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Organización Mundial del Movimiento Scout  
المنظمة العالمية للحركة الكشفية

# 24<sup>th</sup> European Scout Conference

## Rotterdam NL | 22-27 July 2022

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## Conference Document 2

### Draft Rules of Procedure<sup>1</sup>

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<sup>1</sup> The **Rules of Procedure for the 24<sup>th</sup> European Scout Conference** were approved by the Member Organisation of the European Scout Region through postal ballot in February 2022 (cf. [24ESC - Conference Circular 2](#))

# Draft Rules of Procedure

## 24<sup>th</sup> European Scout Conference

(January 2022)

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The composition and functions of the European Scout Conference (hereafter the Conference) and the general conduct of its meetings are specified in the latest version of the Constitution of the European Scout Region (March 2019) (hereafter the Constitution).

According to Article III.5.a of the Constitution, the European Scout Conference shall record and adopt its own Rules of Procedure.

The Rules of Procedure are submitted by the European Scout Committee for formal approval by Member Organizations before each ordinary meeting of the Conference to permit their use in all related aspects of the preparation and conduct of the Conference.

The following Rules of Procedure are designed to allow for flexibility in the modalities of delivering the Conference, also to include provisions to allow for a virtual / hybrid Conference<sup>2</sup>. Additionally, flexibility is given for development of the Conference Agenda which will be communicated to Member Organizations as preparations advance. All references to dates and times with the Conference Agenda and Rules of Procedure are to be calculated as the Central European Summer time zone (CEST) if not otherwise stated.

### 1. Notice of Meetings

- a. The notice of the ordinary meeting of the Conference shall be communicated by the World Scout Bureau – Europe Support Centre to all Member Organizations at least six months in advance of the opening day of the Conference. This notice, to such extent as may be possible, shall include a first version of the proposed agenda.

### 2. Agenda items from Member Organizations

- a. The European Scout Committee shall invite Member Organizations to suggest subjects for inclusion in the agenda of the ordinary meeting of the Conference.
- b. Any proposals must be submitted not less than three months before the opening day of the Conference.

### 3. Conference Officers

- a. **Conference Co-Chairpersons:** The European Scout Committee shall appoint two Co-Chairpersons of the Conference. The appointment shall be for the period of each ordinary meeting of the Conference. The Conference Co-Chairpersons' ruling during a plenary session is final.
- b. **Conference Secretary:** The Regional Director shall serve as the Secretary of the Conference.
- c. **Conference Steering Committee:** The Conference Co-Chairpersons and the Regional Director shall serve as the Steering Committee of the Conference. The European Scout Committee may appoint other members to the Steering Committee as appropriate. The function of the Conference Steering Committee includes credential matters, the determination of quorum, based on the number of Member Organizations present, and the implementation of the Code of Conduct, in consultation with the Ethics Committee when needed.
- d. **Tellers:** At the Opening Session of the Conference, the European Scout Committee shall recommend Tellers for appointment by the Conference.

If the Conference does not approve the recommendation, Member Organizations may propose alternative lists of three Tellers for a vote.

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<sup>2</sup> It is of note that the change of format of the Conference is submitted for decision by the European Scout Committee to the Member Organizations by referendum.

The Tellers will count and verify the number of votes recorded. Where electronic counting of votes is used, the Tellers will oversee the voting procedure and verify the number of votes recorded.

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

The European Scout Committee shall, no later than four months before the opening day of the Conference, request Member Organizations to nominate persons for the Resolutions Committee. Such persons will be members of the delegation of the Member Organization to the Conference.

The European Scout Committee shall, no later than three months before the opening of the Conference, provisionally appoint four to six members to serve as the Resolutions Committee. It will draw these appointees from the nominations received and from other individuals based on the required expertise and also cultural diversity. Any appointed person will require the endorsement of their Member Organization.

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

The Conference shall during its Opening Session take a formal vote to endorse the provisional appointment of the Resolutions Committee.

If the Conference does not endorse the provisional appointment, Member Organizations may propose alternative lists of four to six members to form the Resolutions Committee for a vote.

#### 4. Delegates and Observers

- a. **Delegates:** Each Member Organization may be represented by up to six delegates. Each delegate shall be a registered member of the Organization they represent.

In accordance with the policy on payment of registration fees, a Member Organization will lose the right to vote if the regional and/or world registration fees are not fully paid within one year of the invoice date.

- b. **Observers and Guests:** Other members of Member Organizations may attend as observers with the approval of their International Commissioner.

At the discretion of the European Scout Committee, representatives from other organizations may be invited as guests. Observers and guests may take part in discussions with the consent of the Co-Chairpersons but have no vote.

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

Guests will be provided with a formal letter of invitation from the World Scout Bureau - Europe Support Centre.

- d. **Presence:** In accordance with Article III.3 of the Constitution, the presence of at least one half of the Member Organizations will be confirmed at the Opening Session by the Conference Steering Committee. The Conference Steering Committee will to this extent use, as applicable, both the in-person and virtual registered presence of accredited delegations of Member Organizations. For virtual presence, only the virtual participation system designated by the World Scout Bureau - Europe Support Centre will be considered.

- e. **Proxies:** A Member Organization which is unable to be present at the Conference may give its proxy votes to another Member Organization. No Member Organization may accept a proxy from more than one other Member Organization.

Any Member Organization giving a proxy shall notify this in writing to the World Scout Bureau – Europe Support Centre before the Opening Session of the Conference, signed by the International Commissioner or the Official Key Contact recorded for the Organization in the World Scouting Directory.

A Member Organization holding the proxy of another Member Organization may 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 Co-Chairpersons and entitled 'Opening Session'.

## 6. Resolutions of the Conference

- a. Resolutions of the Conference concern the general policy and standards of the World Organization as applicable in Europe and worldwide, recommendations presented by the European Scout Committee and the Member Organizations, determination of the annual registration fee, and Amendments to the Constitution.
- b. Resolution and Amendment Guidelines are included in Annex 2B of these Rules of Procedure.

### 6.1. Submission of Draft Resolutions

- a. The European Scout Committee may submit Draft Resolutions for consideration by the Conference by circulating them to Member Organizations not less than four months prior to the opening day of the Conference.
- b. Member Organizations may submit Draft Resolutions for consideration by the Conference by sending them to the World Scout Bureau – Europe Support Centre not less than three months prior to the opening day of the Conference.

Proposed Draft Resolutions must be proposed and seconded by separate Member Organizations.

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

- c. The World Scout Bureau – Europe Support Centre will circulate the received Draft Resolutions to Member Organizations at least two months in advance of the Conference.
- d. Any Member Organization desiring to submit to the Conference a proposal which, if carried, would involve a decision on:
- annual regional registration fee rate (Article VI.1 of the Constitution);
  - amendments to the Constitution (Article VII.2 of the Constitution);
  - major change of policy

must forward the text of the proposal and associated Draft Resolution so as to reach the World Scout Bureau – Europe Support Centre not less than five months before the opening day of the Conference in order that it may be considered by the European Scout Committee before being submitted to Member Organizations at least four months in advance of the meeting.

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

- a. Before the circulation of the Draft Resolutions to Member Organizations, the Resolutions Committee shall recommend to the proposing Member Organizations any changes necessary to ensure that Draft Resolutions comply with the Resolution and Amendment Guidelines<sup>3</sup>. Member Organizations may also consult the Resolutions Committee in advance of formally submitting a Draft Resolution.
- b. The Resolutions Committee shall 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 which 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.
- c. The World Scout Bureau – Europe Support Centre shall translate the Draft Resolutions into English and French.
- d. The World Scout Bureau – Europe Support Centre shall provide a background information document on each Draft Resolution. The background information document shall include information on previous policies, historical developments, and financial and human resource implications, but shall not take a position on the merits or the desirability of the Draft Resolution. The background information document shall be available in English and French.
- e. The World Scout Bureau – Europe Support Centre shall post the Draft Resolutions and the background information documents in a designated area of the Regional Conference website.
- f. The Resolutions Committee shall encourage discussion and debate, notably via online discussion tools, among Member Organizations and the European Scout Committee concerning proposed Draft Resolutions, with a view to building consensus on proposals and encouraging Amendments to be submitted in advance of the Conference.
- g. The Resolutions Committee will consolidate any Draft Resolutions dealing with subjects which are consensual in nature, do not propose new policies or request specific actions by the European Scout Committee or Member Organizations, which it considers might be more effectively considered by the Conference by “declaration” or another form of endorsement. The Resolutions Committee will include these proposals in its report to the Conference.
- h. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission during the Conference.
- i. Messages of good wishes to the Conference will not normally be read but will be referred to the Resolutions Committee for appropriate action. Copies will be posted in a designated place at the Conference or circulated to delegations.

## 6.3. Submission and Circulation of Amendments

- a. The Resolutions Committee shall encourage Member Organizations to submit any proposed Amendments to the circulated Draft Resolutions well in advance of the Conference.
- b. Any Member Organization wishing to submit Amendments to a Draft Resolution may do so from two months before the start of the European Scout Conference until 09:00 CEST on the third day of the Conference.

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<sup>3</sup> Excluding proposals submitted in accordance with Rule 6.1d which are reviewed by the European Scout Committee in consultation with the Constitutions Committee.

- c. Amendments must be proposed and seconded by separate Member Organizations.
- d. Amendments submitted in advance of the Conference will be made available with regular notifications to Member Organizations on the Conference website after being reviewed by the Resolutions Committee.
- e. Amendments must be submitted in writing to the Resolutions Committee in English or French.
- f. Only the Amendments which have duly been submitted shall be put to a vote in the plenary session.
- g. No Amendments to proposals submitted in accordance with Rule 6.1.d may 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 Draft Resolution and the current position or policy.
- h. Rules 6.3a to 6.3g apply to any additional amendments to proposed amendments submitted and circulated ahead of the deadline.
- i. The report of the Resolutions Committee shall include all Draft Resolutions and Amendments submitted to it, in their final form, which have not been subsequently withdrawn by the proposer.

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

#### 6.4. Voting on Draft Resolutions and Amendments

- a. The provisions of Rule 6.4. do not apply in the case of elections to the European Scout Committee, which are governed by Rule 7, or voting on invitations to host Regional Scout Events, which is governed by Rule 8.
- b. Where an Amendment to a Draft Resolution is proposed, the Amendment will be put to the Conference for a vote first, before the original Draft Resolution.
  - i. If the Amendment is lost, the original Draft Resolution is then put.
  - ii. If the Amendment is carried, then the Draft Resolution is amended accordingly before it is put to the Conference.
  - iii. In the case of several contradictory Amendments the Resolutions Committee will decide the order in which the Amendments are considered.
- c. In accordance with Article III.4 of the Constitution, voting at any meeting of the European Scout Conference shall be by Member Organizations, each Member Organization having six votes. These votes should be cast collectively but delegations may divide them if they so wish.
  - i. Voting may be by electronic means or by a show of voting cards, as ordered by the Co-Chairpersons.
  - ii. In the event of a problem with the electronic voting system or when called for by a majority of Member Organizations, the Co-Chairpersons will allow for the use of a backup system established by the World Scout Bureau – Europe Support Centre.
- d. If a Member Organization wishes to abstain from voting, this shall count neither 'for' nor 'against' and is not included in determining the number of votes cast.

- e. If used, voting papers spoilt either deliberately or inadvertently shall count neither 'for' nor 'against' and are not included in determining the number of votes cast.
  - f. If the Tellers have cause to believe that there may be any irregularity in voting they shall immediately declare that concern to the Chairperson of the Conference session in which the vote is taken. The Co-Chairpersons shall consider the circumstances and take such action as they shall judge appropriate within the Constitution and these Rules of Procedure.
  - g. In accordance with the Constitution, a resolution shall be declared carried by a simple majority of the votes cast by the Member Organizations present (or represented by proxy) and voting.
  - h. In accordance with the Constitution decisions on the following matters require a two-thirds majority of the votes cast.
    - Annual regional registration fee rate (Article VI.1.a of the Constitution),
    - Amendments to the Constitution (Article VII.2.b of the Constitution).
  - i. If an equal number of votes is given 'for' and 'against' a motion or an Amendment requiring a simple majority, the Co-Chairpersons shall not be entitled to give a casting vote, and the motion or Amendment will be lost.
- Where exactly a two-thirds majority of votes are cast for a matter specified in Rule 6.4.h the motion shall be carried.
- j. If used and where a show of voting cards indicates that a substantial majority exists either 'for' or 'against' the motion, the Co-Chairpersons may dispense with a formal count with the agreement of the mover of the motion. Where a formal count is taken the number of votes cast 'for' and 'against' a motion shall be announced.

#### 6.5. Emergency Resolutions

- a. No new Draft Resolutions may be submitted at any time within three months of the Conference. However, Emergency Resolutions may be submitted, provided that the proposed Emergency Resolution:
  - deals with a subject that is urgent and that cannot wait until the next Conference;
  - relates to events that occurred after the deadline for submitting Draft Resolutions; and
  - is proposed by a Member Organization and seconded by at least five other Member Organizations.
- b. Emergency Resolutions may be submitted in English or French within three months of the Conference and up to 09:00 CEST on the third day of the Conference. Submitted Emergency Resolutions will be made available in English and French on the Conference website as soon as reasonably possible.
- c. The Resolutions Committee shall give its recommendation to the Conference on whether a proposed Emergency Resolution fulfils the above requirements. The Conference will decide by a simple majority whether to accept, by a vote, the proposed Emergency Resolution to be debated.
- d. Amendments to Emergency Resolutions can be moved directly from the floor during the consideration of the motion, provided they are seconded by at least five other Member Organizations.



## 7. Elections to the European Scout Committee

- a. **Eligibility:** Under Article IV.2 of the Constitution, members of the European Scout Committee are elected until the next Conference and may be re-elected once. They are not then eligible for re-election until after the following European Scout Conference.

The World Scout Bureau – Europe Support Centre will notify all Member Organizations of the status of each existing member of the Committee six months in advance of the Conference. That notification shall call for nominations for candidates for election or re-election.

Candidatures must be submitted no later than four months before the opening day of the Conference. The list of candidates shall be communicated to Member Organizations no later than one month before the opening day of the Conference.

No subsequent nominations shall be accepted unless there is an insufficient number of candidates by the four-month deadline.

Without exception, only one elected member from any one Member Organization may serve on the Committee at any time.

- b. All candidates must familiarise themselves with and abide by the [Code of Conduct – Bidders World Scout Events](#) 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. **Presentation of Candidature:** During the Conference, candidates will be permitted to present their candidature in a format that will be communicated at least a month before the Conference.
- d. **Voting:** Voting shall be conducted in one single round. Voting shall be by secret electronic or paper ballot.

All nominated candidates shall be listed on the electronic voting device.

In the event of a problem with the electronic voting system, or when called for by a majority of Member Organizations, the Co-Chairpersons will allow for the use of a backup system established by the World Scout Bureau - Europe Support Centre.

When used, nothing may be entered on the paper ballot except the number of votes. Each delegation must record a total of 36 votes and no more than six votes for any one candidate, otherwise the ballot is void.

When an electronic voting system is used, each delegation must record a total of 36 votes and no more than six votes for any one candidate, otherwise the electronic ballot will not be accepted by the electronic voting system.

If the vote is divided between the component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each association.

If the Tellers have cause to believe that there may be any irregularity in the election, they shall immediately declare that concern to the Co-Chairpersons of the Conference session in which the election is taking place. The Co-Chairpersons shall consider the circumstances and take such action as they shall judge appropriate within the Constitution and these Rules of Procedure.

If paper ballots are used, the papers shall be destroyed by the Tellers after the elections.

- e. **Election:** 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.

The Tellers shall 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 new member of any one Member Organization is elected.

The Chairperson shall announce the results of the elections, including the number of votes cast in favour of each candidate and the total number of votes cast.

## 8. Voting on invitations to host the Regional Scout Conference

- a. **Voting:** Voting shall be conducted in a single round, and nothing may be entered on the electronic voting device except the number of votes.

In the event of a problem with the electronic voting system, the Co-Chairpersons will allow for the use of a backup system.

The leader of each delegation is given an electronic voting device on which each delegation may record a maximum of six votes.

If the vote is to be divided between the component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each association.

- b. 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 the Regional Scout Conference, all bidding candidates and all Member Organizations are required to follow the [Code of Conduct – Bidders World Scout Events](#).
- c. **Single Invitation:** Where there is only one Member Organization or alliance of Member Organizations standing as a candidate to host an event, the candidate shall be deemed appointed by the Conference to host the event should it receive a simple majority of the total votes cast.
- d. **Multiple Invitations:** Where there are two or more Member Organizations or alliances of Member Organizations standing as candidates to host an event, the candidate that receives the most votes shall be deemed appointed by the Conference to host the event.

## 9. Code of Conduct

- a. In keeping with Scouting values, and to ensure a safe space for all, all attendees of the Conference 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 will have completed, 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 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.

## 10. Languages

- a. The official languages of the European Scout Region and the Conference are English and French. All agenda items, Draft Resolutions and Amendments must be presented in both languages.

## 11. Speeches and 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 five minutes to each speaker, to give opportunity to all who wish to speak. This limit may be varied only at the discretion of the Co-Chairpersons of the session.
- b. Speakers, having been recognised by the Co-Chairpersons, 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 Co-Chairpersons.
- d. No advertising material for Scouting or commercial purposes shall be distributed within the Conference hall.

## 12. Platform

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

## Annexes

[Annex 2A: Terms of Reference - Resolutions Committee](#)

[Annex 2B: Resolution and Amendment Guidelines](#)

*This version was endorsed during the online meeting of the European Scout Committee on 18 January 2022.*

