
  - determination of the annual registration fee (Article XXIII of the Constitution)
  - amendments to the Constitution (Article XXV of the Constitution)
- c. Resolution and Amendment Guidelines are included in Annex 2B of these Rules of Procedure.

### 6.1. Submission of Draft Resolutions

- a. The World Scout Committee can submit proposals requiring two-thirds majority and Draft Resolutions for consideration by the Conference no later than four months before the opening date of the Conference.
- b. Member Organizations can submit proposals requiring a two-thirds majority (Rule 6.b) for consideration of the Conference by submitting them to the World Scout Bureau no later than six months before the opening date of the Conference.
- c. Member Organizations can submit Draft Resolutions for consideration by the Conference by submitting them to the World Scout Bureau no later than three months before the opening date of the Conference.
- d. Proposed Draft Resolutions by Member Organizations must be seconded by one or more other Member Organizations.

- e. Draft Resolutions must be submitted in either English or French and must include a brief explanation or justification for the proposal.

## 6.2. Circulation of Draft Resolutions prior to the Conference

- a. The World Scout Bureau will circulate all proposals requiring a two-thirds majority (Rule 6.b) and Draft Resolutions proposed by the World Scout Committee to Member Organizations no later than four months before the opening date of the Conference.
- b. The World Scout Bureau will circulate to Member Organizations the received Draft Resolutions proposed by Member Organizations at least two months before the opening date of the Conference.
- c. Before the circulation of the Draft Resolutions, the Resolutions Committee will recommend to the proposing Member Organizations any changes necessary to ensure that Draft Resolutions comply with the Resolution and Amendment Guidelines. Member Organizations can also consult the Resolutions Committee before formally submitting a Draft Resolution.
- d. The Resolutions Committee will recommend the Draft Resolutions that comply with the Resolution and Amendment Guidelines to be considered by the Conference. The Resolutions Committee will inform the Conference of those Draft Resolutions that do not comply with the Resolution and Amendment Guidelines. The Conference will vote whether or not it wishes to consider any Draft Resolutions not recommended by the Resolutions Committee.
- e. The World Scout Bureau will provide a background information document on each Draft Resolution. The background information document will include information on previous policies, historical developments, and financial and human resource implications. The background information document will not take a position on the worthiness or the desirability of the Draft Resolution. The background information document will be translated into the same languages as the Draft Resolutions.
- f. The World Scout Bureau will post the Draft Resolutions and the background information documents on the World Scout Conference website.
- g. The Resolutions Committee will encourage discussion and debate, notably through digital discussion tools, among Member Organizations, the World Scout Committee and Youth Advisors concerning proposed Draft Resolutions. The intention of the discussions is to increase understanding, build consensus on proposals and encourage Amendments to be submitted before the Conference.
- h. Draft Resolutions which are consensual in nature, do not propose new policies or do not request specific actions be taken by the World Scout Committee or Member Organizations, can be considered by "declaration" or another form of endorsement of the Conference. The Resolutions Committee will include these proposals in its report to the Conference.
- i. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission during the Conference.
- j. Messages of good wishes to the Conference will not normally be read, but will be referred to the Resolutions Committee for appropriate action.

## 6.3. Submission and Circulation of Amendments

- a. The Resolutions Committee will encourage Member Organizations to submit any proposed Amendments to Draft Resolutions ahead of the Conference.
- b. Amendments submitted in advance of the Conference will be made available with regular notifications to Member Organizations on the World Scout Conference website after being reviewed by the Resolutions Committee.
- c. Member Organizations can submit Amendments to Draft Resolutions until a deadline no later than 36 hours before the first voting session on the Conference Resolutions. The exact deadline will be communicated during the Opening Session of the Conference.

- d. Member Organizations can submit Amendments to proposals requiring a two-thirds majority (Rule 6.b) until a deadline no later than 24 hours before the first voting session on Constitutional Amendments (Rule 6.b). The exact deadline will be communicated during the Opening Session of the Conference.
- e. No Amendments to proposals requiring a two-thirds majority (Rule 6.b) can be accepted, except those which either:
  - remove ambiguities or otherwise clarify the draft which has been circulated,
  - OR
  - in the opinion of the Resolutions Committee represent an intermediate position between the proposal and the current position or policy.
- f. All Amendments must be proposed and seconded by separate Member Organizations.
- g. Amendments must be submitted electronically in writing to the Resolutions Committee in English or French.
- h. Only the Amendments that have been submitted according to the requirements will be put to a vote in the plenary session.
- i. The report of the Resolutions Committee will include all Draft Resolutions and Amendments submitted, in their final form, which have not been subsequently withdrawn by the proposer.

The Resolutions Committee will also give its recommendation to the Conference on whether each Draft Resolution and proposed Amendments comply with the Resolution and Amendment Guidelines.

#### 6.4. Emergency Resolutions

- a. No Draft Resolutions can be submitted within three months of the opening date of the Conference. However, Emergency Resolutions can be submitted, provided that the proposed Emergency Resolution:
  - deals with a subject that is urgent and that cannot wait until the next Conference,
  - AND
  - relates to events that occurred after the deadline for submitting Draft Resolutions in terms of Rule 6.1.
- b. Emergency Resolutions can be submitted until a deadline no later than 36 hrs before the first voting session on the Conference Resolutions. The exact deadline will be communicated during the Opening Session of the Conference.
- c. Emergency Resolutions can be proposed by either the World Scout Committee or Member Organizations. Emergency Resolutions proposed by a Member Organization must be seconded by at least nine other Member Organizations. Member Organizations seconding the Emergency Resolution must be from at least three different Regions.
- d. Proposed Emergency Resolutions must be submitted in English or French and must include a brief explanation or justification for the proposal.
- e. Submitted Emergency Resolutions will be made available in English and French on the World Scout website as soon as reasonably possible.
- f. The Resolutions Committee will give its recommendation to the Conference on whether a proposed Emergency Resolution fulfils the requirements of Rule 6.4.a. The Conference will decide by a simple majority whether to accept, by a vote, the proposed Emergency Resolution to be debated.
- g. Member Organizations can submit Amendments to Emergency Resolutions electronically in writing until the start of the voting session on Emergency Resolutions.
- h. Amendments to Emergency Resolutions must be seconded by at least nine other Member Organizations. Member Organizations seconding the Emergency Resolution must be from at least three different Regions.

## 7. Nominations to the World Scout Committee

### 7.1. Eligibility

- a. Under Constitution Article XIII.3, members of the World Scout Committee are elected until the next Conference and can be re-elected once. They are not then eligible for re-election until after the following Conference.
- b. Without exception, only one elected member from any one Member Organization can serve on the World Scout Committee during any one triennial period.

See document  
for new WSC  
nomination  
process proposal

### 7.2. Nomination process

- a. No later than six months before the opening date of the Conference, the World Scout Bureau will notify all Member Organizations of the status of each existing member of the World Scout Committee.. The notification will open the call for nominations for candidates who wish to run for election or re-election to the World Scout Committee.
- b. No later than two months before the opening date of the Conference, Members Organizations must submit their nominations of candidates to the World Scout Bureau.
- c. All requirements of the nomination package must be fully met and sent only in digital format to the World Scout Bureau.
- d. No further nominations will be accepted after the two-month deadline, unless there are an insufficient number of nominated candidates.
- e. If there is an insufficient number of nominations of candidates, a process will be communicated by the World Scout Bureau to Member Organizations after consultation with the World Scout Committee.
- f. No later than one month before the opening date of the Conference, the World Scout Bureau will communicate the list of candidates to Member Organizations. The list of candidates will only be communicated once nominations are closed.

### 7.3. Presentation of Candidature

- a. Candidate presentations will be made available to the Conference through suitable and fair means. Candidates will be permitted a maximum of three minutes to present their candidature.

## 8. Invitations to host World Scout Events

- a. Bidding for World Scout Events is to follow the call for invitations and process outlined by the World Scout Committee.
- b. A bidder is a Member Organization or an alliance of Member Organizations standing as a candidate to host an event.
- c. A list of bidders for World Scout Events will be circulated to all Member Organizations before the opening date of the Conference.

## 9. Voting

- a. According to Article XI.1 of the Constitution, each Member Organization has six (6) votes. These votes should be cast collectively, but delegations can divide their votes across the voting options presented.
- b. Voting will be by electronic means.
- c. In the event of a problem with the electronic voting system, or when called for by a majority of Member Organizations, the Conference Chairperson will allow for the use of alternate voting arrangements established by the World Scout Bureau.
- d. According to Article XI.1 of the Constitution, voting results are determined by the Member Organizations present or represented (by proxy) and voting. Decisions are either taken by election, simple majority or two-thirds majority according to the Constitution and these Rules of Procedure.
- e. **Simple majority:** If more votes are in favour than votes against, the motion is carried. If an equal number of votes is given 'for' and 'against' a motion the Conference Chairperson will not be entitled to give a casting vote, and the motion is defeated.
- f. **Two-thirds majority:** If more than two-thirds of the votes are "in favour" the motion is carried and when exactly two-thirds of the votes are "in favour" the motion is carried.
- g. If a Member Organization wishes to abstain from voting, this will not count either 'for' or 'against' the motion and is not included in determining the result.
- h. Nothing is to be entered on the voting ballots except the number of votes. Votes spoilt either deliberately or inadvertently will not count either 'for' or 'against' and are not included in determining the number of votes cast.
- i. If the Tellers have reasonable cause to believe that there may be any irregularity in voting, they will immediately declare that concern to the Chairperson of the Conference session in which the vote is taken. The Conference Chairperson will consider the circumstances and take such action as they will judge appropriate within the Constitution and these Rules of Procedure.
- j. Where it is clear that a substantial majority exists either 'for' or 'against' the motion, the Conference Chairperson can forego a formal count with the agreement of the mover of the motion.
- k. Where a formal count is taken, the number of votes cast 'for' and 'against' a motion will be announced.

### 9.1. Voting on Draft Resolutions and Amendments

- a. **Simple majority:** In accordance with the Constitution Article XI.1, a resolution will be declared carried by a simple majority of the votes cast.
- b. **Two-thirds majority:** In accordance with the Constitution Article XI.2, decisions on matters listed in Rule 6.b require a two-thirds majority of the votes cast.
- c. This process will be followed when considering any Amendments to a Draft Resolutions:
  - Amendments are first considered by vote before the original Draft Resolution.
  - If the Amendment is defeated, the original Draft Resolution is then considered by vote.
  - If the Amendment is carried, then the Draft Resolution is amended accordingly before the Draft Resolution as amended is considered by vote.
  - In the case of contradictory Amendments, the Resolutions Committee will decide the order in which the Amendments are considered.
- d. Amendments are decided by the same majority as the main motion.
- e. The above provisions are also applicable to voting on Emergency Resolutions.

### 9.2. Elections to World Scout Committee

- a. Voting will be conducted in one single round.



- b. Voting will be by a secret vote.
- c. All nominated candidates will be listed on the voting ballot.
- d. Each delegation must record a total of 72 votes and no more than six votes for any one candidate, otherwise the delegation's ballot is void.
- e. The candidates receiving the most votes will be declared elected to fill the vacancies on the Committee. In the event of a tie to fill the last position(s), the youngest candidate(s) will be declared elected.
- f. The Tellers will ensure that if more than one candidate of any one Member Organization is on the list of nominations, the one receiving the lower vote is removed, so that only one member of any one Member Organization is elected.
- g. The Conference Chairperson will announce the results of the elections, including the number of votes cast in favour of each candidate and the total number of votes cast.

### 9.3. Voting on hosts of World Scout Events

- a. Voting will be conducted in one single round.
- b. Voting will be by secret vote.
- c. Each delegation must record a total of six votes, otherwise the delegation's ballot is void.
- d. **Single Bidder:** In the case of a vote on a single bidder to host the event, the options on the voting ballot will be "in favour", "against" and "abstain".

The candidate will be deemed appointed by the Conference to host the event if it receives a simple majority of the votes cast.

- e. **Multiple Bidders:** In the case of a vote on multiple bidders to host the event, the names of the bidders will be listed on the voting ballot.

The candidate that receives the most votes will be deemed appointed by the Conference to host the event.

In case of a tie for the bidders with the most votes, an additional round of voting will be taken. If there is a bidder with a lowest number of votes, they will be removed from the ballot before the revote. If the tie has not been broken after the additional round of voting, the host of the event will be decided by a draw of the tied bidders. The draw will be conducted by the Conference Chairperson. The method of the draw will be determined by the World Scout Bureau.

## 10. Code of Conduct

- a. In keeping with Scouting values, and to ensure a safe space for all, all attendees of the Conference, whether attending in person or virtually, are required to adhere to the Conference Code of Conduct.
  - This Code of Conduct is circulated in advance of the Conference to all attendees and is also made available through the Conference's communication channels.
  - All attendees must complete, in line with the World Safe from Harm Policy, an eLearning training to familiarise themselves with the Conference Code of Conduct prior to the Conference.
- b. All candidates must familiarise themselves with and abide by the [WOSM Code of Conduct for Elections](#) when promoting their candidature. All campaigns should uphold Scouting values and be representative of WOSM's commitment to ensuring a democratic, free, fair, and transparent process to ensure equal opportunity for any candidate running for election.
- c. To ensure an honest, transparent, and fair procedure, as well as to ensure equal conditions and opportunities for all Member Organizations in relation to bids for World Scout Events, all candidates bidding for a World Scout Event and all Member Organizations are required to follow the [Code of Conduct – Bidders World Scout Events](#).

- d. All Member Organizations and attendees of the Conference have an obligation to immediately report any allegations of non-compliance of either Code of Conducts through the process outlined in the [Complaints Policy of the World Organization of the Scout Movement](#).

## 11. Languages

- a. The official languages of WOSM and the Conference are English and French. All agenda items, Draft Resolutions and Amendments must be presented in one of the two official languages.
- b. In the spirit of Conference Resolution 1990-21 concerning the official languages of WOSM, the Draft Resolutions and background information documents and simultaneous interpretation in the plenary sessions will be provided in the **two other official regional languages (i.e. Arabic and Spanish)** if the technical and financial resources for the Conference are available.

## 12. Speeches and printed material

- a. Speakers are requested to be as concise as possible.

Apart from formal presentations or addresses, speeches will be limited to a maximum of three minutes to each speaker, to give opportunity to all who wish to speak. This limit can be changed only at the discretion of the Chairperson of the session.

- b. Speakers, having been recognized by the Conference Chairperson, are required to preface their remarks by giving their name and that of their Member Organization or Committee.
- c. Political material or propaganda of any character, written or verbal, national or international, will not be permitted at any meeting of the Conference and will be ruled out of order by the Conference Chairperson.
- d. No advertising material for commercial purposes can be distributed during the Conference.

## 13. Platform

- a. During Conference plenary sessions, the Conference Chairperson will decide who will be invited to occupy seats on the platform or any virtual platform.

## 14. Working methods

### 14.1. Select Committee

#### *i) Purpose*

The purpose of a Select Committee is to study certain specific proposals introduced in plenary sessions of the Conference and to consider their merits. A Select Committee will consider opinions on the proposal and seek to reach a consensus.

The Select Committee will make formal recommendations to a later plenary session. No discussion of the merits of the subject will take place in plenary sessions, where only questions for clarification will be accepted prior to formal voting.

This procedure is similar to that used in many national assemblies for detailed study of proposed legislation before it is referred to the full body of the assembly for a vote. This method is intended to enable the Conference to handle more work expeditiously within the limited time available.

#### *ii) Participation*

One delegate per Member Organization selected by their delegation for their knowledge of the subject to be considered will serve on any Select Committee.

Member Organizations so desiring can send additional people as observers. They will not have right of voice or vote.

The World Scout Committee Members as well as the Youth Advisors to the World Scout Committee, have the right to speak but not to vote at the Select Committee.

The Chairperson of the Select Committee will be appointed by the Conference Steering Committee.

Each Select Committee will appoint a Rapporteur.

### *iii) Select Committee Voting Procedure*

Any proposed recommendation from a Select Committee will be agreed or dismissed after a vote.

Select Committee motions will be passed or otherwise by a simple majority.

Each Select Committee delegate will have one vote.

Votes on Amendments to motions will be taken first.

After debate Amendments can be withdrawn at the request of the proposer.

The number of votes 'for' and 'against' motions in the Select Committee will be recorded and presented to the full Conference. This will enable all delegates to be aware of the strength of opinion – 'for' or 'against' – each recommendation.

### *iv) Resumption in Plenary Session*

Prior to resumption in Plenary Session the Resolutions Committee will seek to group proposals from the Select Committee for voting purposes.

On resumption of the subject in a Plenary Session of the Conference, the Rapporteur will present the recommendations, with any necessary explanation. They will also mention dissenting opinions, if appropriate.

There will be no debate in plenary session but the Conference Chairperson can allow questions for clarification.

Amendments proposed by Member Organizations in the Select Committee to any given motion which have not been recommended by the Select Committee and which have not been withdrawn by the proposing Member Organization, will be referred back to the plenary session and will be voted upon first.

Then each Amendment recommended by the Select Committee will be voted upon.

Finally, the full motion, incorporating only those Amendments which have passed, will be voted upon.

## 14.2. Other working methods

- a. Other informal working methods proposed by the Conference Steering Committee can be used as agreed by the Conference.

## Annexes

Annex 2A: Terms of Reference - Resolutions Committee

Annex 2B: Resolution and Amendment Guidelines