



9th Europe Conference/ 9e Conférence européenne Tours, France 12-15.09.2016

Document 1

Rules of Procedure

The purpose and principles of the Europe Region of International Scout and Guide Fellowship (ISGF) and the general conduct of its meetings are specified in the Constitution.

The Europe Region has adopted the following Rules of Procedure so that its meetings may be carried out in good order and that there may be no misunderstanding as to the methods adopted.

1. Chairman of the Europe Region Conference

- a) The Chairman and the Vice-Chairman of the Europe Region Conference are appointed by the Europe Region Conference on the proposal of the ISGF Europe Region Committee.
- b) The Europe Region Committee shall be responsible for the agenda and the programme.
- c) The ruling of the Chairman of the Europe Region Conference is final.

2. Delegates, observers and guests

a) Delegates

Each National Scout and Guide Fellowship [and the Central Branch, if so decided] have the right to be represented at meetings of the Europe Region Conference by up to four delegates with voting rights. However, when two National Scout and Guide Fellowships in one country have been recognised as Members, each shall have only two delegates with voting rights.

A form listing the appointed delegates and identifying the head of the delegation shall be sent in advance of the Europe Region Conference to the Europe Region Chairman. Delegates whose names are not listed on the above form shall present, on arrival at the Europe Region Conference venue, an official letter indicating their status signed by the President, International Secretary or other responsible official of their organisation. [An election of four delegates for the Central Branch should be held before the opening of the Europe Region Conference, if so decided.]

b) Observers

Observers may attend meetings of the Europe Region Conference without voting rights nor taking the floor. All observers are welcome to participate in seminars and group meetings.

c) Guests

Guests may be invited by the Europe Region Committee and may attend the meetings of the Europe Region Conference without voting rights. They can be invited to address the Europe Region Conference and are welcome to participate in seminars and group meetings.

3. Quorum

Immediately after taking the chair, the Chairman of the Conference will ask the Conference Secretary to announce the existence of the quorum, on the basis of delegations having registered at the Europe Region Conference venue, including any proxies duly submitted.

4. Moving of motions and amendments

- a) Any National Scout and Guide Fellowship desiring to submit to the Europe Region Conference:
- a subject for discussion requiring a vote;
 - a motion upon any matter not already included in the agenda;
 - a motion which, if carried, would involve a decision under art.5, letter f) (amendment of the Constitution), or a major change in policy,

must forward the draft text to the Europe Region Committee at least three months before the opening date of the Europe Region Conference, in order that the motion may be considered by the Europe Region Committee and National Scout and Guide Fellowships.

Amendments to these motions must be submitted to the Europe Region Committee at least one month before the date of the Europe Region Conference.

- b) Before a motion or an amendment can be put to the vote of the Europe Region Conference, it must be formally proposed and seconded, except for motions from the Europe Region Committee. The proposer and seconder should be delegates from different National Scout and Guide Fellowships.
- c) Where an amendment is made to a motion, it is the amendment which is first put to the Europe Region Conference for voting, before the original motion. If the amendment is lost, the original motion is then put to the vote.

If the amendment is carried, the motion is amended accordingly, before it is put to the vote.

If more than one amendment is made to a motion, the first to be put to the vote is that which, in the judgement of the Chairman of the Conference, changes the original motion most radically. The same rule applies to the order of the other amendments.

- d) During the Europe Region Conference, no amendments to motions submitted in accordance with sub-paragraph a) above may be accepted, except those which either:
- remove ambiguities or otherwise clarify the draft which has been circulated; or
 - represent an intermediate position between the draft circulated and the status quo.

5. Voting

- a) In accordance with Section 10 of the Europe Region Constitution, each National Scout and Guide Fellowship, unless it has lost its right to vote as per paragraph 6 of that article, [and the Central Branch, if so decided] shall have four votes which they can use as they see fit, irrespective of the number of delegates attending. Each delegate will receive a voting card.

A roll call shall be taken immediately before a voting session of the Europe Region Conference.

- b) A National Scout and Guide Fellowship voting by proxy on behalf of another National Scout and Guide Fellowship has the duty to find out as far as possible how the latter Fellowship would have voted on each item submitted to a vote, and vote accordingly.
- c) Three tellers shall be appointed by the Europe Region Conference on the proposal of the host National Scout and Guide Fellowship Organising Committee, to count the votes, record them and announce the results.

In the case of a secret ballot, the tellers will return all voting papers to the Conference Secretariat to be destroyed.

If a National Scout and Guide Fellowship wishes to abstain from voting, the paper should be returned marked "ABSTAIN". Any such paper is not counted in determining the result of the ballot.

- d) A motion is carried if a simple majority of the votes cast is given in its favour, except for motions on matters mentioned in sub-paragraph f) below.

Where a formal count is taken, the number of votes cast for and against the motion shall be announced, except when the mover has requested otherwise.

However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chairman of the Europe Region Conference may dispense with a formal count.

- e) If an equal number of votes is given for and against a motion or an amendment, the motion or amendment will be lost.
- f) A two-thirds majority of the votes cast is required for amendments to the Constitution to be accepted (Paragraph 12.2 of the Europe Region Constitution)
- g) Voting concerning hosting the next Europe Region Conference, admission of new members to Europe Region and suspension of membership of Europe Region requires a secret ballot.

Other matters may also be voted upon by secret ballot at the discretion of the Chairman of the Europe Region Conference. Tellers are bound to secrecy.

6. Languages

The official languages of the Europe Region Conference are English and French.

7. Speeches

- a) Speakers are requested to give their name and the name of their National Fellowship, and to be as concise as possible.

Apart from the formal presentation of motions and amendments, all addresses, speeches, etc. shall be limited to a maximum of five minutes to each speaker, in order to give ample opportunity to all who wish to speak on any subject. The limit may be varied at the discretion of the Chairman of the Europe Region Conference.

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

8. Open session

- a) Any subject proposed for discussion at the open session (without voting) as well as any invitation must be notified in writing to the Europe Region Bureau at the Europe Region Conference, not less than 24 hours before the open session is due to start.
- b) Questions to be asked of the Europe Region Committee must be notified in writing to the Europe Region Bureau at the Europe Region Conference, not less than 12 hours before the open session is due to start.

9. Platform

The Chairman of the Europe Region Conference shall decide who will be invited to occupy a seat on the platform.

The platform party shall normally be limited to the Chairman and Vice-Chairmen of the Europe Region Conference, and the session speakers.

Delegates [included the Central Branch if so decided] shall be seated in the body of the Europe Region Conference hall, where indicated by the organising committee, in alphabetical order of the names of countries present.

Seating shall be reserved for members of the Europe Region Committee, the Conference Secretary, and guests. Observers are invited to occupy the remaining seating.

10. Presentations

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

11. Amendments to the Rules of Procedure

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

Proposals for amendments may be submitted in advance of the Conference or proposed at the beginning of it. The Chairman of the Europe Region Conference shall announce, or ask for, any such proposals at the opening session. If no proposals for amendments are put forward, the present Rules are considered as confirmed, no vote being necessary.

The Rules of Procedure may not be modified during the rest of the Conference, except at the discretion of the Chairman of the Europe Region Conference.

12. Miscellaneous

The English text of the present Rules of Procedure is recognised as the official text; any other language is considered as a translation.

APPENDIX TO THE RULES OF PROCEDURE

GLOSSARY

- Agenda: A list of items to be considered by the Europe Region Conference.
- Amendment: A change to a proposal or to the Constitution or Bye-Laws.
- Ballot: Act of voting, especially secret voting, by means of a paper on which the vote is registered.
- Candidate: A person who has been nominated for election.
- Delegate: A person appointed by a National Scout and Guide Fellowship or by the Central Branch to represent it at a Europe Region Conference.
- Eligible: Legally qualified to be elected or chosen.
- Guest: A person who participates in the Europe Region Conference by personal invitation of the Europe Region Committee, such as the representatives of WOSM and WAGGGS (other than the Committee members), or the representatives of countries not yet Members.
- Member – Membership: Written with a capital letter refer to the NSGFs, Members of the ISGF; with a small letter refer to individual members (of an NSGF or the Central Branch).
- Motion: A proposal ready to be put to the vote.
- Nominate: Put forward the name of a person for some specific task or office.
- NSGF: “National Scout and Guide Fellowship”: a national adult organisation recognised as a Member (whether Full or Associate) of the ISGF, which may have the nature either of a single organisation or of a federation comprising several associations.
- Observer: An individual member of a NSGF or of the Central Branch attending a Europe Region Conference without being a delegate. An observer is normally not entitled to vote or to take the floor.
- Proposal: A plan or scheme introduced by a NSGF or the Europe Region Committee and concerning a policy matter or a change in the Constitution or the Bye Laws.
- Proxy: Person or organisation authorised to act for another.
- Quorum: Minimum number of members whose presence is required for a meeting to be valid.
- Resolution: A motion carried.
- Suspension of membership: The taking away temporarily by the Europe Region Committee of the membership rights of a NSGF to belong to Europe until a decision on membership is taken at the following Europe Region Conference.
- Triennial report: The report describing the work, activities and achievements of the Europe Region Committee during the triennium between two Europe Region Conferences.
- Triennium: A three-year period.
- Votes cast: All votes FOR or AGAINST. Abstentions are not “votes cast”.