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Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

24th European Scout Conference

Rotterdam NL | 22-27 July 2022

Conference Document 2b

Draft Resolution and Amendment Guidelines

2b

Draft Resolution and Amendment Guidelines

ANNEX 2B - Draft Rules of Procedure for the 24th European Scout Conference (2022)

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i. Introduction to Decision-Making in WOSM

These WOSM Resolution and Amendment Guidelines (adapted for Europe) apply to the drafting, review and amendments of Business Resolutions to the European Scout Conference. These guidelines are designed to be used by Member Organizations (MOs) and their delegates to help them better understand the process of drafting and amending Resolutions as well as what is needed for putting forward an Emergency Resolution if needed. The guidelines will also be used by the Resolutions Committee to guide their support to MOs and in reviewing Resolutions, Amendments and Emergency Resolutions.

These WOSM Resolution and Amendment Guidelines are a resource supporting Rules of Procedure (RoP) of the European Scout Conference 2022. The Guidelines will walk through the process involved in drafting a Resolution, how to submit, timeline, considerations, and structure, providing some clear questions to keep in mind when putting a Draft Resolution text together for the European Scout Conference. At the end of the Resolution and Amendment Guidelines are also sections regarding the process and expectations for Amendments and Emergency Resolutions.

ii. Key Resources for Decision-Making in WOSM

- 24ESC Conference Document 1 – Regional Constitution (2019)
- 24ESC Conference Document 2 – Draft Rules of Procedure for the 24th European Scout Conference (2022)
- 24ESC Conference Document 2 Annex 2A: Terms of Reference of the Resolutions Committee
- 24ESC Conference Document 2 Annex 2B: Draft Resolution and Amendment Guidelines (*the document you are reading now*)

1. Draft Resolutions

1.1 Proposing a Draft Resolution

Member Organizations proposing Draft Resolutions are encouraged to reach out to the European Scout Conference 2022 Resolutions Committee to gain support in developing Draft Resolutions. The Resolutions Committee is appointed in advance of the European Scout Conference 2022 to allow them to follow through on their functions, highlighted in their Terms of Reference annexed to the European Scout Conference 2022 Rules of Procedure. An important function of the Resolutions Committee is supporting Member Organizations.

1.a) To assist Member Organizations in drafting resolutions to ensure that Draft Resolutions, Amendments and Emergency Resolutions comply with the Resolution and Amendment Guidelines.

If you are considering proposing a Draft Resolution to the European Scout Conference, please contact the European Scout Conference 2022 Resolutions Committee for support. They can be reached through the following email address resolutions24esc@weconnect.eu.com.

1.2 Timeline

Timing	Action	Who
Date on which the Rules of Procedure is approved by the Member Organizations 11 February 2022	<ul style="list-style-type: none"> Member Organizations can start submitting Constitutional Amendments and other Draft Resolutions 	Member Organizations
Five months before the opening session of the Conference 22 February 2022	<ul style="list-style-type: none"> Deadline to receive Constitutional Amendment Resolutions and other Draft Resolutions of significant changes to policy 	Resolutions Committee
Four months before the opening session of the Conference 22 March 2022	<ul style="list-style-type: none"> Provisional appointment of the Resolutions Committee (confirmation of appointment will be at the start of the Conference). Once provisionally appointed, the Resolutions Committee will be available to work with Member Organizations on their Draft Resolutions 	Resolutions Committee
Four months before the opening session of the Conference 22 March 2022	<ul style="list-style-type: none"> Release all European Scout Committee Resolutions & Background Information on the Conference website. Release all European Scout Committee and Member Organization proposed Constitutional Amendments as a Conference Document 	World Scout Bureau Resolutions Committee (World Scout Bureau - Europe Support Centre)
Three months before the opening session of the Conference 22 April 2022	<ul style="list-style-type: none"> Deadline to receive Draft Resolutions from Member Organizations 	Member Organizations
Two months before the opening session of the Conference 22 May 2022	<ul style="list-style-type: none"> Release all Member Organization Draft Resolutions as a Conference Document 	Resolutions Committee

1.3 Considerations

Member Organizations should take the following into consideration when drafting resolutions:

- 1. Purpose of Resolution:** Accordance with Articles I, II and III of the Regional Constitution
 - Ensure that the Draft Resolution is in line with the purpose and vision of the Region.
- 2. Policy:** Accordance with Article III of the Regional Constitution
 - Ensure that if the Draft Resolution deals with a matter or a policy affecting the Region, it will be possible for the European Scout Committee or World Scout Bureau – Europe Support Centres to implement.
 - If the Draft Resolution conflicts with any present policies of the Scout Movement generally or of any Member Organizations, explain why.
- 3. Scope:** Accordance with Article IV.1(b) and V.1(a) of the Regional Constitution
 - Consider if the European Scout Committee will be able to give effect to the Draft Resolution.
 - Consider the estimated resources that would be needed to implement the Draft Resolution.
 - Consider the World Scout Bureau - Europe Support Centres staff resources and Regional financial resources needed to implement the Draft Resolution.
 - Consider, if applicable, the feasibility for Member Organizations to implement the Draft Resolution.
- 4. Historical:**
 - Ensure that historical decisions and proposals of WOSM are taken into consideration.

1.3.1 Purpose of Draft Resolutions

When drafting resolutions, consider and make clear how the Draft Resolution aligns with WOSM and the Region’s purpose and principles. The purpose and principles are outlined in the Regional Constitution and provide a broad overview of the Region’s organisational focus.

Consider how the Draft Resolution aligns with WOSM’s Vision, shared by the Region. For example, how will this Draft Resolution better help the Region and WOSM meet its objectives within Vision 2023?

Having Draft Resolutions that are aligned with the WOSM’s Vision helps to ensure that their implementation can fit within current committees, working groups, and particularly budget allocations.

Applicable Articles from the Regional Constitution

ARTICLE II	
Purpose	a) The purpose of the European Region is to assist the World Organization in fostering the Scout Movement in Europe.
ARTICLE II	
Principles	b) The principles of the European Region are those of the Scout Movement. c) The European Region accepts and promotes work according to the Scout Method as set out in the Constitution of the World Organization of the Scout Movement. d) In particular, the European Region values transparency in all its operations.

1.3.2 Policy

Any Draft Resolution being proposed that concerns WOSM or Regional policy matters needs to take into account the affects it will have on the overall Organization as well as Member Organizations' own policies.

It is important to take the time to review any current and other possibly related policies and clearly reference these within the Draft Resolution. Be aware that changes to one policy might very well imply changes/adaptions in other policies.

If fundamental policy changes are being proposed, they should be in line with furthering the Purpose of WOSM and of the Region. See Articles of the Constitution above referring to Purpose and Principles and Article III below.

Keep in mind the submission deadline of 5 months in advance (23 February 2022) of the European Scout Conference to receive Constitutional Amendment Resolutions and other Draft Resolutions of significant changes to policy.

Please refer to Rules of Procedure Rule 6.1.d for the full list of Draft Resolutions that fall under this 5-month submission deadline.

Applicable Article from the Regional Constitution

ARTICLE III	
Functions of the European Scout Conference	<p>1. The functions of the European Scout Conference are:</p> <ul style="list-style-type: none">a) To further the World Organisation of the Scout Movement (WOSM) within the Region, by promoting the kindred spirit of cooperation and mutual assistance amongst Member Organizations within the Region.b) To foster the idea of European citizenship, based on the consciousness of a common heritage and destiny.c) To develop cooperation among European youth. To exercise other functions resulting from this Constitution and other laws governing the European Region.d) To ensure the proper implementation of the decisions and policies laid down by the World Organization of the Scout Movement which affect the European Region.e) The Conference shall hear the report of the European Committee, approve the report of the Regional Treasurer and elect members of the European Committee.

1.3.3 Scope

Any Draft Resolution being proposed must be within the scope of the functions of the European Scout Committee and World Scout Bureau – Europe Support Centres as laid down in the Regional Constitution and must be financially realistic.

At times, the European Scout Conference makes direct requests of Member Organizations to fulfil a Draft Resolution or portion of a Draft Resolution. It is important to consider if Member Organizations are able to implement these Draft Resolutions.

Determining oversight, accountability of implementation, and estimated financial requirements are important to assessing the practicality of a Draft Resolution. A Draft Resolution must be practical so that it can be implemented as expediently as possible.

Applicable Articles from the Regional Constitution

ARTICLE IV.1

Functions of European Scout Committee	The functions of the European Scout Committee are: a) To exercise such functions as are provided for in the present constitution. b) To put into effect the resolutions of the Conference and to fulfil any duty that the Conference may assign to it. c) To act as an advisory body to the World Committee. d) To act as an advisory body for Member Organizations requiring advice and assistance.
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ARTICLE V.1

Functions of the World Scout Bureau - Europe Support Centres	The functions of the European Regional Office are: a) To serve as secretariat of the European Scout Region. b) To serve as a secretariat of the World Organization in matters relating to the Region.
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1.3.4 Historical

Past decisions and Conference Resolutions should be taken into account when drafting resolutions. The following questions should be considered and addressed:

Has there been previous decisions or resolutions concerning the subject of the Draft Resolution?

- If yes, then:
 - What is the perceived impact of that previous decision/resolution?
 - What is the current status of that previous decision/resolution?
 - What difference would this Draft Resolution bring?
 - Is there an existing resolution that supports this Draft Resolution?
 - If the Draft Resolution is passed, would this cause an existing resolution to be void or need amending?

To assist with finding historical resolutions of WOSM, all World Scout Conference Business Resolutions back to 1920 have been compiled into two documents: one in English and one in French. These provide an easy way to search all previous World Scout Conference Business Resolutions. There is also a detailed index at the end of each document to assist with finding desired resolutions. See the full PDF on the [Online World Scout Conference Resolution Database](#).

All World Scout Conference Business Resolutions from 1920 onwards are available in a searchable online database, for Member Organizations to access. See the [Online World Scout Conference Resolution Database](#).

The European Scout Region is also about to develop its online database of regional resolutions. Until it becomes available you can reach out to the World Scout Bureau – Europe Support Centre through europa@scout.org with any of your specific questions.

1.4 Drafting a Resolution

1.4.1 Language

Draft Resolutions must be submitted to the European Scout Conference in either English or French. The World Scout Bureau - Europe Support Centre will take charge of the translation.

In case your delegation feels the translation provided does not reflect the spirit/substance of the Draft Resolution in its original language, please contact the World Scout Bureau - Europe Support Centre directly through resolutions24esc@weconnect.eu.com.

When writing a Draft Resolution ensure that the style of writing and word usage is not complex. Short sentences, basic words and clear descriptions are useful to support inclusiveness. Respecting cultural and language diversity will ensure that everyone feels included in the process and understands the Draft Resolution as fully as possible.

1.4.2 Structure of a Draft Resolution

The following is a Sample Resolution showing how a Draft Resolution can be written. A resolution has three parts: Heading, Pre-ambulatory Clauses and Operative Clauses.

It is important to note that a European Scout Conference Resolution targets and addresses issues at a high governance level and should not be so detailed that it crosses into the operational realm.

Sample Draft Resolution

Draft Resolution Title:

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

World Scout Youth Involvement Policy

The [24th European Scout] 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]

Pre-ambulatory

Clauses: These clauses state all the issues requiring resolution. They include the reasons why this issue is being worked on and highlight previous international actions.

Operative Clauses:

These clauses state the solutions being proposed to resolve the issues. The Operative Clauses should address the issues specifically mentioned in the Pre-ambulatory Clauses above it.

1.4.3 Workbook for Drafting a Resolution

Aim

What is the aim of the Draft Resolution to be proposed?

Audience

Who is expected to act on this Draft Resolution?

- European Scout Committee World Scout Bureau - Europe Support Centre Member Organizations Other

Purpose

Which Article(s) of the Regional Constitution would the Draft Resolution respond to?

- Article I: Title and Organs of the European Region
 Article II: Purpose and Principles of the European Region
 Article III: European Scout Conference

Explain how the Draft Resolution would align with WOSM's Vision 2023 or the Regional Vision:

Policy

What policies or issues concerning the Region could the Draft Resolution address?

- 1.
- 2.
- 3.
- 4.

How does this Draft Resolution address the above policies or matters concerning the Region?

Policy *(continued)*

If applicable, explain how the Draft Resolution may conflict with any present policies of the Region or of Scout Movement generally or of any Member Organizations?

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Scope

What is the estimate of resources that would be needed to carry out the Draft Resolution?

Human	Financial

Historical

Which historical resolutions, decisions, or proposals of WOSM (global and/or regional) will need to be taken into consideration?

- 1.
- 2.
- 3.
- 4.

Provide an overview of how this Draft Resolution would align with or affect any historical resolutions. Refer to detailed questions in section 1.3.4 Historical above.

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Putting It All Together

Proposed by: Country:

Seconded by: Country:

Brief explanation or justification for the Draft Resolution:

Title of the Draft resolution:

The Conference,

Purpose

- Reaffirming

Policy

- Taking Note of

Scope

- Stressing

Historical

- Recalling

Aims/Requests

- Recommends
- Encourages
- Calls upon
- Decides
- Urges
- Requests
- Invites

1.5 Submitting a Draft Resolution

See Rules of Procedure Rule 6.1 for details on who can submit a Draft Resolution to the European Scout Conference and how this process works.

After following the considerations of drafting a resolution above, submission of a Draft Resolution can be done by filling out the Template for Draft Resolutions and emailing it to resolutions24esc@weconnect.eu.com. The Template for Draft Resolutions includes the following:

- Name of Proposing Member Organization, country, and signature of official representative
- Name of Seconding Member Organization, country, and signature of official representative
- Place for a brief explanation or justification for the Draft Resolution
- Draft Resolution Text (Title, Pre-ambulatory clauses and Operative clauses)

It is not necessary to submit the above Workbook with a Draft Resolution; this is simply a resource to help with the drafting process.

Please ensure that the Draft Resolution Template, before submission, includes a signature of the official representative of the Member Organization proposing the Draft Resolution as well as of the Member Organization seconding the Draft Resolution.

Upon submission of a Draft Resolution, the World Scout Bureau - Europe Support Centre will put together a Background Information document providing a neutral reality check on information pertaining to the Draft Resolution. This will include financial, historical, policy and human resources information and the estimated effects of implementing the Draft Resolution might have on these areas and the Organization.

When this Background Information document has been created, it will be shared with the proposing MO, giving the Member Organization the ability to provide comments and feedback on the proposed document.

Any Member Organization that proposes a Draft Resolution will be expected to support it and needs to be prepared to assist with presenting it during a webinar prior to the European Scout Conference.

The Member Organization also needs to be available to discuss it during any breakout session at the European Scout Conference and to speak to it during a plenary session.

1.6 Withdrawing a Draft Resolution

If a Member Organization wishes to withdraw a Draft Resolution, this can be done at any time until the moment it is due to be presented at the European Scout Conference. Withdrawing a Draft Resolution can only be done by the proposing Member Organization, not by the seconding Member Organization or any other Member Organization.

A request to withdraw a Draft Resolution can be sent to resolutions24esc@weconnect.eu.com or communicated directly to the Resolutions Committee at the European Scout Conference.

When the Draft Resolution is presented at the European Scout Conference, the Chairperson will give the proposing Member Organization the floor to explain the Draft Resolution being proposed. This is the final moment where the proposing Member Organization may decide to withdraw its Draft Resolution. After this moment, the Draft Resolution goes to the Conference for a decision.

2. Amendments

2.1 Proposing an Amendment

See Rules of Procedure Rule 6.3 for further information about proposing an Amendment to a Draft Resolution.

It is encouraged to submit Amendments well in advance of the European Scout Conference to take advantage of the increased preparation time and time given for debate. Amendments can be submitted starting two months prior the opening of the Conference up until 09:00 CEST on the third day of the European Scout Conference (Monday, 25 July 2022).

With regard to any Draft Resolutions pertaining to Constitutional Amendments, or other topics listed in Rules of Procedure Rule 6.1.d, please pay special attention to Rules of Procedure Rule 6.3.g which states:

No amendments to proposals submitted in accordance with Rules of Procedure 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.

2.2 Timeline

Timing	Action	Who
Three months before the opening session of the Conference 22 May 2022	<ul style="list-style-type: none">• Release of all Member Organization Draft Resolutions as a Conference Document	Resolutions Committee
Third day of the European Scout Conference 25 July 2022	<ul style="list-style-type: none">• 09:00 CEST – Deadline for receiving Amendments• 09:00 CEST – Deadline for receiving Amendments to proposals under Rules of Procedure Rule 6.1.d (permitted if Rules of Procedure Rule 6.3.g is met)• Final report available for download on the Conference website.	Member Organizations Resolutions Committee & European Scout Committee

2.3 Considerations

The following considerations need to be taken into account when putting forward Amendments to Draft Resolutions.

- Any proposed Amendment to a circulated Draft Resolution must be related to the topic raised in the circulated Draft Resolution.
- Any proposed Amendment cannot completely change the subject matter of the circulated Draft Resolution.
- Any proposed Amendment must take into account the considerations listed in section 1.3 above.
- Any proposed Amendment must be of substance. Do not submit Amendments to correct spelling and grammatical errors.
- Amendments can be submitted in either English or French. The World Scout Bureau - Europe Support Centres will arrange translation.

In case the Member Organization's delegation feels the translation provided does not reflect the spirit/substance of the Amendment in its original language, please contact the World Scout Bureau – Europe Support Centres directly through resolutions24esc@weconnect.eu.com.

Amendments may be submitted to proposals made under Rules of Procedure Rule 6.1.d until **09:00 CEST** on the **third** day of the Conference if they are clarifications or intermediate positions, as stated in Rules of Procedure Rule 6.3.g.

Sample Amendments

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

3. Emergency Resolutions

3.1 Proposing an Emergency Resolution

Although it is highly recommended that Draft Resolutions are submitted in advance of the European Scout Conference, it is realised that matters of critical importance and urgency could come up at the last minute and might need to be considered by the European Scout Conference when in session. These critically important and urgent resolutions are referred to as "Emergency Resolutions".

See Rules of Procedure Rule 6.5 for further information about Emergency Resolutions.

3.2 Timeline

Timing	Action	Who
Third day of the European Scout Conference 25 July 2022	<ul style="list-style-type: none"> Emergency Resolutions may be submitted up to 09:00 CEST on the third day of the Conference (Monday 25 July 2022) 	Member Organizations European Scout Committee

3.3 Considerations

Emergency Resolutions should take into account the same considerations as Draft Resolutions outlined in section 1.3 of these Resolution and Amendment Guidelines.

To propose an Emergency Resolution, it must be seconded by five other Member Organizations. The same will apply for Amendments to Emergency Resolutions that are moved directly from the floor during the consideration of the motion.

It is not anticipated that an Emergency Resolution will be needed very often. However, the opportunity is provided within the Rules of Procedure should a resolution be needed at the last minute.

Emergency Resolutions cannot be used for matters that have simply been forgotten or not acted on within the communicated timeline.

These following definitions of Urgent and Important will help in clarifying what is an Emergency Resolution.

Urgent

Urgent refers to an Emergency Resolution which is about a matter which has come to light between the Draft Resolution submission deadline of 23 April 2022 and the start of the European Scout Conference, and which cannot be postponed to a subsequent meeting of the European Scout Conference.

An urgent matter may arise due to something that has happened in the three months prior to the European Scout Conference, and which affects Scouting. This might include issues affecting WOSM such as government upheaval, political strife, global disaster, a required change in a policy or working method, etc.

To consider if the matter is sufficiently urgent to be put forward as an Emergency Resolution, ask:

Is the proposed Emergency Resolution of such urgency that it cannot be delayed until the next meeting of the European Scout Conference or taken to a postal ballot at a later date?

Important

Important refers to an Emergency Resolution which is about a matter of such importance that it requires the immediate attention of the European Scout Conference in session.

An important matter is something which cannot be dealt with by other WOSM bodies such as the World Scout Committee, its standing committees, Regional Committees, WOSM Member Organizations, or the World Scout Bureau.

This might include issues affecting WOSM such as government upheaval, political strife, global disaster, a required change in a policy or working method, etc.

To consider if the matter is important enough to be put forward as an Emergency Resolution, ask:

Is the topic of the proposed Emergency Resolution of such importance that it requires immediate attention of the European Scout Conference in session?

