

**To: National Scout and Guide Fellowship (NSGF).**

*At the ISGF World Committee annual meeting in March 2017, it was decided that the Circular 03Rev will replace the Circular 03 (December 2016). The ISGF World Committee (WCom) has put forward proposals for amendments (written in blue) to be submitted to the World Conference to ensure clarification of the procedures adopted during the Conference.*

**RULES OF PROCEDURE**

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

The World Conference 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 WORLD CONFERENCE**

a) The Chairman and the Vice-Chairman of the World Conference are appointed by the World Conference on the proposal of the ISGF World Committee.

b) The Chairman and the Vice Chairman of the World Conference, the Chairman and the Vice-Chairmen of the World Committee and the Secretary General serve as the Steering Committee of the World Conference. They shall be responsible for the agenda and the programme.

**Proposal for amendment:**

b) *The Chairman and the Vice-Chairmen of the World Committee, the Chairman and the Vice Chairman of the World Conference, the Chairman of the Host Committee and the Secretary General serve as the Steering Committee of the World Conference. They shall be responsible for the agenda and the programme.*

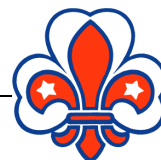
c) The ruling of the Chairman of the World Conference is final.

**2. DELEGATES, OBSERVERS AND GUESTS**

a) Delegates

Each National Scout and Guide Fellowship and the Central Branch have the right to be represented at meetings of the World 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 World Conference to the World Bureau. Delegates whose names are not listed on the above form shall present, on arrival at the World 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 World Conference.



## 28<sup>th</sup> ISGF World Conference, Bali, Indonesia 2017

### Circular 03REV. – RULES OF PROCEDURE

#### b) Observers

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

#### Proposal for amendment:

*Observers are ISGF members who belong to a National Fellowship or the Central Branch and are not delegates.*

*They may attend meetings of the World Conference without voting rights or taking the floor. All observers are welcome to participate in seminars and group meetings.*

#### c) Guests

Guests may be invited by the World Committee and may attend the meetings of the World Conference without voting rights. They can be invited to address the World 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 Secretary General to announce the existence of the quorum, on the basis of delegations having registered at the World Conference venue, including any proxies duly submitted.

#### Proposal for amendment:

*Immediately after taking the chair, the Chairman of the ISGF World Committee will ask the Secretary General to announce the existence of the quorum that shall be half plus one of the present Members of the ISGF (ISGF Constitution articles 8.2 and 8.7 proxy).*

*The Secretary General will also be asked at the commencement of any session where there will be any approval or voting by the World Conference to confirm that the meeting is quorate.*

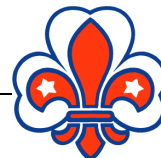
### 4. RESOLUTIONS COMMITTEE AND PROCEDURE

a) At the opening of the World Conference, the World Committee shall nominate three members, each from a different National Scout and Guide Fellowship for appointment to the Resolutions Committee by the World Conference. These three persons must be selected for their ability to draft clearly and concisely, in at least one of the two official languages; each language will be covered by at least one of the members.

b) The responsibility of the Resolutions Committee is:

- (1) to assist as necessary with the drafting and translation of motions and amendments;
- (2) to ensure the accuracy of wording and translation of all resolutions;
- (3) to prepare and present in writing, for approval by the World Conference, a record of all resolutions proposed during the World Conference.

c) The Resolutions Committee will work in consultation with those proposing motions or amendments.



d) The record of all resolutions shall be ready for collection from the Secretariat by the heads of delegations on the day before the official closure of the conference (between 8 and 9 p.m.). On the following day, the World Conference shall vote on its approval.

**Proposal for amendment:**

*d) The records of all resolutions shall be ready for collection from a designated area by the heads of delegations a minimum of three (3) hours before the World Conference shall vote on their approval, on the day of the official closure of the Conference.*

## 5. MOVING OF MOTIONS AND AMENDMENTS

a) Any National Scout and Guide Fellowship desiring to submit to the World 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.6, letter f) (amendment of the Constitution), or a major change in policy,

must forward the draft text to the World Bureau at least seven months before the opening date of the World Conference (*by 10th March 2014- dates for WConf in Australia- previous version*), in order that the motion may be considered by the World Committee and National Scout and Guide Fellowships. Amendments to these motions must be submitted to the World Bureau at least three months before the date of the World Conference (*by 10th July 2014- dates for WConf in Australia- previous version*).

**Proposal for amendment:**

***5. Submission of motions and amendments***

*a) Any National Scout and Guide Fellowship desiring to submit to the World Conference:*

- a subject for discussion requiring a vote;
- a motion upon any matter not already included in the agenda;

*National Scout and Guide Fellowships with the status of Full Member, desiring to submit to the World Conference*

*- a motion which, if carried, would involve a decision (ISGF Constitution article. 14), or a major change in policy,*

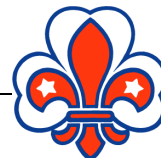
*must forward the draft text to the World Bureau at least seven months before the opening date of the World Conference in order that the motion may be considered by the World Committee and National Scout and Guide Fellowships.*

*Amendments to these motions must be submitted to the World Bureau at least three months before the date of the World Conference.*

*An Associate Member may only propose motions or amendments on matters that they are allowed to vote on (ISGF Constitution- Article 5.10).*

b) Before a motion or an amendment can be put to the vote of the World Conference, it must be formally proposed and seconded, except for motions from the World 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 World 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 World Conference, no amendments to motions submitted in accordance with art. 4 a) 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.

**Proposal for amendment:**

*d) During the World Conference, no amendments to motions submitted in accordance with article 14 Amendments to the Constitution (ISGF Constitution) - 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.*

## 6. VOTING

a) In accordance with Article 8 of the ISGF 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 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 World Conference.

**Proposal for amendment:**

*a) Each NSGF, unless it has lost the right to vote, and the Central Branch shall have four votes, which they can use as they think fit, irrespective of the number of their delegates attending. However, in the case where two NSGFs in one country have been recognised as Members, each shall have only two votes. (ISGF constitution Article 8.4.)*

*Each Country delegation and CB will receive four voting cards.*

*Different coloured voting cards will be used dependant on the membership status of the NSGF:*

*Full Members: blue voting cards*

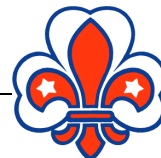
*Associate Members (AMO) and CB: orange voting cards.*

*The rights of Full members are set out in ISGF Constitution Article 5.9 and those of Associate members in Article 5.10*

*- Which states AMO and CB are not entitled to vote on the recognition of National Organisations as Full Members, cancellation of Membership of Full Members, amendments to the Constitution and the Bye-Laws (see below appendix - Status of NSGF)*

*A roll call shall be taken immediately before a voting session of the World 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 World Conference on the proposal of the World 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.

**Proposal for amendment:**

c) *Three tellers shall be appointed by the World Conference on the proposal of the World Committee, to count the votes, record them and announce the results. Tellers are bound to secrecy (ISGF Constitution - Article 8.5). In appointing tellers, the World Conference must ensure that there are no conflicts of interest.*

*In the case of a secret ballot, the tellers will return all voting papers to the Conference Secretariat to be destroyed, after the Secretary General has recorded the contents.*

*If a National Scout and Guide Fellowship wishes to abstain from a secret vote, 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 art.6, letter f).

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 World Conference may dispense with a formal count.

**Proposal for amendment:**

d) *A resolution or a motion is carried if a simple majority of the votes cast is given in its favour, except for decisions concerning:*

- ✚ the admission of new Members;*
- ✚ the cancellation of Membership;*
- ✚ the determination of the annual per capita fee;*
- ✚ amendments to the Constitution;*
- ✚ the dissolution of the ISGF and the disposal of its assets and funds,*

*which shall be decided by a two-thirds majority of the votes cast.*

*In the event of a tie, the motion shall be defeated.*

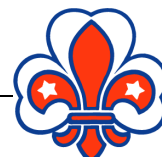
*Where a formal count is taken, the number of votes cast for and against the motion shall be announced.*



*However, where a show of voting cards indicates that a substantial majority exists either for or against the motion, the Chairman of the World 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 Chairman of the World Conference has no casting vote. The motion or amendment will be lost.

f) Decisions on the following matters require a two-thirds majority of the votes cast (Article 8, Paragraph 4 of the Constitution):

- ✚ Admission of new members*
- ✚ Cancellation of membership*
- ✚ Amendments to the Constitution*



-  Dissolution of the International Scout and Guide Fellowship
-  Determination of the annual fees

**Proposal for amendment:**

*To delete paragraph f as covered under d).*

g) Voting concerning hosting the next World Conference, admission of new members and cancellation of membership requires a secret ballot.

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

**Proposal for amendment:**

*f) Voting concerning the hosting of the next World Conference, admission of new Members, cancellation of membership and the election of World Committee Members requires a secret ballot.*

*Other matters may also be voted upon by secret ballot at the discretion of the Chairman of the World Conference or at the request of two third of the present delegations.*

*Tellers are bound to secrecy and they will return the voting papers to the Conference Secretariat to be destroyed, after the Secretary General has recorded the contents.*

## 7. ELECTIONS

a) Under Article 9, Paragraphs 3 and 8 of the ISGF Constitution, four members of the World Committee shall be elected at each triennial meeting of the World Conference.

The World Bureau will advise all National Scout and Guide Fellowships nine months in advance of the World Conference and call for new candidates. A National Scout and Guide Fellowship can nominate only one candidate.

The retiring elected members who have served two three-year terms consecutively (six years) are not eligible for re-election until a three-year interval has elapsed.

The Conference is requested to refrain from applauding during the presentation of the candidates to the World Committee.

**Proposal for amendment:**

*a) Under Article 9, Paragraphs 3 and 8 of the Constitution, **X** members of the World Committee shall be elected at each triennial meeting of the World Conference.*

*The World Bureau will advise all National Scout and Guide Fellowships nine months in advance of the World Conference and call for new candidates. A National Scout and Guide Fellowship can nominate only one candidate.*

*At the start of the voting session the Conference Chairman will confirm the number of vacancies.*

*The retiring elected members who have served two three-year terms consecutively (six years) are not eligible for re-election until a three-year interval has elapsed.*

*b) the candidates will be presented to the Conference and the Conference is requested to refrain from applauding during this presentation.*

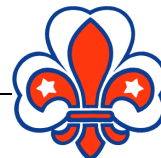
b) Voting shall be by secret ballot

The leader of each delegation shall be given a voting paper on which each delegation may record a maximum of 16 votes and no more than 4 votes for any one candidate.

Anything entered on the voting paper beyond these numbers of votes shall entail its invalidation.

**Proposal for amendment:**

*c) Voting shall be by secret ballot*



**Circular 03REV. – RULES OF PROCEDURE**

*The leader of each delegation shall be given a voting paper on which each delegation may record a maximum of X votes with no more than 4 votes for any one candidate- maximum number of votes will be confirmed by the Chair of WConf before elections.*

*Anything entered on the voting paper beyond these maximum number of votes allowed shall entail its invalidation.*

c) An extraordinary vacancy caused by the death of a member or by resignation should be filled for the remaining period of the six-year term at the next World Conference. Such vacancies shall be filled by elections in a secret ballot held after the normal elections (art. 7, letter a) and b)). Members to be elected are chosen from the remaining candidates list.

**Proposal for amendment:**

*d) An extraordinary vacancy caused by the death of a member or by resignation should be filled for the remaining period of the six-year term at the next World Conference. Such vacancies shall be filled by elections in a secret ballot held after the normal elections (ISGF Constitution Article 9.9) Members to be elected are chosen from the remaining candidates list.*

d) Temporary members co-opted by the World Committee under Article 9, Paragraph 9 of the Constitution, are eligible as candidates.

**Proposal for amendment:**

*To be 'e'*

e) After the announcement of the result of the elections, and after the report of the World Conference has been circulated, the ballot papers shall be destroyed by the secretariat, bound to secrecy. The numbers of votes obtained are not announced.

**Proposal for amendment:**

*f) After the announcement of the result of the elections, the tellers will return all voting papers to the Conference Secretariat to be destroyed, after the Secretary General has recorded the contents.*

*The secretariat is bound to secrecy. The numbers of votes obtained are not announced.*

## **8. LANGUAGES**

The official languages of the World Conference are English and French.

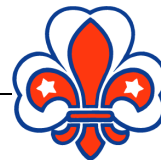
## **9. SPEECHES**

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 for 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 World Conference.

b) Observers may speak if invited to do so by the Chairman of the World Conference.

c) Political material or propaganda of any character, written or verbal, national or international, is not permitted at any meeting of the World Conference.



## 10. 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 World Bureau at the World Conference, not less than 24 hours before the open session is due to start.

b) Questions to be asked of the World Committee must be notified in writing to the World Bureau at the World Conference, not less than 12 hours before the open session is due to start.

## 11. PLATFORM

The Chairman of the World 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 World Conference, the session speakers, the Chairman and Vice-Chairmen of the World Committee and the Secretary General.

Delegates included the Central Branch shall be seated in the body of the World 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 World Committee and guests. Observers are invited to occupy the remaining seating.

### Proposal for amendment:

*The Chairman of the World 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 World Conference, the session speakers, the Chairman and Vice-Chairmen of the World Committee and the Secretary General.*

*Delegates including the Central Branch shall be seated in the body of the World Conference hall, where indicated by the organising committee, and in alphabetical order of the names of countries present.*

*Seating shall be reserved for members of the World Committee and guests. Observers are invited to occupy the remaining seating.*

## 12. PRESENTATIONS

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

### Proposal for amendment:

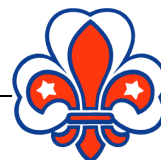
*Presentation of gifts or votes of thanks are made from the platform by the WCom only. NSGFs shall have a dedicated place at the end of the Conference.*

## 13. AMENDMENTS TO THE RULES OF PROCEDURE

The present Rules of Procedure may be amended by the World 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 World 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 World Conference.

**Proposal for amendment:**

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

*Proposals for amendments are to be submitted 7 months in advance and any sub amendment 3 months in advance of the Conference. The Chairman of the World Committee shall announce 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 World Conference.*

#### **14. MISCELLANEOUS**

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

## APPENDIXES TO THE RULES OF PROCEDURE

### GLOSSARY

- Agenda: A list of items to be considered by the World 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.
- Cancellation of membership: Removing a National Scout and Guide Fellowship's name from the list of the ISGF Members by a decision of the World Conference.
- 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 World Conference.
- Eligible: Legally qualified to be elected or chosen.
- Guest: A person who participates in the World Conference by personal invitation of the World 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 World 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 World 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 World Committee of the membership rights of a NSGF until a decision on membership is taken at the following World Conference.
- Triennial report: The report describing the work, activities and achievements of the ISGF during the triennium between two World Conferences.
- Triennium: A three-year period.
- Votes cast: All votes FOR or AGAINST. Abstentions are not "votes cast".

## APPENDIXES TO THE RULES OF PROCEDURE

### STATUS OF NSGFs and CB Country members

#### NSGFs

	Date of admission	Country members – NSGF	Membership Status
1	1953	AUSTRIA	FULL MEMBER
2	1953	BELGIUM	FULL MEMBER
3	1953	DENMARK	FULL MEMBER
4	1953	FINLAND	FULL MEMBER
5	1953	FRANCE	FULL MEMBER
6	1953	GREECE	FULL MEMBER
7	1953	ICELAND	FULL MEMBER
8	1953	ITALY	FULL MEMBER
9	1953	LIECHTENSTEIN	FULL MEMBER
10	1953	LUXEMBURG	FULL MEMBER
11	1953	NORWAY	FULL MEMBER
12	1953	PAKISTAN	FULL MEMBER
13	1953	PORTUGAL	FULL MEMBER
14	1953	SWEDEN	FULL MEMBER
15	1953	SWITZERLAND	FULL MEMBER
16	1953	UNITED KINGDOM	FULL MEMBER
17	1957	IRELAND	FULL MEMBER
18	1958	NEW ZEALAND	FULL MEMBER
19	1959	INDIA	FULL MEMBER
20	1961	AUSTRALIA	FULL MEMBER
21	1961	SRI LANKA	FULL MEMBER
22	1971	GERMANY	FULL MEMBER
23	1977	CANADA	FULL MEMBER
24	1977	TUNISIA	FULL MEMBER
25	1979	BANGLADESH	FULL MEMBER
26	1979	INDONESIA	FULL MEMBER
27	1979	SPAIN	FULL MEMBER
28	1983	HAITI	FULL MEMBER
29	1985	LEBANON	FULL MEMBER
30	1985	MALAYSIA	FULL MEMBER
31	1987	CYPRUS	FULL MEMBER
32	1991	ALGERIA	FULL MEMBER
33	1991	CURACAO	FULL MEMBER
34	1991	HUNGARY	FULL MEMBER
35	1993	CZECH REPUBLIC	FULL MEMBER
36	1993	SLOVAKIA	FULL MEMBER
37	1994	LIBYA	FULL MEMBER
38	1996	EGYPT	FULL MEMBER
39	1996	GAMBIA	FULL MEMBER
40	1996	LATVIA	FULL MEMBER
41	1996	ROMANIA	FULL MEMBER
42	1996	SENEGAL	FULL MEMBER
43	1997	POLAND	FULL MEMBER
44	1999	MAROCCO	FULL MEMBER
45	2000	SAUDI ARABIA	FULL MEMBER
46	2001	SLOVENIA	FULL MEMBER

## APPENDIXES TO THE RULES OF PROCEDURE

47	2002	BENIN	FULL MEMBER
48	2002	ESTONIA	ASSOCIATE MEMBER
49	2002	KUWAIT	FULL MEMBER
50	2002	LITHUANIA	ASSOCIATE MEMBER
51	2002	MEXICO	FULL MEMBER
52	2002	NIGERIA	FULL MEMBER
53	2002	UGANDA	FULL MEMBER
54	2003	BAHRAIN	FULL MEMBER
55	2004	GHANA	FULL MEMBER
56	2005	CONGO	FULL MEMBER
57	2005	PANAMA	FULL MEMBER
58	2008	IVORY COAST	ASSOCIATE MEMBER
59	2008	JORDAN	FULL MEMBER
60	2011	BURKINA FASO	ASSOCIATE MEMBER
61	2011	ZAMBIA	ASSOCIATE MEMBER
62	2014	ARGENTINA	ASSOCIATE MEMBER
63	2014	MALDIVES	FULL MEMBER

## CENTRAL BRANCH COUNTRIES

ARUBA	COSTA RICA	NETHERLANDS	TURKEY
AZERBAIJAN	CUBA	PERU	UNITED ARAB
BOTSWANA	ECUADOR	PHILIPPINES	EMIRATES
BURUNDI	EL SALVADOR	RWANDA	URUGUAY
BRAZIL	HONG KONG	SOUTH AFRICA	USA
CAMBODIA	IRAN	SUDAN	VENEZUELA
CAMEROON	ISRAEL	SURINAM	ZIMBABWE
CAPE VERDE	JAPAN	TAIWAN	
CHILE	KENYA	TANZANIA	
COLOMBIA	LIBERIA	THAILAND	
CONGO	MALAWI	TOGO	
(BRAZZAVILLE)	NEPAL	TRINIDAD ET TOBAGO	