

Doc 4 Rules of Procedure



10th Asia-Pacific Regional
Scout Youth Forum

**Adapting to a
Changing World**



SCOUTS
Creating a Better World



10th Asia-Pacific Regional Scout Youth Forum **RULES OF PROCEDURE**

1. PREAMBLE

- 1.1. This "Rules of Procedure" complements and is part of the "Guidelines for Asia-Pacific Regional Youth Forums" ("**Guidelines**") approved by the APR Scout Committee and shall normally be published and be read in conjunction with the Guidelines.
- 1.2. The Rules of Procedure are designed to allow for flexibilities in the modalities of delivering the 10th Asia-Pacific Regional Scout Youth Forum ("**10th APRSYF**"), specifically to include provisions to allow and facilitate the conduct of a virtual event.
- 1.3. The Rules of Procedure serves as an introduction of the major bodies of the **10th APRSYF**, and sets out the rules regulating the conduct and all the rights of audience of the **10th APRSYF**.
- 1.4. For the avoidance of doubt, in the event of any conflict or inconsistency between the provisions in this Rules of Procedure and the Guidelines, the provision in this Rules of Procedure shall prevail, subject to the final interpretation and decision of the Steering Committee of the **10th APRSYF**.

2. APPROVAL BY EACH ASIA-PACIFIC REGIONAL SCOUT YOUTH FORUM

- 2.1. The Regional Scout Youth Forum should present this draft Rules of Procedure for approval at the [Introductory Session.]
- 2.2. Amendments to the Rules of Procedure may be proposed and adopted, provided that any such amendment, in the view of the Planning Committee, do not contradict to the text of the Guidelines approved by the Regional Scout Committee.
- 2.3. Proposed amendments to the Rules of Procedure must be forwarded in writing to by a registered delegate of a Member Organization to the Planning Committee no later than twenty-one (21) calendar days before the Opening Session at which they will be submitted for approval.

3. DELEGATE AND OBSERVERS

- 3.1. **Delegate:** Each Member Organization may be represented by up to two (2) delegates to the 10th APRSYF
- 3.2. **Observers:** Each Member Organization may be represented by a maximum of eight (8) observers to 10th APRSYF.
- 3.3. More information and details about the profile, selection, role, age, preparation, other types of participation and communication in connection with the Delegate and Observers is specified in the Guidelines.

4. Host of the 10th APRSYF

- 4.1. The Asia-Pacific Support Centre shall organize and host the 10th APRSYF.
- 4.2. For the avoidance of doubt, and in the exclusive case of the 10th APRSYF: -
 - 4.2.1. The terms 'Host NSO', 'Host National Scout Organization', 'Host Organization', 'Host Association' referred in the Guidelines shall mean the Asia-Pacific Support Centre. To this effect Asia-Pacific Support Centre shall,



in appropriate circumstances, assume the responsibilities of the 'Host NSO', 'Host National Scout Organization', 'Host Organization', 'Host Association' specified in the Guidelines.

- 4.2.2. The term 'Host Committee' referred in the Guidelines shall mean the 10th APRSYF Planning Committee, which is being authorized and tasked by the Asia-Pacific Support Centre to host the 10th APRSYF, apart from carrying its already stated duties under the Guidelines.

5. **Forum Chairman of the 10th APRSYF ("Forum Chairman")**

- 5.1. As specified in Guidelines, the **Forum Chairman** shall be the Chairman of the RYR.
- 5.2. In case the Chairman of the RYR is absent, the Chairman of the Steering Committee shall be the **Forum Chairman**.
- 5.3. **The Forum Chairman's ruling during plenary session shall be final**
- 5.4. During the 10th APRSYF, the **Forum Chairman** shall have the discretion to decide who will be invited to occupy seats on the platform or any virtual platform.

6. **10th APRSYF Planning Committee ("Planning Committee")**

- 6.1. The composition and function of the **10th APRSYF Planning Committee is specified in the Guidelines.**
- 6.2. The members of the 10th APRSYF Planning Committee will assist the **Forum Chairman** in running the session.
- 6.3. For the avoidance of doubt, and in the exclusive case of the 10th APRSYF, the term 'Forum Director' referred in the Guidelines shall mean the person appointed as such by the Asia-Pacific Support Centre.

7. **10th APRSYF STEERING COMMITTEE ("Steering Committee")**

- 7.1. The composition and function of the **Steering Committee is specified in the Guidelines.**
- 7.2. In particular, the Steering Committee is the governing committee of the **10th APRSYF** and shall work together with the Planning Committee in executing the entire Youth Forum. The Steering Committee also primarily responsible for the preparation of the Youth Forum report.
- 7.3. The Steering Committee assumes the absolute and final right and discretion to interpret the Guidelines and this Rules of Procedure.

8. **10th APRSYF RECOMMENDATIONS COMMITTEE ("Recommendations Committee")**

- 8.1. The composition and function of the **Recommendations Committee is specified in the Guidelines.**
- 8.2. Responsibilities of Recommendations Committee: -
 - 8.2.1. Initiating Recommendations of thanks, congratulations, commendations, condolences and the like.
 - 8.2.2. Collating, editing, modifying Recommendations submitted by delegations, individual delegates or the Discussion Patrols



8.2.3. Presenting for approval of the Forum a list of Recommendations thus initiated, collated, and edited.

8.2.4. The Recommendations Committee shall fix a closing time for receipt of such Recommendations

9. RECOMMENDATIONS PROCEDURE

9.1. Nature of Recommendations:

9.1.1. As stated in the Guidelines, 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.

9.1.2. 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

9.2. Type of Recommendations

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 on National Scout Organizations.

9.3. Style of Recommendations

9.3.1. Recommendations should be written in English.

9.3.2. 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.

9.3.3. 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.

9.4. Submission and Closing Time for Receiving Recommendation.

9.4.1. Recommendations must be submitted to the Recommendation Committee in and through the prescribed form as pronounced by the Recommendation Committee. Otherwise, such Recommendations shall be invalid and shall not be considered by the Recommendation Committee.

9.4.2. The closing time for receipt of recommendation shall be pronounced by the Recommendation Committee at the Institutional Session of the 10th APRSYF.

Subject to the discretion of the Recommendation Committee, any recommendation received beyond the closing time so pronounced by the Recommendation Committee shall not be considered.

9.5. Recommendation Proceedings

9.5.1. Each delegate will be provided in advance a list of the Recommendations to be acted upon. The list 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 and be capable to be illustrated in electronic forms during the adoption.

9.5.2. A recommendation will only be accepted by the Recommendation Committee as a valid motion ("**Original Motion**"), if it satisfies the following conditions:

- (i) One (1) delegate of a Member Organization being the proposer of the Recommendation ("**Proposer**");
- (ii) Three (3) Delegates from Three (3) different Member Organizations being the seconders of the Recommendation ("**Seconders**"); and
- (iii) The Proposer and the Seconders are not from the same Member Organizations.

9.5.3. Before any discussion by the plenary, the Recommendation Committee would first confirm proposer and seconders for their intention to support the Original Motion.

- (i) If the proposer of the Original Motion no longer wishes to move the Original Motion, the Original Motion would be considered as null and would be withdrawn immediately without further deliberation.
- (ii) If the seconder(s) of the Original Motion no longer wish to second the Original Motion, the seconder would be considered as withdrawing their support. The Recommendation Committee would ask for alternative seconder for the Original Motion, to satisfy the above condition.



(iii) If no delegate would support the Original Motion as alternative seconder, the Original Motion would be considered as null and would be withdrawn.

9.5.4. The Recommendation Committee will only open the floor for discussion after confirming the validity of the Original Motion. The Chairman of the Recommendations Committee will then present the Recommendations to the Forum, and if any question arises, the sponsoring NSO will, explain briefly the rationale of the Recommendations.

(i) 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.

(ii) 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.

9.5.5. After discussion, the Recommendation Committee will conclude the session and put the Original Motion to a vote. For voting procedure, Paragraph 10 of the Rules of Procedure would apply.

9.6. Amendment and Consolidation of Recommendation/Motion

9.6.1. During the discussion of the Original Motion, a delegate could propose an amendment of the Original Motion ("**Proposed Amendment**"), or to consolidate the Recommendations ("**Proposed Consolidation**").

9.6.2. Each Proposed Amendment or Consolidation must be supported by a seconder before the Recommendation Committee would accept and validate that Proposed Amendment or Consolidation.

(i) If no delegate would second the Proposed Amendment/Consolidation, the Proposed Amendment would be considered as null and would be withdrawn.

(ii) If the Proposed Amendment or Consolidation is ruled valid and accepted by the Recommendation Committee, the floor would subsequently be open for discussion. All speakers for or against, are given time limits to express their views, as the Recommendation Committee deems fit.

(iii) The Recommendation Committee has the authority to ask the sponsor, those in opposition to, and all those interested in the reforming, "rephrasing" or rewording of the resolution to meet together to come up with a more acceptable proposal, as it sees fit. If necessary, the session may be declared in recess for the purpose.

9.6.3. The Proposed Amendment should only consist of one (1) parameter of change to the Original Motion and shall not defeat the original meaning and nature of the Original Motion.

9.6.4. After discussion, the Recommendation Committee would put the Proposed Amendment to a vote

(i) The Recommendation Committee would decide whether the Proposed Amendment defeats the original meaning and nature of the Original Motion. If the Recommendation Committee is of the view that, the Proposed Amendment has defeated the original meaning and nature of



the Original Motion, the Proposed Amendment shall be ruled null and shall be deemed invalid.

(ii) The decision of the Recommendation Committee is final and conclusive.

9.6.5. After discussion, the Recommendation Committee would put the Proposed Amendment to the plenary session to a vote

9.6.6. For voting procedure, Paragraph 10 of this Rules of Procedure would apply.

9.6.7. The Proposed Amendment is first put to a vote, before the Original Motion

(i) If the Proposed Amendment is carried, then the Original Motion shall be amended in accordance with the Proposed Amendment (the Amended Motion). The Recommendation Committee would put the Amended Motion to discussion and vote in accordance with the procedure stipulated Paragraph 9.5 of the Rules of Procedure

(ii) If the Proposed Amendment is not carried, then the Recommendation Committee would put the Original Motion to vote in accordance with the procedure stipulated in Paragraph 9.5 of the Rules of Procedure.

10. VOTING

10.1. As specified in the Guidelines, each delegation may cast two (2) votes irrespective of the number of delegates representing a Member Organization at the 10th APRSYF.

10.2. Decisions made by vote must be approved by a majority of votes cast; abstentions are not considered

10.3. Voting may be by electronic means or by show of voting cards, or otherwise ordered by the Forum Chairman, if there is no visibly clear majority. The Forum Chairman may call for a vote by roll call of delegations or by secret ballot.

10.4. In the event of problem with the electronic voting system, or where called by a majority of the Member Organization, the Forum Chairman will allow for the use of a backup system established by the Asia-Pacific Support Centre.

10.5. The Tellers is to count and verify the number of votes recorded, or where electronic counting of votes is used, to oversee the voting procedure, to verify the number of votes recorded. All voting papers must be returned to the Tellers or submitted to the electronic system under their supervision.

10.6. Tellers are to be coming from the observers in the 10th APRSYF, so as to ensure that they are unrelated to any of the voting or election process.

11. Election of the Regional Youth Representatives

11.1. On the last day of the 10th APRSYF, the election of the RYR shall take place.

11.2. Each delegate of the NSO, including Associate Members, are eligible to vote for the RYR. Delegates must vote on the ballots given for the exact numbers of candidate required to be elected for the next triennium; for the triennium 2022-2025, a total number of seven (7) RYRs are required.

If any delegate has voted for less than or more than the numbers of candidate required, the ballot will be considered null and void. No vote on this ballot will be counted.

11.3. Solely for the purpose of the 10th APRSYF, the voting of the RYR could be conducted



by electronic means. In this connection:

11.3.1. 'Ballots' and 'Ballot papers' could be in electronic forms; and

11.3.2. If electronic ballots are used, and where the electronic voting system appears to be proper and legitimate and the Tellers confirm the same before voting, the requirement that the Tellers will show the empty ballot box before voting could be dispensed.

11.4. The candidate receiving the most votes will be announced elected to fill the vacancies of the RYR at the 10th APRSYF in accordance with the method specified in Paragraph 8, Section II, Part II of the Guidelines.

In the event of a tie to fill the last position(s), it is hereby specified that the younger candidate(s) (between the ties) will be declared elected.

11.5. Without prejudice to the generalities of provisions in the Guidelines, the Teller shall make known to the unelected candidate(s) of his/her/their order of votes for the purpose of Paragraph 9, Section II, Part II of the Guidelines.

12. **OFFICIAL LANGUAGE**

The Official language of the 10th APRSYF is English. Other languages may be used to address the Youth Forum provided that a competent interpretation or translation into English is possible from within the resources of the Youth Forum.