



## **RULES OF PROCEDURE**

The Rules of Procedure is an official document approved by NSGF's that will guide the institutional processes of the Conference. The purpose and principles of the International Scout and Guide Fellowship (ISGF) and the general conduct of its meetings are specified in the Constitution but world-wide conditions requiring a videoconference need the derogations below for a video conference. The text was circulated, (in circular 03 Madrid 2022) for comments by the members and this text of the Rules of Procedure takes into account the comments received.

### **1. CHAIRMAN OF THE WORLD CONFERENCE**

- a) The Chairman and the Vice-Chairman of the World Conference are proposed before the Conference by the ISGF World Committee and 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.
- 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 one delegate with voting rights. 10 days prior to the start of the Conference the Central Branch co-ordinator calls a virtual meeting of the Central Branch participants and enables them to elect one representative to be their delegate and the members instruct him/her to vote on their behalf. The World Bureau will be informed of the name of the delegate before the opening of the Conference. The name of the delegate of the NSGF shall be sent in advance of the World Conference to the World Bureau in accordance with the calendar circulated by the World Bureau. In an emergency the Secretary General would be informed of the change of the delegate at the earliest opportunity. The delegates would then be informed of how to register for the Conference/would be registered for the Conference.
- b) Observers: Due to the restricted number able to attend there will be no links provided for observers for this event.
- c) 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. If these are part of the virtual conference programme.



### **3. QUORUM**

Once the Chairman of the Conference has taken the chair, the Secretary General will check whether the number of delegates taking part in the videoconference is half plus one of the members of the ISGF.

### **4. RESOLUTIONS COMMITTEE AND PROCEDURE**

- a) Before the World Conference, the World Committee shall nominate two people, fluent in English and/or French, who will prepare the resolutions which will be submitted to a vote at the end of the conference

### **5. SUBMISSION OF MOTIONS AND AMENDMENTS**

- a) 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.

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; must have forwarded the draft text to the World Bureau by 1st August 2021 in order that the motion may be considered and commented on by the World Committee and National Scout and Guide Fellowships. Amendments to these motions must be submitted to the World Bureau before 15<sup>th</sup> January 2022. 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 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.

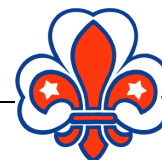


## **6. VOTING**

- a) by derogation to the Constitution made necessary by the world situation, each NSGF and the Central Branch shall have one vote, unless it has lost the right to vote. The details, of the voting procedure will be explained by a circular before the Conference by the Secretary General. 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)
- 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. It is envisaged that proxy votes will only be required for countries where there is a poor internet connection and the country holding the proxy will register a second delegate who will hold the proxy.
- c) Two tellers are appointed by the World Committee, to count the votes, record them and announce the results. Tellers are bound to secrecy. In appointing tellers, the World Committee ensured that at least one teller is not from a NSGF which represents a candidate for the election to WCom. For practicable reasons the show of hand will not be possible during the conference. All votes will therefore be done by secret vote.

The Secretary General will inform the conference on the way the votes shall be counted and will give the results to the conference.

- d) As a rule, a resolution or a motion is carried if a simple majority of the votes cast is given in its favour, except for decisions concerning:
  - a. the admission of new Members;
  - b. the cancellation of Membership;
  - c. the determination of the annual per capita fee
  - d. amendments to this Constitution;
  - e. the dissolution of the ISGF and the disposal of its assets and funds, that shall be decided by a two-thirds majority of the votes cast.
- 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. Tellers are bound to secrecy.



## **7. ELECTIONS**

- a) As names of candidates were received by the World Bureau before the date which had been fixed for the conference in Madrid, they are considered as the candidates. The list of these candidates with the presentation of the reasons why they are candidates will have been circulated before the conference.
- b) There will not be questions on the candidates during the conference itself but members may ask questions by e-mail before 1<sup>st</sup> February 2022 and candidates will be asked to reply by e-mail
- c) Each national delegate shall record a maximum of 3 votes. With no more than one vote for any one candidate.
- d) In the event of a tie to fill the last position(s) before the results are announced, the Conference Chairman requests a second secret ballot will be held with the names of the tying candidates only
- e) 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.
- f) Temporary members co-opted by the World Committee under Article 9, Paragraph 9 of the Constitution, are eligible as candidates.
- g) The numbers of votes obtained are not announced.

## **8. LANGUAGES**

The official languages of the World Conference are English and French