



# Rules of Procedure

(Doc. No.2)

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7th APR Scout Youth Forum  
Dhaka, Bangladesh  
17 - 21 November 2012  
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## **RULES OF PROCEDURE**

This "Rules of Procedure" complements the "Guidelines for Asia-Pacific Regional Youth Forums" approved by the APR Scout Committee, and is normally published with the Guidelines.

### **A. APPROVAL BY EACH ASIA-PACIFIC REGIONAL YOUTH FORUM**

Each Regional Youth Forum should present this draft Rules of Procedure for approval at the Introductory Session.

Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict to the Guidelines for Asia-Pacific Regional Scout Youth Forum, as amended by the APR Scout Committee in April 2009.

Proposed amendments to the Rules of Procedure must be forwarded in writing to the Planning Committee in advance of the session at which they will be submitted for approval. The Planning Committee may establish a deadline for receipt of proposed amendments.

### **B. CHAIRMAN**

The Chairman of the APR Scout Youth Forum is the elected Chairman of the YAMG coming from previous Youth Forum.

### **C. VICE-CHAIRMAN**

As specified in the Guidelines, the APR Scout Youth Forum will elect four Vice Chairmen. Any official delegate may nominate a candidate according to categories prescribed in the "Guidelines for Asia-Pacific Regional Youth Forum."

### **D. RECOMMENDATIONS COMMITTEE AND PROCEDURE**

1. Composition. The four Vice-Chairmen constitute the Recommendations Committee. A Chairman should be elected from among them.
2. Function
  - a) The Recommendations Committee is responsible for formulating recommendations based on the Youth Forum discussions, either on its own initiative or on the basis of suggestions made to it by Youth Forum participants.
  - b) Initiating Recommendations of thanks, congratulations, commendations, condolences and the like.
  - c) Collating and editing Recommendations submitted by delegations, individual delegates or the Discussion Patrols
  - d) Presenting for approval of the Forum a list of Recommendations thus initiated, collated and edited.
  - e) The Resolutions Committee may fix a closing time for receipt of such suggestions.

3. What are recommendations?

- a) As stated in the Guidelines for Asia-Pacific Regional Scout Youth Forum, the Asia-Pacific Regional Scout Youth Forums provide opportunities for young people in Scouting to express their views and make recommendations on issues of interest to them.
- b) A Recommendation is a document written, based on the discussion during the APR Scout Youth Forum, to provide relevant input and proposals. As part of the Youth Forum Report, these recommendations are presented at the Regional Scout Conference. Any member national Scout organization, supported or seconded by another member national Scout organization, may pick-up any or all recommendation/s of the Youth Forum and put them forward as proposed resolutions to the conference.

4. Type

There are Recommendations of thanks, congratulations, commendations and condolences. There are also Recommendations for the adoption of certain policies, principles, procedures, projects, etc. previously selected and that are directly related to the subjects discussed during the APR Scout Youth Forum. All Recommendations coming out of the APR Scout Youth Forum are recommendatory and therefore the Forum Recommendations does not have any constitutional character and are not binding to national Scout organizations.

5. Style

- a) Recommendations should be written in English.
- b) All Recommendations should be simple, omitting lengthy preambles and whereas. The rationale of the Recommendations may be explained if needed during the oral reports. As ideas count more in the preparation of Recommendations, they should be written in the simplest and most understandable form.

- c) The style should also follow a format, the SPEAR method:

S - Subjects. Title of the recommendation

P - Problem. Explain the problem or the issue

E - Existing projects/what Scouts are doing. Provide information on existing project that addresses the issue; Historic justifications, official figures and references; Cite past resolutions, precedents and statements about the purpose of action. Emphasize the difficulties that have been encountered in the past (if any).

A - Agencies involved/aids. Provide information on agencies that might be helpful as partner to address the problem. Or congratulate NSOs and/or organizations which have worked on the issue.

R - Recommendations. Policies that the recommendation desires to create. Use them to explain what the committee or NSOs will do to address the issue. The clauses should be clear, workable and unambiguous.

6. Presentation of the recommendations

- a) Each delegate will be provided in advance a list of the Recommendations to be acted upon. They should be available sufficiently in advance to permit participants to study them before the final session of the Youth Forum. The recommendations, in any case, must be available in writing or flashed through a projector during the adoption.

- b) The Chairperson of the Recommendations Committee will present the Recommendations to the Forum and the sponsoring NSO will, if questions arise, explain briefly the rationale of the Recommendations.
- c) After the above procedure, the Recommendations are re-read and acted upon individually by the Forum. All Recommendations that need clarification, consolidation or amendment are tabled for later discussion and action. All non-controversial Recommendations are therefore, acted upon with facility.
- d) The other Recommendations are then acted upon giving priority to those Recommendations that need clarification only. All Recommendations that need consolidation and/or amendments are again tabled for later discussion and action.
- e) Those remaining Recommendations to which some delegates have indicated the desire to consolidate or to propose amendments are then re-read and discussed. All speakers for or against, are given time limits to express their views.
- f) After the discussion, the sponsor, those in opposition to, and all those interested in the reforming, "rephrasing" or rewording of the resolution are asked to meet together to come up with a more acceptable proposal. If necessary, the session may be declared in recess for the purpose.
- g) The redrafted Recommendations are then presented to the plenary session for consideration.
- h) Following practice in many countries, where an amendment to a recommendation is proposed by a delegate and duly seconded, the amendment is first put to the Forum for a adoption, before the original recommendation. If the amendment is lost, the recommendation is then put; if the amendment is carried, then the recommendation is amended accordingly.

#### E. ADOPTING THE RECOMMENDATIONS

The Recommendations Committee will then present the recommendations at the final session of the Youth Forum for approval. The recommendation shall then be adopted.

Only official delegates of the Youth Forum may vote, if need be. Each national Scout organization from the Asia-Pacific Region may cast two votes, irrespective of the number of delegates representing a National Scout Organization at the Forum.

Decisions made by vote must be approved by a majority of votes cast; abstentions are not considered. Voting may be by show of hands. If there is no visibly clear majority, the Chair may call for a vote by roll-call of delegates or by secret ballot.

#### F. OFFICIAL LANGUAGE

The Official language of the Regional Youth Forum is English. Other languages may be used to address the Youth Forum provided a competent interpretation or translation into English is possible from within the resources of the Youth Forum.

#### G. DURATION OF THE FORUM

The Youth Forum should be held in four full days.

*[Note: This Rules of Procedure is adopted from the Rules of Procedure of the past Asia-Pacific Regional Scout Youth Forums.]*