



STANDING ORDERS FOR THE OPERATION OF THE EUROPEAN SCOUT COMMITTEE AND ITS SUBSTRUCTURES

As approved by the European Scout Committee on 29 October 2022

Purpose

The Constitution of the European Scout Region (ESR) (Article IV 3c) requires the European Scout Committee (ESC) to adopt its own Standing Orders (SOs).

The purpose of these SOs is to provide a common operational framework and a set of standards for the ESC and its substructures which are consistent with the Constitution of the ESR.

The SOs provide a single reference document for the ESC, its substructures, their members, and those staff responsible for supporting them.

These Standing Orders shall be reviewed and approved at the beginning of each triennium by the ESC and may be amended as required during the triennium. Notes:

- a) Substructures include (but not exclusively) coordinators, standing committees, sub-committees (such as working groups, project groups, areas of operation) and task forces (see constitution article IV.3d).
 - b) All references to the ESC apply equally to its substructures as far as possible.
 - c) Where no written SO exists, the ruling of the ESC by simple majority shall be final.
 - d) All references to Articles in these SOs refer to Articles of the ESR Constitution.
 - e) These SOs will be made available to Member Organisations (MOs) on the WOSM website (scout.org/europe) (Article IV.3c of the Constitution).
 - f) The term 'ESC Members' in these SOs refers to both Voting and Ex-Officio Non-Voting Members of the ESC.
 - g) Any position described in this document may be held by any gender.
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SECTION 1 EUROPEAN SCOUT COMMITTEE

1.1 Membership

The membership of the ESC is set out in Article IV 2. Additionally:

- a) The Treasurer of the ESR is formally appointed by the Treasurer of the World Scout Committee for a three-year period after consultation with the European Scout Committee (Article IV.3 of the Constitution of the ESR).
- b) The ESC may invite any individual or group to be present at its meetings (e.g. coordinators, members of the World Scout Committee, experts, etc.).
- c) According to the Regional Constitution, Article V.3 the Regional Director shall serve as the secretary of the ESC.
- d) Further, a representative of an MO may request to participate in the meeting.
- e) Chairperson and Vice-Chairperson
 - i. The Chairperson and Vice-Chairperson fulfill all the functions defined in article IV.3a of the constitution;
 - ii. Together with the Regional Director, the Chairperson and the Vice-Chairperson make sure that all meetings of the ESC are properly prepared and documented. They ensure the necessary flow of information and make sure decisions are taken in due time;

- iii. The Chairperson and/or the Vice-Chairperson head the meetings of the ESC. They may delegate this task to any other member of the ESC if they wish so;
 - iv. The Chairperson and the Vice-Chairperson lead the ESC as “team leaders” and make sure, a team spirit is kept throughout the triennium. They may seek for support by any other member of the ESC or external experts if needed.
 - v. The Chairperson, the Vice-Chairperson and the Regional Director shall regularly discuss affairs that need immediate attention and prepare important meetings of the ESC. They shall bring any important affair to the attention of the ESC for information, for discussion or for decision.
- f) Delegation of power
- i. The ESC may resolve to delegate powers to any of its members, provided that the Constitution does not prevent such delegation from doing so.
 - ii. For each delegation, the ESC will determine the appropriate terms.

1.2 Appointments

1.2.1 ESC Chairperson and Vice-Chairperson

- a. At the beginning of its term, the new ESC elects a Chairperson and a Vice-Chairperson from among its six Voting Members using the following procedure.
 - i. The outgoing ESC Chairperson will call for a meeting of the new ESC. This meeting shall take place normally within 36 hours of the election. It should not take place within the first 6 hours after the election.
 - ii. All ESC Members - including ex-officio members - are invited to attend the meeting.
 - iii. The meeting will be chaired by the outgoing ESC Chairperson except where the outgoing Chairperson is standing, in which case the outgoing Vice-Chairperson will chair the meeting.
 - iv. The only item on the agenda of this meeting is the election of the ESC Officers for the new Triennium. This meeting also serves as the General Assembly of the World Scout Bureau – European Regional Office Association (WSB-ERO Inc.).
 - v. Only the Voting Members have the right to vote.
 - vi. Four votes constitute the necessary majority for the election of an ESC Officer.
 - vii. All Voting Members will receive a ballot paper containing the names of the 6 Voting Members.
 - viii. The outgoing ESC Chairperson and the Regional Director will serve as Tellers during the meeting.
 - ix. In case of a physical absence of a Voting Member that was announced prior to the meeting, the meeting can take place fully virtually or in a hybrid format. In that case, an electronic voting system shall be used to replace the paper ballots.

Nomination procedure

- x. The outgoing ESC Chairperson will call for nominations for the new ESC Chairperson through a secret written nomination made by the Voting Members.
- xi. Voting Members may nominate themselves.
- xii. Each nomination paper will be valid if only one name has been nominated.
- xiii. The Tellers will count the nominations.
- xiv. After the nominations have been counted the outgoing ESC Chairperson will announce those persons who have been nominated.

- xv. The outgoing ESC Chairperson will ask each of those persons if they are willing to serve. All those answering "yes" will be considered as nominated.

Election procedure

- xvi. A secret vote will be called by the outgoing ESC Chairperson for the position of the new ESC Chairperson.
- xvii. Each ballot paper will be valid if a vote has been cast for only one name.
- xviii. Invalid ballot papers will be considered as abstentions. Abstentions will not change the requirement of four or more votes for election.
- xix. If a nominated person receives four or more votes they will be elected and will be announced as such by the outgoing Chairperson.

If no nominated person receives four votes

- xx. In the case that one or more nominated persons receive only one vote, their names will be announced and removed from the list of nominated persons. A new secret vote will be taken immediately following the same election procedure as above.
- xxi. The name of the person with the least number of votes will be announced and removed from the list of nominated persons.
- xxii. When two or more candidates share the same number of least votes their names will be announced. They will remain on the list of nominated persons.
- xxiii. A new secret vote will be taken immediately following the same election procedure as above.
- xxiv. If after three successive votes no person is elected, a recess of the meeting will be called by the outgoing ESC Chairperson.
- xxv. After the recess, the nomination and election procedure will be reinitiated from ix) above.

Further provisions

- xxvi. No discussion between ESC Members is allowed at any time during the meeting, except during a recess.
 - xxvii. Members may request clarification of procedures from the outgoing ESC Chairperson.
 - xxviii. A nominated person can withdraw his/her nomination before each of the calls for votes.
 - xxix. At no stage of the proceedings (nomination or election) nor afterwards will the number of votes cast be announced.
 - xxx. Ballot papers will be destroyed by the Tellers immediately after counting.
- b. The same procedure shall be followed for the election of the ESC Vice-Chairperson.
 - c. The results of the election will be announced by the outgoing ESC Chairperson to the European Scout Conference in the time scheduled in the agenda of the European Scout Conference.

1.2.2 Vacancy for a Voting Member

- a. A vacancy will arise following the death or resignation of a Voting Member (Article IV.3).
- b. Resignation will be effective from the date notification is received by the ESC Chairperson and the Regional Director.
- c. Following a vacancy, the procedure below shall be followed. The Regional Director will:
 - i. Within 48 hours inform all ESC Members that a vacancy has occurred.
 - ii. Contact the runner up in the ESC election from the European Scout Conference at which the vacating Member was elected.

- iii. In case two runners-up hold an equal number of votes the youngest person will be contacted first.
 - iv. Inform the runner-up of the vacancy. If the runner-up remains a member of a Member Organisation, which is not provisionally suspended from WOSM membership, an invitation will be extended for co-optation to the ESC for the remainder of the term.
 - v. If the runner-up accepts the co-optation, the Regional Director will inform the ESC that the vacancy has been filled.
 - vi. The Regional Director will also inform the co-opted member's Organisation and send a circular to all Member Organisations to inform them of the vacancy and the subsequent co-option.
- d. If the runner-up does not accept the co-option, the next in line (votes received) at the same European Scout Conference election shall be invited to be co-opted and the same procedure shall be followed.
 - e. If none of the above-mentioned persons accepts the co-option, the European Scout Committee can choose to send an open call for candidates and to organize an intermediate election through postal/electronic ballot. New committee members will then be co-opted according to the results of the postal/electronic voting session.

1.2.3 Regional Director

- a. The Regional Director is appointed by the Secretary General (Article V.3).
- b. An annual appraisal of the Regional Director shall be carried out by the Secretary General who will consult with ESC Members in the process.
- c. A vacancy for the post of Regional Director can occur through the resignation or expiry of a contract (planned vacancy) or by death or dismissal of the incumbent (unplanned vacancy).
- d. The procedure below is followed for the appointment of a Regional Director:
 - i. The ESC Chairperson will inform ESC Members and send out an official communication to MOs announcing the vacancy.

Unplanned Vacancy

- ii. In the case of an unplanned vacancy, the Secretary General may appoint an Acting Regional Director.
- iii. The Secretary General will decide the mandate for the Acting Regional Director and the duration of the appointment.
- iv. The duration may be for a specified period or until a new Regional Director is appointed.
- v. Appointment of an Acting Regional Director shall be the prerogative of the Secretary General.

Planned Vacancy

- vi. In case of a planned vacancy, the ESC will consider the matter at its first meeting after the announcement of the vacancy.
- vii. It will agree the role description with the Secretary General and the recruitment procedure.
- viii. Appointment shall be done by the Secretary General in consultation with the ESC.
- e. A communication will be sent to all Member Organisations informing them of the appointment.

1.2.4 Treasurer

- a. The Treasurer is appointed by the World Treasurer at the beginning of each term (Article IV 3.b) in conjunction with the ESC (Resolution 6/71, World Scout Conference). The same person shall not serve for longer than 6 continuous years.

- b. The Treasurer's ToR is set by the ESC and by the Constitutional requirements for this position (Article IV.3b). They are reviewed and confirmed at the beginning of each term of a new ESC or on a new appointment.
- c. The Regional Director will inform the ESC Members and the World Treasurer in the case of a vacancy for the Treasurer position.
- d. The ESC mandates a nominations committee consisting of the ESC Chairperson, the Regional Director and one additional Voting Member of the ESC to identify suitable candidates for the position through an open call.
- e. Subsequently they will present to the ESC and the World Treasurer a shortlist with one or more candidates for consideration and decision.
- f. Appointment shall be by a simple majority vote of the Voting Members of the ESC with the agreement of the World Treasurer.

1.3 ESC Officers' Duties

1.3.1 Chairperson and Vice-Chairperson

- a) The key duties of the ESC Chairperson are:
 - i. Chairs the ESC meetings, with the support of the Vice-Chairperson.
 - ii. Approves the draft minutes of these meetings prior to approval by the full ESC.
 - iii. Ensures that ESC decisions are carried out.
 - iv. Ensures that adequate processes are in place to review annually the performance of the ESC, its individual members, and the cooperation with the WSB-Europe Support Centre.
 - v. Provides advice and counsel to the Regional Director for the implementation of the Regional Scout Plan and Support Centre management.
 - vi. Other duties may be agreed with an incoming Chairperson after their appointment.
- b) The key duties of the ESC vice-chairperson are:
 - i. Support the Chairperson in fulfilling his/her duties and responsibilities as stated above.
 - ii. Share with the Chairperson the leadership of the ESC
 - iii. Other duties may be agreed with the Chairperson and the ESC after their appointment.

1.4 ESC Working Methods

1.4.1. ESC Team Charter

- a) An ESC Team Charter is prepared by the ESC at the beginning of its term. The Charter sets out its working methods and ESC Member's behaviours.

1.4.2 ESC Mutual Agreements

- a) In keeping with the World Adults in Scouting Policy, ESC members prepare and share mutual agreements with their elected colleagues.
- b) Mutual Agreements are reviewed at each ESC meeting – even if only briefly.
- c) The ESC may decide to use another system to find an agreement concerning the time limits, reciprocal obligations and rights of the Region and of the ESC member.

1.4.3 ESC performance review

- a) In line with the World Adults in Scouting Policy, the ESC will implement evaluation and continuous improvement processes of its working methods. These are applicable for the ESC itself as well as its substructures. The ESC may mandate a team external to the Committee to support this. This will include:
 - i. An induction process for incoming members

- ii. An annual individual evaluation
 - iii. Regular meeting evaluations
 - iv. A mid-term and end-of-term review of the performance of the team
- b) The Regional Director and staff team will be invited to deliver an input to the global ESC performance review process in an appropriate manner.
 - c) A summary of the mid-term and end-of-term performance reviews will be shared with MOs.

SECTION 2 EUROPEAN SCOUT COMMITTEE MEETINGS

2.1 Functions

- a) The functions and powers of the ESC are set out in Article IV.

2.2 Frequency of Meetings

- a) The ESC meets at least three times a year.

2.3 Preparation and circulation of agenda and papers

- a) The preparation and circulation of the agenda is the responsibility of the ESC Chairperson, Vice-Chairperson and the Regional Director in consultation with the ESC, staff and the leadership of the Substructures.
- b) The draft agenda with information on the timings, owners and priorities are circulated four weeks in advance with the ESC for inputs.
- c) ESC members have one week to send their feedback on the draft agenda.
- d) All supporting documents will be distributed to all ESC members at least two weeks in advance of the meeting.
- e) The supporting documents for each agenda item are prepared by the ESC member responsible for the specific area of work. Preparation of the documents will be supported by the appropriate staff member(s).
- f) Supporting documents should be marked under one of the following categories
- g) **For information/Starred***: No discussion on the paper unless a notification is given to the ESC Chairperson at least 24 hours in advance of the start of the meeting.
- h) **For brainstorming**: Issues that require input from all members.
- i) **For decision**: Papers which include a concrete proposal for decision by the ESC.

2.4 Presence at meetings

- a) Presence at meetings can include both a physical and virtual (electronic) presence (Art. IV. 3a).
- b) Whenever one or more participants are using virtual methods to attend a meeting the following procedures shall apply:
 - i. The Regional Director will ensure that all members can participate equally in all aspects of the agenda. This includes voting and distribution of any (revised) documents tabled during the meeting.
 - ii. Consideration will be given to assist virtual participants with technology costs, the availability and compatibility of equipment as well as training in the virtual method being used.
 - iii. A high standard of effectiveness for virtual attendance needs to be assured throughout the meeting.
 - iv. The Chairperson of the meeting will ensure regular checks throughout the meeting in this regard.

- c) Where the Chairperson of the meeting rules that equal participation is no longer guaranteed for one or more virtual participants, they will be considered as absent from the meeting.
- d) After such a ruling, the Chairperson of the meeting will ascertain if the meeting is still quorate.
- e) A member participating virtually cannot give a proxy vote to another member as long as they are considered present at the meeting.
- f) At the discretion of the Chairperson and Vice-Chairperson, other persons can be invited to attend the ESC meetings, fully or partially.

2.5 Quorum

- a) The quorum for an ESC meeting is four Voting Members. (Article IV.3c)
- b) The ESC will not be able to vote or take decisions if, during a meeting, the number of Voting Members drops below four.
- c) It may continue with the meeting. Proposed decisions from a non-quorate meeting can be ratified through the voting procedure for decision making outside ESC meetings.
- d) Substructures of the ESC shall determine their own quorum where this is not provided for within their ToR.

2.6 Attendance

- a) In accepting election or appointment, members of the ESC undertake to attend relevant scheduled meetings save for exceptional reasons when apologies shall be given.
- b) The ESC will keep a record of attendance at meetings of the ESC and its substructures. These details will be included in the minutes of the meetings.

2.7 Language

- a) Provision will, if needed, be made by the Regional Director so that meetings of the ESC can be conducted in the official WOSM languages.

2.8 Decision making procedure

- a) The ESC engages in discussions based on each individual's expertise and knowledge as well as background information and briefing provided by those responsible for the supporting documents for the agenda item.
- b) All ESC Members are involved in the entire decision-making process except the act of voting itself.
- c) The discussions will be conducted in full transparency. Consensus between members will be sought whenever possible.

2.9 Normal voting procedure during a ESC meeting

- a) Only Voting Members of the ESC can engage in the actual voting process.
- b) Whenever a member requests a vote on a motion during a ESC meeting, the procedure below is followed:
 - i. The motion is read out. The person chairing the meeting at that time calls for a seconder to support the motion.
 - ii. If no seconder is found, the motion is defeated.
 - iii. If the motion is seconded, the ESC engages in a discussion on it.
 - iv. When the discussion is concluded, the Chairperson invites Voting Members to indicate if they are 'In Favour', 'Against' or would like to 'Abstain'.
- c) A motion is carried through a simple majority.
- d) In the event of a tied vote the Chairperson shall not have a casting vote and the motion shall be considered defeated.

- e) The results of the voting will be recorded in the minutes.

2.10 Secret ballot voting procedure during a ESC meeting

- a) Two or more Voting Members of the ESC can request a secret ballot which is automatically granted.
- b) Motions regarding individual persons will always be handled by secret ballot.

2.11 Voting procedure outside ESC meetings

- a) A vote on a motion can be made outside a ESC meeting.
- b) A vote can only be called for by:
 - i. the ESC Chairperson
 - ii. the Regional Director
 - iii. two or more ESC Voting Members
- c) The following procedure will be followed
 - i. The Regional Director will ensure that the motion and any supporting document will be distributed to all ESC members.
 - ii. Only Voting Members are allowed to vote. The call for the vote will include:
 - clear instructions on how to vote (ensuring that all Voting Members can participate equally)
 - a clear deadline by when votes need to be cast (at least seven days in normal circumstances and at least 48 hours in the case of emergency situations)
- d) A motion will be considered accepted if four or more votes are received in favour of the motion.
- e) In the event of a tied vote, the ESC Chairperson will not have a casting vote and the motion shall be considered as defeated.
- f) The Regional Director will ensure that the result of the vote is communicated to all ESC Members within 48 hours after the voting deadline. All those decisions will be recorded in the minutes of the next formal meeting of the ESC.

2.12 Production, publication, and circulation of minutes

- a) It shall be the responsibility of the ESR staff to record and prepare the minutes.
- b) A record of decisions of the ESC shall be circulated to MOs and members of the substructures upon decision of the Chairperson and Vice-Chairperson within the week following the meetings.
- c) The minutes of the ESC meetings shall be circulated to all ESC Members and others entitled to receive them within two weeks of the meeting.
- d) If the ESC decides that a minute will be confidential, that minute will be prepared to the same schedule as the main minutes. The main minutes will indicate that a confidential minute exists in relation to the topic.
- e) Approval of the minutes of the previous meeting shall be an item on the agenda of every meeting.
- f) Once agreed the ESC Chairperson will sign a copy of the approved minutes.

2.13 Access to meetings, invited persons, guests

- a) Access to meetings is normally restricted to ESC Members.
- b) The ESC Chairperson, on behalf of the committee, has the right to invite persons to ESC meetings that may assist the committee with its business.

- c) Such persons shall have the right to speak at the invitation of the Chair of the meeting but not to vote.
- d) They may be required to withdraw from the meeting at the discretion of the Chairperson of the meeting with the endorsement of the ESC Chairperson and the ESC Vice-Chairperson.
- e) Unless the ToR of a particular substructure explicitly states otherwise, the ESC Chairperson and the Regional Director have right of access to all meetings of ESC substructures whether formal or informal.

2.14 Conflict of interest

- a) All ESC Members must declare any interest which may be interpreted as conflicting with their ability to objectively consider a particular matter as defined in the ESC Conflict of Interest Policy.
- b) The Policy also establishes how to handle potential conflicts of interest once identified.

2.15 Confidentiality

- a) The agenda, papers and minutes of meetings are made available to ESC Members on the understanding that they may be circulated to others on a 'need to know' basis.
- b) Items classified as 'Confidential' or 'Private' must not be circulated beyond the membership of the group or meeting without the specific permission of the ESC Chairperson which shall be recorded by the Regional Director to the group.

2.16 Integrity of opinions and decisions

- a) All members of the ESC and its substructures are expected to keep and respect the integrity of the opinions and decisions of those groups as part of their requirement to represent WOSM.

2.17 Reimbursement of expenses

- a) ESC Members and members of any substructure attending meetings included in the approved budget are entitled to request reimbursement of their expenses for travel and accommodation insofar as they comply with the rules set out in the ESC Expenses Reimbursement Policy.

Complaints, petitions and appeals to ESC decisions

- a) Complaints on ESC decisions are possible through the WOSM Complaints Policy, published through Circular 16/2015 and adapted to the needs of MOs within the European Region.
- b) ESC decisions are final. Petitions and appeals to ESC decisions are not possible.

SECTION 3 RELATIONSHIPS OF THE EUROPEAN SCOUT COMMITTEE WITH OTHER ENTITIES

3.1 ESC and the European Scout Foundation (ESF)

- a) The ESC has the right to appoint two members of the Board of the ESF, one of such members has to be a member of the ESC (ex-officio member). The ex-officio member who is a member of the ESC shall sit on the ESF Board for the duration of his/her term as a member of the ESC.
- b) The Chairperson of the ESF may periodically be invited to participate in the ESC meeting when the ESF and its business are being considered.

3.2 ESC and KISC Committee and Kandersteg Foundation

- a) The KISC Association guarantee at least one seat on its committee to the ESC. A nominee of the ESC is an ex-officio member of the KISC Committee. The European Regional Director is co-opted as an ex-officio member of the KISC Association Committee.
- b) Representatives of the ESC and of the KISC Committee may meet periodically for mutual exchange and benefit to further common aims.

3.3 WOSM/WAGGGS (World Association of Girl Guides and Girl Scouts) Regional relations

- a) An MoU between the two Committees at regional level governs relations between the two Regions.
- b) Agreement exists to have at least one meeting partially joint each year.
- c) Agreement exists to hold a European Guide and Scout Conference each triennium resulting in "recommendations" to the two Regional Committees.
- d) Meetings take place between the Chairperson and Vice-Chairperson of the two Committees, and relevant staff from both organisations, called the Coordinating Group on a regular basis and are reported to the two Committees.

3.4 Liaison with other Organisations having Consultative Status with the WSC

- a) The World Scout Committee can grant Consultative Status to external organisations. The list of organisations is reviewed at the beginning of each term by the new WSC.
- b) ESC Members may be asked to serve in a liaison role with one of these organisations and attend their conferences and meetings at the Regional level. Within normal budgetary constraints and the Reimbursement of Expenses Guidelines, expenses may be paid.

SECTION 4 OTHER PROVISIONS

4.1 Terms of Reference for ESC substructures

- a) The ESC may establish subcommittees (Article IV.3d).
- b) The ESC can establish any other substructures it deems necessary for the fulfillment of its role and the implementation of the European Scout Plan.
- c) It approves ToR for such entities. All ToR are reviewed by the ESC when needed and by default at the beginning of each Triennium.
- d) ToR are made available to all MOs on the WOSM website (scout.org).

4.2 Term of office of members of the substructures of ESC

- a) The period of office for members of substructures is described in the ToR of each entity.
- b) No member of a substructure can hold the same role for more than 7 consecutive years.
- c) Members will receive a letter and/or e-mail of appointment from the ESC Chairperson.

4.3 Regional Scout Plan of the ESC

- a) In accordance with Conference Resolution 22ESC/8, the ESC will initiate a planning process to develop draft objectives for the next Regional Scout Plan. The plan will be aligned with the Strategy for Scouting.
- b) The ESC will ensure that the outcomes of this process are debated at the ensuing European Scout Conference. Those results endorsed by the Conference are handed over to the new ESC for finalisation and implementation.

4.4 Reporting procedures to the MOs and the European Scout Conference

- a) All official WOSM regional documents (such as policies, guidelines, reports but also educational material and resources), so approved by the Regional Director, will be available electronically to accredited representatives of MOs and Regions.
- b) The Regional Director has responsibility for arranging this availability.
- c) An exception is when provision is made in the ToR of an ESR substructure or when its Chairperson so decides.

4.5 Review of Standing Orders

- a) These Standing Orders shall be reviewed and approved at the first meeting of a new ESC.
- b) They may be changed at any meeting of the ESC by a simple majority.
- c) The ESC will seek the opinion of the Constitutions Committee for any changes it considers to these Standing Orders.

4.6 Additional Information

- a) References are made in these SOs to other documents. These can be found on the WOSM website (scout.org) including:
 - i. WOSM Constitution
 - ii. European Region Constitution
 - iii. ESC Conflict of Interest Policy
 - iv. WOSM Complaints Policy
 - v. WOSM-WAGGGS MoU
 - vi. Status of the WSB-EUR Legal Entities
 - vii. Regional Volunteers Expenses Reimbursement Policy
 - viii. ToR Regional Treasurer
 - ix. ESC Team Charter 2022-2025

29 October 2022