

# GUIDELINES AND RULES OF PROCEDURE

DOCUMENT

# 2

7<sup>th</sup>  
WORLD SCOUT  
YOUTH FORUM

7<sup>e</sup> FORUM  
DES JEUNES DU  
SCOUTISME  
MONDIAL

SOUTH  
AFRICA  
1999



<b>TABLE OF CONTENTS</b>	<b>NOTE</b>	<b>1</b>
<b>Part one</b>		
<b>WORLD SCOUT YOUTH FORUM</b>	<b>1. NATURE AND PURPOSE</b>	<b>2</b>
<b>GUIDELINES</b>	<b>2. PARTICIPANTS</b>	<b>3</b>
	2.1 Description	3
	2.2 Selection	3
	2.3 Participation	3
	2.4 Preparation	3
	2.5 After the Forum	4
	<b>3. RESPONSIBILITIES</b>	<b>4</b>
	3.1 World Scout Committee	4
	3.2 World Scout Bureau	4
	3.3 Host National Scout Organization	5
	<b>4. ORGANISATIONAL STRUCTURE</b>	<b>5</b>
	4.1 Planning Committee	5
	4.2 Steering Committee	6
	4.3 Host Committee	7
	<b>5. OFFICIAL LANGUAGES</b>	<b>8</b>
	<b>6. RECOMMENDATIONS</b>	<b>8</b>
	6.1 Nature of Recommendations	8
	6.2 Recommendations Committee	8
	<b>7. REPORTS</b>	<b>9</b>
	<b>8. FINANCIAL MATTERS</b>	<b>9</b>
	<b>9. RULES OF PROCEDURE</b>	<b>10</b>
<b>Part two</b>		
<b>DRAFT RULES OF PROCEDURE</b>	<b>1. APPROVAL BY EACH WORLD SCOUT YOUTH FORUM</b>	<b>11</b>
	<b>2. CHAIRPERSON</b>	<b>11</b>
	<b>3. VICE-CHAIRPERSONS</b>	<b>11</b>
	<b>4. VOTING</b>	<b>11</b>
	<b>5. RECOMMENDATIONS</b>	<b>12</b>
	<b>6. OFFICIAL LANGUAGES</b>	<b>12</b>

**NOTE** This document contains two parts:

**Part one**, Guidelines for World Scout Youth Forums, contains the complete text adopted by the World Scout Committee in September 1997. It defines the nature and purpose of a World Scout Youth Forum, who may participate in a Forum, what are the related responsibilities of the Host Organization and the World Organization of the Scout Movement. It specifies the bodies in charge of planning and managing the Forum and the kind of recommendations and reports expected. No change may be proposed to this text by Forum participants.

**Part two** contains the Rules of Procedure. These are proposed for the approval of the Forum delegates.

If delegates wish to propose amendments to these Rules of Procedure, they should be given, in writing, to the Forum Secretariat, by 20.30 hours on Monday 19 July at the latest. Amendments may not however contradict the text of the Guidelines for World Scout Youth Forums.

The proposed Rules of Procedure and any proposed amendments will be put to a vote at the beginning of the first working session on Tuesday morning, 20 July.

# Part one

## WORLD SCOUT YOUTH FORUM GUIDELINES

*The following guidelines for the organisation of World Scout Youth Forums have been developed by the World Scout Committee in accordance with World Scout Conference Resolution 10/93 and based upon the experience of previous World and Regional Scout Youth Forums.*

### 1. NATURE AND PURPOSE

The 33rd World Scout Conference in 1993 adopted a *Policy on Involvement of Young Members in Decision-Making*.

This policy states, as a basic principle, that “Scouting is a Movement of young people, supported by adults; it is not a Movement for young people managed by adults only. Thus, Scouting offers the potential for a learning community of young people and adults, working together in a partnership of enthusiasm and experience.”

The policy makes it a responsibility – amongst others – of the World Organization of the Scout Movement to provide “opportunities for young adults to participate in decision-making processes and training to be effective in such decision-making” and to organise “Youth Forums for the expression of views and for the training of young members in appropriate skills”.

The same Conference adopted Resolution 10/93 on Youth Forums, recognising that such meetings “constitute one useful method to complement genuine participation by young people in decision-making at all levels”.

The same resolution recommended that “Youth Forums be held in conjunction with all statutory meetings such as national general assemblies, regional and world conferences; that these Youth Forums make recommendations to and advise the statutory meetings and other decision-making bodies; and that Youth Forum delegates also participate in these statutory meetings as delegates or observers”.

A World Scout Youth Forum, therefore, provide a dual opportunity for young members:

- to discuss and express their views on issues of interest to them, preparing inputs and making recommendations to the World Conference to which the Forum is linked, and to the World Scout Committee; and
- to develop the skills necessary to strengthen their capacity to take part in decision-making processes.

Resolution 10/93 made the World Scout Committee “ultimately responsible for agenda and procedures of the World Scout Youth Forum” and a Host Committee “responsible for facilities and support services”. The resolution encourages these committees “to delegate to young members the planning, organising and running of such events”. The Conference directed “the World Committee to devote the necessary human, financial and material resources” for the Youth Forum.

## **2. PARTICIPANTS**

### **2.1 Description**

World Scout Youth Forum participants must be between their 18th and 26th birthday in the year of the Forum.

There are two kinds of participants in World Scout Youth Forums: delegates (participants with right to speak and to vote) and observers (participants with right to speak but not to vote).

At the time of registration each delegate and observer will be required to produce an official letter of appointment clearly indicating the function of either delegate or observer, signed by the President, International Commissioner or other responsible official of his or her National Scout Organization, unless his or her name is listed on the appointment of delegates form deposited with the World Scout Bureau in advance.

Each National Scout Organization is encouraged to send *at least* one delegate to a World Scout Youth Forum and may appoint two delegates and a maximum of three observers to the Forum.

Each delegation may cast two votes irrespective of the number of delegates representing a National Scout Organization at the Forum.

(The Planning Committee may also invite visitors to attend some plenary sessions of the Forum. Visitors may be invited by the Steering Committee to speak, but they have no right to vote. The age limits mentioned above do not apply to visitors.)

### **2.2 Selection**

National Scout Organizations are responsible to ensure the selection of participants in a World Scout Youth Forum.

Participants must be selected in advance of the event. The selection process should take into consideration the participants' capacity to contribute to the Forum discussions. They should be selected in a democratic way, and the method of selection should involve young members.

### **2.3 Participation**

As far as possible, National Scout Organizations should, in the selection of their participants, attempt to achieve an equitable representation of their membership (geographical, ethnic and social background; etc.).

Specifically, where a National Scout Organization includes both male and female young members, it is recommended that there be balanced participation of both.

### **2.4 Preparation**

Adequate information about the subjects to be discussed by a World Scout Youth Forum should be given to National Scout Organizations early enough to allow them to pass it on to their participants to prepare for the Forum.

National Scout Organizations are responsible for providing support to Forum participants in their preparation for the event.

## **2.5 After the Forum**

As a means of encouraging greater participation in the official decision-making processes of the Movement by young adults – in particular those who have had the opportunity to develop their personal skills through taking part in a World Scout Youth Forum – it is recommended that Forum participants be included in their National Scout Organization's delegation to the World Scout Conference which immediately follows the Forum, or at least to include one participant under the age of 26 in their delegation.

Forum participants attending that Conference should be invited to brief the other members of the delegation on the results of the Forum.

National Scout Organizations should ensure that, on their return home, Forum participants are enabled to share their experience within the organization and report on the Forum to responsible bodies.

Participants are encouraged to maintain informal contact with each other after the Forum, as well as with their respective Regional Youth Forum participants, to share their experience of the Forum.

## **3. RESPONSIBILITIES**

### **3.1 World Scout Committee**

The World Scout Committee is responsible for:

- approving the venue and other practical arrangements proposed by the Host National Scout Organization;
- approving the participant fee for the World Scout Youth Forum;
- appointing the members of the Planning Committee on the recommendation of the World Programme Committee;
- informing the Planning Committee of any specific subjects it would like the Forum to consider, in time for this to be taken into account by the Planning Committee in its work;
- approving the main content of the programme and agenda of the World Scout Youth Forum, as recommended by the Planning Committee;
- considering the recommendations of the Forum, and any other requested inputs, with a view to facilitating their presentation to the World Scout Conference.

### **3.2 World Scout Bureau**

The World Scout Bureau must devote the necessary resources, similar to those accorded to World Scout Conferences, to ensure the success of the World Scout Youth Forum; this includes:

- providing adequate information to National Scout Organizations about all aspects of a World Scout Youth Forum early enough to allow them to plan and prepare for their participation;

- providing executive support to the Planning Committee, the Steering Committee and the Recommendations Committee;
- providing secretarial and translation support during the Forum and in the days immediately following the event, when the report to the World Scout Conference is being prepared;
- translation, layout and publication of the final report of the Forum prepared by the General Rapporteur.

### 3.3 Host National Scout Organization

In principle, the National Scout Organization hosting a World Scout Youth Forum fulfils the same responsibilities for the Forum as for a World Scout Conference; since the two events are run in conjunction, many common procedures may be combined.

The responsibilities of the host National Scout Organization include, *inter alia*:

- the selection of one of their delegates to the Forum to be Chairperson-designate, who shall be competent in at least one official language of WOSM;
- proposing to the World Scout Committee a suitable venue and practical arrangements for the event;
- the appointment of a Host Committee and provision of support to its operation;
- arranging for government support, including the assurance of entry for Forum participants from all member countries.

## 4. ORGANISATIONAL STRUCTURE

### 4.1 Planning Committee

#### 4.11 Composition

The Planning Committee is appointed by the World Scout Committee on the recommendation of the World Programme Committee.

The Planning Committee shall be comprised of *at least*:

- the Chairperson-designate of the Forum;  
*(Note: The designation of the Chairperson prior to the Forum enables him or her to participate fully in planning the event and thus to carry out the functions of Chairperson effectively.)*
- two members of the Steering Committee of the preceding Forum;
- one member of the World Programme Committee;
- one member of the World Scout Committee;
- one executive from the World Scout Bureau.

The Planning Committee should be as representative as possible of the Regions of the World Organization of the Scout Movement.

**4.12 Functions** The Planning Committee has the following tasks:

- to identify subjects of interest to young people which may be considered by the Forum;
- to take into account input from the World Scout Committee on any particular subjects the Committee may wish the Forum to consider;
- to ensure, within the programme of the Forum, opportunities for the development of skills of participants in the processes of decision-making;
- to recommend to the World Committee for approval, the main content of the programme and agenda of the World Scout Youth Forum;
- to prepare information for National Scout Organizations on the main subjects to be discussed by the Forum well in advance of the event;
- to develop the detailed programme and agenda of the Forum;
- to choose the working methods of the Forum, favouring skills development opportunities, discussions and group work by participants;
- to inform participants of their role both within the Forum itself and within their association following the Forum;
- to support the Steering Committee in their conduct of the Forum.

**4.2 Steering Committee** The Steering Committee shall comprise:

**4.21 Composition**

- the designated Chairperson;
- six Vice-Chairpersons, one from each Region of the World Organization of the Scout Movement, elected by all Forum delegates from among themselves, and who should be competent in at least one of the official languages of WOSM;
- a General Rapporteur appointed by the World Programme Committee who should be competent in at least one of the official languages of WOSM;
- one executive from the World Scout Bureau.

**4.22 Overall functions** The Steering Committee has the following tasks:

- to assist the Forum in achieving its objectives;
- to adapt the programme, agenda and working methods, if required, according to the needs of the Forum, without changing the main contents of the programme and agenda approved by the World Scout Committee;
- to appoint the members of the Recommendations Committee;
- to appoint two Forum participants to act as tellers during any voting sessions;

- to prepare a summary report on the Forum, including its recommendations, to be presented to the World Scout Conference which takes place immediately following the Forum;
- to represent the Forum at the World Conference.

#### 4.23 Specific functions

The function of the Chairperson is:

- to chair the Forum;
- to act as principal point of contact between the Steering Committee and the Planning Committee during the Forum;
- to act as point of contact between the Forum and the Host Committee
- to report on behalf of the Forum to the World Scout Conference which immediately follows the Forum
- to attend as an *ex-officio* member the World Programme Committee for the triennium following the Forum;
- to take the lead in maintaining informal contact with the Forum participants after the Forum ends;
- to prepare an evaluation report on the Forum and its follow-up to be remitted, at least one year in advance, to the Planning Committee of the next World Scout Youth Forum.

The function of the General Rapporteur is:

- to maintain the record of the Forum's deliberations;
- to assist the Steering Committee in preparing a summary report of the Forum for presentation to the World Conference;
- to prepare a final report of the Forum, including the inputs and recommendations to the World Scout Conference and the World Scout Committee, and any related resolutions adopted by the Conference, as quickly as possible after the conclusion of the Forum.

#### 4.3 Host Committee

The Host Committee is appointed by the host National Scout Organization.

The Host Committee is responsible, *inter alia*, for:

- managing the venue (meeting rooms, offices and equipment);
- arranging for participants' reception, transportation and accommodation;
- arranging for the opening and closing ceremonies and social programme;
- providing necessary staff to support the Forum.

**5. OFFICIAL LANGUAGES** The official languages of the World Scout Youth Forum are English and French.

## **6. RECOMMENDATIONS**

### **6.1 Nature of Recommendations**

Recommendations should reflect the conclusions drawn as a result of the discussions of the subjects on the agenda of the Forum.

Recommendations from the Forum are addressed to the decision-making bodies of the World Organization of the Scout Movement, i.e. the World Scout Conference to which the Forum is linked, or to the World Scout Committee.

*(Note: Any Conference resolutions which may arise from one or more of the Forum recommendations will be handled according to the normal World Conference rules of procedure.)*

### **6.2 Recommendations Committee**

#### **6.21 Composition**

The Recommendations Committee comprises:

- three Forum delegates appointed by the Steering Committee on the basis of their competence to carry out their function; between them, the members should be competent in both official languages of WOSM;
- one member of the Steering Committee;
- one executive from the World Scout Bureau, who should exercise a support role.

#### **6.22 Functions**

The Recommendations Committee has the following tasks:

- to inform participants on the function and form of recommendations to be put forward to the World Scout Conference or World Scout Committee;
- to receive draft recommendations from Forum delegates; draft recommendations must be proposed by one delegate and seconded by another delegate from a different National Scout Organization;
- to arrange for redrafting, where necessary, and translation;
- to distribute copies of the proposed recommendations, in writing and in both official languages of WOSM, to Forum participants sufficiently in advance of the final session of the Forum to permit participants to study them;
- to present the proposed recommendations in writing in both official languages to the final session of the Forum for consideration and voting.

**7. REPORTS** At the end of the Forum, a copy of the recommendations adopted by the delegates should be given to the World Scout Committee.

At the beginning of the World Scout Conference which immediately follows the Forum, the Steering Committee of the Forum will provide a summary of the discussions of the Forum to the World Conference. The recommendations adopted by the delegates will be read in their entirety on this occasion. A copy will also be given to each National Scout Organization present at the Conference.

Following the World Conference, the final written report of the Forum will be sent to all National Scout Organizations. The General Rapporteur is responsible for the preparation of the report. Support for translation, layout and publication is provided by the World Scout Bureau.

**8. FINANCIAL MATTERS** In principle, the same policies and procedures concerning financial matters that apply to World Scout Conferences apply to World Scout Youth Forums; this includes the self-financing nature of all World Events and the responsibility of the host National Scout Organization to cover any eventual financial deficit.

Since World Scout Youth Forums are run in conjunction with World Scout Conferences, financial matters, such as budget and financial control for the two events, may be combined, provided separate financial statements for each event can be produced at the end.

The host National Scout Organization must establish, jointly with the World Scout Bureau, the global World Scout Youth Forum budget reflecting all income and expenditures associated with the event; in this regard, budgeted expenditure must include costs to be incurred by the Host Committee, the Planning Committee and the World Bureau in all phases of planning and conducting the Forum.

The host National Scout Organization must propose to the World Scout Committee, for its approval, the fee for the World Scout Youth Forum on the basis of the provisional global budget; moreover, the host National Scout Organization, which assumes the final financial result at the closing of the accounts for the event, must raise the necessary funds to provide that part of the budgeted income which is not covered by the participants' fees. The World Bureau will offer whatever assistance it can in identifying sources of funding, including special projects.

Notwithstanding the foregoing, the fee for the World Scout Youth Forum should be kept as low as possible to encourage participation by young people from as many countries as possible; in addition, the host National Scout Organization is encouraged to consider what possibilities may exist, through the fee structure or other means of demonstrating solidarity, to facilitate the participation of young people from less wealthy countries.

To encourage National Scout Organizations to include at least one young member in their delegation to the World Scout Conference, it is strongly recommended that a reduced fee be charged to young members attending the Conference and in particular those participating in both events.

## **9. RULES OF PROCEDURE**

Draft Rules of Procedure are attached to these guidelines. These Rules of Procedure must be submitted for approval by delegates to each World Scout Youth Forum at its opening session.

Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict the text of the Guidelines for World Scout Youth Forums approved by the World Scout Committee.

## **Part two DRAFT RULES OF PROCEDURE**

*These draft Rules of Procedure complement the Guidelines for World Scout Youth Forums and are normally published with the Guidelines.*

### **1. APPROVAL BY EACH WORLD SCOUT YOUTH FORUM**

These draft Rules of Procedure must be submitted for approval by delegates to each World Scout Youth Forum at its opening session.

Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict the text of the Guidelines for World Scout Youth Forums approved by the World Scout Committee.

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.

### **2. CHAIRPERSON**

As specified in the Guidelines, the Chairperson of the World Scout Youth Forum is designated by the National Scout Organization hosting the event from among that organization's delegates.

The Chairperson's ruling is final.

### **3. VICE-CHAIRPERSONS**

As specified in the Guidelines, the World Scout Youth Forum will, at its opening session, elect six Vice-Chairpersons, one from each Region of the World Organization of the Scout Movement.

Nominations of candidates for election may be made by any delegate from among themselves.

If there is more than one candidate from a Region, delegates will vote by secret ballot between the candidates of the respective Region; the candidate who receives the highest number of votes is elected.

### **4. VOTING**

As specified in the Guidelines, each delegation 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.

Except for the election of the Vice-Chairpersons, voting may be by voting cards; if there is no visibly clear majority, the Chairperson may call for a vote by roll-call of delegations or by secret ballot.

## **5. RECOMMENDATIONS**

The composition and function of the Recommendations Committee are specified in the Guidelines.

Draft recommendations must be proposed by one delegate and seconded by another delegate from a different National Scout Organization. They must be submitted in writing in one of the official languages of the Forum. The Recommendations Committee may fix a closing time for receipt of such draft recommendations.

Proposed recommendations must be available in writing, in the official languages of the Forum, sufficiently in advance of the final session of the Forum to permit participants to study them.

The Recommendations Committee presents the proposed recommendations to the final session of the Forum for approval. The Chairperson or a Vice-Chairperson shall read each recommendation in turn, invite discussion, and put any proposed amendments and the final recommendation to a vote.

Delegates may propose amendments to a recommendation. If these are submitted in advance, they should be handed in writing to the Resolutions Committee. If they are presented during the voting session, they should be handed in writing to the Chairperson.

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 vote, 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 before it is put to the Forum.

The Chairperson may limit the number of times and length of time delegates or observers may take the floor.

## **6. OFFICIAL LANGUAGES**

As specified in the Guidelines, the official languages of the World Scout Youth Forum are English and French.

Other languages may be used to address the Forum provided a competent interpretation into English or French is possible from within the resources of the Forum.