



**27th Asia-Pacific Regional
Scout Conference**
15-21 February 2022

*Adapting to a
Changing World*

Document No. 2

**REVISED
RULES OF PROCEDURES**

RULES OF PROCEDURE

ASIA-PACIFIC REGIONAL SCOUT CONFERENCE

Pursuant to Chapter III Article V (4) of the Constitution

The purpose and organs of the Asia-Pacific Regional Scout Organization are specified in the [Constitution of the Asia-Pacific Regional Scout Organization](#). Under the Constitution, the Regional Scout Committee has the duty of drawing up the programme and procedure of the Asia-Pacific Regional Scout Conference. In order that these Conferences may be dealt with expeditiously and that there may be no misunderstanding as to the methods adopted, the following rules of procedures shall apply:

1. MEETINGS/SESSIONS

- a) The Presiding Office or Chairman for each session of the Conference shall be designated by the Regional Committee. The Chairman's ruling shall be final.
- b) The rules of procedures of Delegations are by alphabetical arrangement of member-countries represented.
- c) Conference Delegates and Observers shall wear the appropriate uniform they wear in their home countries or as prescribed by their Scout Organizations.
- d) Under the ordinary circumstances, the Business Sessions of the Conference shall be started and ended within the specified time limit.
- e) The Conference Programme shall include the following essential features: Reports, Study Papers, Group Discussions, Election of Members of the Asia-Pacific Regional Scout Committee and their Investiture and Fellowship Activities.
- f) Draft copies of the Conference Programme/Agenda shall be sent to the members of the Committee, member and associate member Scout Organizations in the Region, and all others concerned at least nine months in advance of the Conference for their information and suggestions. Suggestions on the Conference Programme/Agenda should reach the Regional Office six months before the opening date of the Conference. The final Conference Programme/Agenda shall be circulated to Member Scout Organizations, Associate Members, the Regional Committee, and the World Committee three months before the opening date of the Conference.

2. LANGUAGE

The official language of the Conference is English. Other languages may be added at the discretion of the Committee according to the venue of the meeting and the probable attendance, provided suitable translation facilities/services are made available.

3. VOTING

- a) Delegates of Member Scout Organizations of the Conference shall have the right to vote at all business sessions of the Conference.
- b) Voting at any meeting of the Conference shall be by Member Organizations, each organization, having a maximum of six votes.
- c) Observers shall be allowed to participate in the deliberations, but they shall not take part in the voting.
- d) Voting may be by electronic means or secret ballot or by a show of voting cards, as ordered by the Chairperson. In the event of a problem with the electronic voting system or were called for by a majority of Member Organizations, the Chairperson will allow for the use of a backup system established by the World Scout Bureau.
- e) Three tellers shall be appointed by the Committee to count the number of votes cast and to announce the result of any vote taken. If any Member Organization (or country) wishes to abstain from voting, the ballot or voting paper must be returned marked "ABSTAIN" and if electronic, tick the option "ABSTAIN" and any such action shall have no significance, either for or against in determining the result of the ballot. In case of physical voting, ballot papers must be returned to the Tellers. In case of electronic voting, the tellers will ensure the secrecy of the ballots accordingly.
- f) The number of votes is not to be announced but may be given if it is the general wish of the Conference, except in the case of elections and other voting affecting personalities.
- g) If an equal number of votes are given for and against a Resolution or Amendment, the Presiding Chairman shall not cast his vote, but the Resolution or Amendment shall be deemed to have been defeated.
- h) If, on Regional Scout Committee Membership voting, for one vacant position two or more members have received an equal number of votes (tie), the youngest (in age) candidate will be given priority and considered elected.

4. ELECTIONS

Voting is preferred to be done electronically ensuring the confidentiality is maintained, however,

- a) If voting is done by secret ballot, nothing may be entered on the voting paper except the number of votes cast of each candidate. The voting paper must not be signed.

- b) After the announcement of all elections, the ballot papers shall be destroyed by the Tellers who are bound to secrecy and the number of votes cast shall not be announced.

5. SPEECHES AND REMARKS

- a) Apart from the presentation of scheduled Conference papers or statements, speeches or remarks will be limited to five minutes for each speaker in order to give ample opportunity to all who wish to speak on any specific subject. This limit may be varied at the discretion of the Chairman.
- b) Speakers, having been recognized by the Chairman, are required to preface their remarks by giving their name and that of their organization or Committee every time they speak.
- c) Political propaganda of any character, written or verbal, national or international, will not be permitted at any Conference and will be ruled out of order by the Chairman.

6. OPEN SESSION AND WORKING GROUPS

- a) Any subject proposed for discussion at the Open session must be notified in writing to the Agenda Coordinator not less than 48 hours before the Open Session is due to start. No proposal affecting the Constitution nor matters of policy and principle are eligible for discussion at an Open Session. The provision on submitting a Resolution is given below under Rule 8 (e)].
- b) When a working group is appointed or formed to study a specific matter and to report to the Conference, the Chairman shall issue a ruling on the composition of such working group to ensure that all the Member Organizations be adequately represented.
- c) Each Discussion Group meets separately at such place and such time as may be designated by the Conference Chairman.
- d) Each Discussion Group shall be identified by a certain numeral or topic shall be under the charge of the Group Chairman and a Rapporteur.
- e) Specific topics or subjects are discussed by each group and reports on the results of the study meetings are subsequently submitted at the designated session of the Conference by the Group Chairman or the Group Rapporteurs.
- f) Observers may attend and take part in the Group Discussion of their choice.

7. RESOLUTIONS COMMITTEE

- a) Prior to the formal opening of the Conference, the Committee shall recommend to the Conference, a Resolutions Committee which will arrange for their drafting in proper form and will present them at the appropriate session of the Conference.
- b) Resolutions which are proposed to be presented to the Conference shall be submitted first to the Resolutions Committee which will arrange for their drafting in proper form and will present them at the appropriate session of the Conference.

8. RESOLUTIONS AND AMENDMENTS

- a) Before any resolution or amendment can be put to the Conference, it must be formally proposed by the Regional Scout Committee OR proposed by a member Scout organization and seconded by no less than one other member Scout organization.
- b) A Resolution shall be declared approved or adopted by a simple majority of votes cast.
- c) When an amendment is made to a Resolution, the Amendment is first to put to the Conference for vote before the original Resolution. If the Amendment is lost, the Resolution is then put to the Conference for vote. If the Amendment is carried, then the Resolution is amended accordingly before it is put to the Conference.
- d) A number of Resolutions will emerge naturally as a result of the discussions of the Conference on the subject contained in the agenda. Resolutions of Courtesy, Congratulations and Condolences shall be initiated by the Resolutions Committee without prejudice to any delegation presenting resolutions of this nature.
- e) Should any member Scout Organization desire to place a Resolution before the Conference, particularly one affecting or interpreting Policy, Precepts or Principle, a draft shall be forwarded to the Regional Office of the World Scout Bureau at least six months before the opening date of the Conference in order that the subject may be considered by the World Committee and other Member Scout Organizations. Three months before the opening date of the Conference, proposals for resolutions affecting Policy, Precepts or Principle considered by the World Scout Committee shall be circulated by the Asia-Pacific Office to all Member Scout Organizations in the Region and the Regional Committee.

- f) All Resolutions adopted or approved by the Conference regarding matters involving Policy, Precepts or Principle shall be forwarded to the World Scout Committee and the World Scout Conference for appropriate action.
- g) All Resolutions adopted by the Conference on matters other than those covered in Rules of Procedure 8 (e) above shall be implemented by the Committee with the help of the Regional Office of the World Scout Bureau.

9. PLATFORM/SEATING ARRANGEMENT

- a) During the opening and closing sessions, seating accommodation on the platform will ordinarily be provided for all members of the Committee, the Vice-Chairman, the Chairmen, the Regional Executive Commissioner, any special Guest present, and such staff members as may be necessary, together with any speaker for the session. For all the other plenary sessions, the platform shall normally be limited to the Chairman/Vice-Chairman, the session speaker, and the Regional Director.
- b) All other delegates will be seated in the body of the Conference Hall, unless specifically invited by the Chairman to occupy a seat on the platform.

10. CODE OF CONDUCT

- In keeping with Scouting values, and to ensure a safe space for all, all attendees of the Conference are required to adhere to the [Conference Code of Conduct](#) and the [WOSM Code of Conduct for Elections](#).
- This Code of Conduct is circulated in advance of the Conference to all attendees and is also made available through the Conference's communication channels.
- All attendees will have completed, in line with the [World Safe from Harm Policy](#), an eLearning training to familiarize themselves with the Conference Code of Conduct prior to the Conference.

11. AMENDMENTS

The Rules of Procedure may be amended by the Conference during any of its meeting by two-thirds vote of those present and voting, provided notice of the proposed amendments is received by the Asia-Pacific Regional Office six months before the opening date of the Conference and circulated to all Member Scout Organizations in the Region and members of the Committee, at least three months in advance of the opening date of the Conference. Nine months before the opening date of the Conference, the Asia-Pacific Regional Office shall solicit proposed amendments to the Rules of Procedure of the Asia-Pacific Regional Scout Organization.