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المؤتمر الكشفي العالمي الـ

DOCUMENT

**2B**

## Resolution and Amendment Guidelines

**ANNEX 2B - Rules of Procedure**



**SCOUTS**  
Creating a Better World



# Resolution and Amendment Guidelines

## ANNEX 2B - Rules of Procedure

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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 endeavours 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 of WOSM, the English text will prevail.*

## Introduction

The Resolution and Amendment Guidelines (Guidelines) are a resource supporting the World Scout Conference (Conference) Rules of Procedure (RoP). These Guidelines are aimed at helping National Scout Organizations (NSOs) and their delegations better understand the process of drafting and amending proposals.

The Guidelines will also be used by the Resolutions Committee to guide their support to NSOs and assist the Resolutions Committee in reviewing Draft Resolutions, Amendments, and Emergency Resolutions. The Resolutions Committee will help to ensure through its support to NSOs that all Draft Resolutions are concise, relevant, in plain language, and easy to understand.

A checklist is provided to highlight key points for consideration in drafting and amending resolutions, along with some examples for reference purposes.

## Key Resources

[scoutconference.org](https://scoutconference.org)

[Rules of Procedure](#)

[Terms of Reference of the Resolutions Committee](#)

[Resolution and Amendment Guidelines](#)

[World Scout Conference Resolution Database](#)

## Getting Support

Please reach out to the Resolutions Committee at [resolutions@scout.org](mailto:resolutions@scout.org) to get support and guidance on drafting your resolutions and amendments.

The Resolutions Committee helps to ensure that these Guidelines are followed.

# 1. Draft Resolutions

The information below for Draft Resolutions is based on the Conference Rules of Procedure sections 6.1 and 6.2.

## 1.1 Considerations

If your delegation intends to write a proposal to the Conference, you will need to consider what type of proposal it is. It can either be a Draft Resolution, Constitutional Amendment or amendments to the World Triennial Plan.

Draft Resolutions are proposals going to the Conference which provide high-level guidance to the Movement, they often make specific requests of actions to the Movement overall, World Scout Committee, World Scout Bureau or Member Organizations. They also address topics which are typically related to policies or are more sensitive in nature. Another specific proposal type are amendments to the Constitution of WOSM.

Proposals which are more operational in nature are considered through the World Triennial Plan. NSOs can contribute to the plan by providing their feedback during the development phase or proposing Amendments to the objectives once the draft World Triennial Plan is communicated.

### Reflections

- *Does your Draft Resolution target and address issues at the highest governance level?*
- *How much detail have you included? The more detail there is, the more operational a Draft Resolution becomes.*

### 1.1.1 Purpose

Draft Resolutions need to align with WOSM's purpose and principles, which are outlined in the [WOSM Constitution \(Articles I, II and IV\)](#) and provide a broad overview of WOSM's organisational focus.

### Reflections

- *Have you aligned your Draft Resolution with WOSM's Vision? Its implementation can become much easier to fit into working groups and budget allocations if it is.*

### 1.1.2 Policy

All related policies must be reviewed during the preparation of a Draft Resolution and clearly referenced if applicable.

### Reflections

- *How will your Draft Resolution affect the overall organisation of WOSM? Is it in line with existing policies or recommending changes to a policy?*
- *Have you considered the impact it could have on the policies of NSOs? This could indicate the level of support you might get from other NSOs.*
- *Be aware that changes to one policy may lead to changes and adaptations in other policies.*

### 1.1.3 Scope

Any Draft Resolution being proposed must be realistic and if applicable be actionable in alignment to the functions of the World Scout Committee and World Scout Bureau ([Constitution Articles XIV.1.a and XIX.1.a](#)).

### Reflections

- *Have you considered all practical aspects, including who will need to be accountable for implementing the Draft Resolution?*
- *Are the estimated financial needs practical for being able to implement the Draft Resolution expediently?*

### 1.1.4 Historical

Past decisions and Conference Resolutions should be considered. All World Scout Conference Resolutions can be found in the [Learning Zone](#).

#### Reflections

- *What is the perceived impact of any previous decision/resolution?*
- *What is the current status of any previous decision/resolution?*
- *What difference would your new Draft Resolution bring?*
- *Is there an existing resolution that supports the Draft Resolution being prepared?*
- *If your Draft Resolution is passed, would this cause an existing resolution to be void or need to be revisited?*

### 1.1.5 Structure

Resolutions have a particular structure and should be concise and relevant. Resolutions should include a brief explanation, resolution title, background considerations, and proposed actions. Examples are provided at the end of this document for reference.

### 1.1.6 Length

Resolutions should be short and concise. It can be assumed that if a resolution is lengthy that it may be unrealistic for the Movement to implement, is too operational in nature, and that the writing style is overly complex.

### 1.1.7 Language and writing style

When writing a Draft Resolution, ensure that the style of writing and word usage is easy to understand. Respecting cultural and language diversity will ensure that everyone feels included in the process. Much like our organisation, our language must also be inclusive.

Online tools can be used to check grammar, readability, and help to suggest text that is more concise.

## 1.2 Timeline

Timing	Action	Who
<b>Date of the RoP approval</b>	<ul style="list-style-type: none"><li>• Constitutional Amendments and Draft Resolutions can be submitted</li></ul>	National Scout Organizations
<b>Six months before the opening date of the Conference</b>	<ul style="list-style-type: none"><li>• Deadline to receive proposals that require a two-thirds majority (RoP Rule 6.b)</li></ul>	National Scout Organizations
<b>Four months before the opening date of the Conference</b>	<ul style="list-style-type: none"><li>• Provisional appointment of the Resolutions Committee</li></ul>	World Scout Committee
<b>Four months before the opening date of the Conference</b>	<ul style="list-style-type: none"><li>• Communicate Draft Resolutions proposed by the World Scout Committee</li><li>• Communicate proposals requiring a two-thirds majority which were proposed by the World Scout Committee and NSOs</li></ul>	World Scout Bureau Resolutions Committee
<b>Three months before the opening date of the Conference</b>	<ul style="list-style-type: none"><li>• Deadline to receive Draft Resolutions proposed by NSOs which do not require a two-thirds majority</li></ul>	National Scout Organizations
<b>Two months before the opening date of the Conference</b>	<ul style="list-style-type: none"><li>• Communicate Draft Resolutions proposed by NSOs</li></ul>	World Scout Bureau Resolutions Committee

*Note: Month = a full calendar month*

### 1.3 Proposing

Before submitting a Draft Resolution, ensure that all the points in the checklist (see Annex 1) have been addressed. Submission of a Draft Resolution can be done by filling out the Draft Resolutions template and submitting it to [resolutions@scout.org](mailto:resolutions@scout.org) or through other processes communicated by the World Scout Bureau well in advance of the submission deadlines.

After submitting a Draft Resolution, the Resolutions Committee may contact the proposing NSO to share feedback or recommendations in-line with these Guidelines.

The World Scout Bureau will put together background information that provides a neutral perspective on aspects including any financial, historical, policy and human resources information, and the estimated effects of implementing the Draft Resolution might have on these areas and the organisation. The proposing NSO will have visibility on this document before it is communicated to all members.

### 1.4 Presenting

Any NSO proposing a Draft Resolution will be expected to support it and needs to be prepared to present it during a webinar prior to the Conference.

The proposing NSO also needs to be available to present or discuss their Draft Resolution during any applicable plenary or breakout session(s) at the Conference.

### 1.5 Withdrawing

Withdrawing a Draft Resolution can be done at any time until the moment that it is due to be voted on at the Conference. Withdrawing a Draft Resolution can only be done by the proposing NSO.

Withdrawing a Draft Resolution can be done by emailing the Resolutions Committee at [resolutions@scout.org](mailto:resolutions@scout.org) or by the moment the Conference Chairperson calls for a vote on the Draft Resolution.

## 2. Amendments

The information below for Amendments to Draft Resolutions and to Constitutional Amendments is based on the Conference Rules of Procedure section 6.3.

### 2.1 Considerations

If your delegation intends to propose an Amendment to a Draft Resolution, objective of the World Triennial Plan or Constitutional Amendment, you need to consider if it meets the requirements of being an Amendment. Amendments need to be related to the topic of the proposal being amended and not completely change it, along with ensuring that they are not basic corrections for spelling and grammar.

### 2.2 Timeline

Timing	Action	Who
<b>At least 24 hrs before the first voting session for Constitutional Amendments</b>	<ul style="list-style-type: none"><li>Deadline to receive Amendments to proposals requiring a two-thirds majority (RoP Rule 6.b)</li></ul>	National Scout Organizations

<b>At least 36 hrs before the start of the first voting session for Conference Resolutions</b>	<ul style="list-style-type: none"> <li>• Deadline to receive Amendments to Draft Resolutions that do not require a two-thirds majority</li> </ul>	National Scout Organizations
<b>In advance of the applicable voting sessions</b>	<ul style="list-style-type: none"> <li>• Communicate reports of the Resolutions Committee</li> </ul>	Resolutions Committee World Scout Bureau

Note: Month = a full calendar month

## 2.3 Proposing

Amendments should be submitted well in advance of the Conference to ensure that NSOs have sufficient time to consider the amendments and the decisions to be taken.

Before submitting an Amendment, ensure that all the points in the checklist (see Annex 1) have been addressed. Submission of an Amendment can be done by filling out the Amendment template and submitting it to [resolutions@scout.org](mailto:resolutions@scout.org) or through other processes communicated by the World Scout Bureau well in advance of the submission deadlines.

After submitting an Amendment, the Resolutions Committee may contact the proposing NSO to share feedback or recommendations in-line with these Guidelines.

## 3. Emergency Resolutions

The information below for Emergency Resolutions is based on the Conference Rules of Procedure section 6.4.

### 3.1 Considerations

If your delegation intends to propose an Emergency Resolution, you need to ensure that it meets all requirements in the Conference Rules of Procedure section 6.4, including ensuring it is urgent and important, and that there is sufficient support of seconders.

Emergency Resolutions must be urgent and important in nature and cannot be used for matters that have been forgotten within the communicated timelines.

“Urgent” refers to a matter that has come to light between the Draft Resolution submission deadline and the Conference, and which cannot be postponed to the next Conference.

“Important” refers to a matter of such importance that it requires the immediate attention of the World Scout Conference in session.

#### Reflections

- *Is the proposed Emergency Resolution of such urgency that it cannot be delayed until the next meeting of the Conference?*
- *Is the topic of the proposed Emergency Resolution of such importance that it requires immediate attention of the Conference in session?*



## 3.2 Timeline

Timing	Action	Who
<b>At least 36 hrs before the first voting session for Conference Resolutions</b>	<ul style="list-style-type: none"> <li>Deadline to receive Emergency Resolutions</li> </ul>	National Scout Organizations World Scout Committee
<b>In advance of the applicable voting session</b>	<ul style="list-style-type: none"> <li>Communicate report of Emergency Resolutions</li> </ul>	Resolutions Committee World Scout Bureau
<b>By the start of the applicable voting session</b>	<ul style="list-style-type: none"> <li>Deadline to receive Amendments to any Emergency Resolutions</li> </ul>	National Scout Organizations

Note: Month = a full calendar month

## 3.3 Proposing

It is highly recommended that Draft Resolutions are submitted in advance of the Conference, however, it is noted that matters of critical importance and urgency could arise last minute and may need to be considered by the Conference when it is in session.

Before submitting an Emergency Resolution or any Amendment, you must ensure that all the points in the checklist (see Annex 1) have been addressed. Submission of Emergency Resolutions can be done by filling out the Draft Resolution template and submitting it to [resolutions@scout.org](mailto:resolutions@scout.org) or through other processes communicated by the World Scout Bureau well in advance of the submission deadlines.

After submitting an Emergency Resolution, the Resolutions Committee may contact the proposing NSO to share feedback or recommendations in-line with these Guidelines.

# Annex 1 – Checklist for Draft Resolutions and Amendments

This checklist is for National Scout Organizations (NSOs) and the Resolutions Committee to use when drafting or reviewing a proposal to help ensure that the Guidelines are followed.

## TYPE OF PROPOSAL

Select which type of proposal is relevant for what your NSO wishes to bring forward to the consideration of the Conference. Fulfill the requirements for the type of proposal and then move on to the considerations section.

### 1. RESOLUTIONS

*Resolutions are not operational in nature but provide high-level guidance to the Movement. Only **one** of the following requirements is needed:*

- Change or acceptance of new policy
- Sensitive topic that requires the clear approval of NSOs
- Approval of a Triennial Plan
- WOSM registration fee
- Admission or expulsion of an NSO

### 2. CONSTITUTIONAL AMENDMENTS

*Constitutional Amendments are simply proposals which would amend the Constitution of WOSM. **All** the following requirements are needed:*

- Amending the Constitution of WOSM

### 3. TRIENNIAL PLAN OBJECTIVES

*The Triennial Plan describes WOSM's strategic priorities for the next three years. NSOs can propose amendments to the Triennial Plan objectives by following the considerations and timelines for amendments. Only **one** of the following requirements is needed:*

- New priority and how to execute it
- Best way to conduct a current or ongoing project or action
- Next steps on work established by a Task Force or Working Group

### 4. EMERGENCY RESOLUTIONS

*Emergency Resolutions are outlined in the Rules of Procedure to allow a resolution to be submitted to the Conference if the situation warrants it. **All** the following requirements are needed:*

- Urgent matter that has come up in the months ahead of the Conference
- Important matter that cannot be dealt with by other WOSM bodies between Conferences (e.g. World Scout Committee, Regional Committees, standing committees, Member Organizations or World Scout Bureau)

### 5. AMENDMENTS

*An Amendment is of Draft Resolutions, Constitutional Amendments, Triennial Plan objectives or Emergency Resolutions. **All** the following requirements are needed:*

- Related to the topic raised in the proposal being amended
- Does not completely change the subject matter of the proposal being amended
- Does not correct spelling and grammatical errors

#### **Amendments - additional requirement**

*For Amendments to proposals requiring two-thirds majority, only **one** of the following requirements is needed:*

- Removes ambiguities or provides clarification of the proposal being amended
- Presents an intermediate position of the proposal being amended and current situation

## CONSIDERATIONS

Check off all the required considerations below for Draft Resolutions, Emergency Resolutions and Amendments (proposal types 1, 4 and 5) before moving to the submission section. The considerations in this section might not all be relevant for Constitutional Amendments and Triennial Plan objectives but can be considered as applicable.

## 1. PURPOSE

**All** of the following considerations are needed:

- The proposal is consistent with the purpose and vision of WOSM

## 2. POLICY

**Some** of the following considerations are needed, as applicable:

- Fundamental policy changes are consistent with advancing the purpose of WOSM
- Reasoning is included in the Brief Explanation if there is a conflict with existing policies

## 3. SCOPE

**Some** of the following considerations are needed, as applicable:

- It is clear on who is to act on the requests of the proposal
- The World Scout Committee and/or World Scout Bureau can implement the proposal within their functions, if applicable
- It is feasible for NSOs to implement the proposal, if applicable
- The estimated resources that would be needed to implement the proposal have been considered and are realistic

## 4. HISTORICAL

**All** of the following considerations are needed:

- Historical decisions and proposals have been taken into consideration

## 5. STRUCTURE

**All** of the following considerations are needed:

- Brief explanation includes a short justification for the proposal
- Resolution title is short and reflects the main aim of the Draft Resolution
- Background considerations text of the Draft Resolution state the reasons why the issue is being worked on and highlights previous actions or decisions
- Proposed actions text of the Draft Resolution state the solutions being proposed to resolve the issue and requests being made

## 6. LENGTH

**All** of the following considerations are needed:

- Short sentences are used
- The Draft Resolution is no more than half a page in length (around 250 words or shorter)

## 7. LANGUAGE AND WRITING STYLE

**All** of the following considerations are needed:

- Written in English or French
- Active voice used to make the Draft Resolution clearer and more direct
- The Draft Resolution is to the point and all words are needed to express clearly
- The writing avoids the use of complex words or jargon
- The Draft Resolution is written with the audience in mind, including understanding what the audience needs to know

## SUBMISSION

With the other considerations checked off, it is time for submission of the proposal following all of the requirements of this section.

- Submitted by the deadlines stated in the Rules of Procedure
- Submitted through the use of the applicable template or other process communicated by the World Scout Bureau
- Proposed and seconded by separate NSOs
- Endorsement of the official contacts of the proposing and seconding NSOs has been provided

### **Emergency Resolutions and their Amendments – additional requirement**

- Seconded by at least nine NSOs from three Regions

## Annex 2 – Examples of Draft Resolutions

### **Draft Resolution Title:**

A concise title that clearly represents the aim of the resolution.

### **Background considerations:**

They state the reasons why the issue is being worked on and highlight previous actions or decisions.

### **Proposed actions:**

They state the solutions being proposed to resolve the issue and requests being made.

### **World Scout Youth Involvement Policy**

#### The Conference

- Recognising the value of involving and including young people in decision-making for achieving the purpose of Scouting, [use commas to separate pre-ambulatory clauses]
- Considering that Scouting is a Movement of young people, supported by adults, with whom healthy partnerships are established,
- Noting the findings and conclusions of the Assessment Report of the World Scout Youth Forum and Youth Advisors System, which concludes that more work needs to be done,
- Being aware of the individual and organisational benefits of having young people actively involved at all levels both within the Movement and in the society,
- Believing in the active role that young people can play in creating positive change, inside and outside Scouting,
- Recognising the importance of providing opportunities for young members to experience leadership roles and develop 21st Century skills,
- Adopts the policy text contained in Conference Document 9 as the World Scout Youth Involvement Policy; [use semicolons to separate operative clauses]
- Strongly urges National Scout Organizations to implement the policy at all levels within their own organisations by putting a supporting framework in place;
- Requests the World Scout Committee to consider all means by which the policy may be implemented within the World Organization at regional and world levels, including an ongoing review process. [end resolutions with a period]

## Annex 3 – Examples of Amendments

Original Text	Proposed Amendment
Strive towards more young people in decision-making positions (world and regional)	<del>Strive towards more young people</del> <b>Increase the chances for more young people to be included</b> in decision-making positions (worldwide and regional), <b>including the World Scout Sub-committees, and Regional Committees and their Sub-committees</b>
Ensure young people are trained and used by WOSM as youth external representative/spokesperson	Ensure young people are trained, <b>supported and appointed</b> <del>and used</del> by WOSM as external representatives/spokespersons
Develop an intergenerational dialogue project to foster collaboration between generations in WOSM	Develop <b>and promote the use of</b> an intergenerational dialogue <del>project</del> <b>tool focusing on methodologies, training systems and best practices in order</b> to foster collaboration between generations in WOSM