

DOCUMENT

2



27th
Interamerican
Scout Conference
Conferencia
Scout Interamericana
Panama
2018

Rules of Procedure



SCOUTS
Creating a Better World

Rules of Procedure

Table of Contents

INTRODUCTION.....	2
OPENING OF THE CONFERENCE	2
USE OF THE RIGHT TO SPEAK DURING THE SESSIONS	4
THE CREDENTIALS COMMITTEE	5
RESOLUTIONS COMMITTEE	5
THE ELECTIONS	8
FINAL AND TRANSITIONAL PROVISIONS	11

INTRODUCTION

Conscious that the Interamerican Scout Conference is the Region foremost governing body, it therefore must be organized and conducted flawlessly, with strict adherence to democratic principles. It also serves as a model for the organizations members that make it up. The Interamerican Scout Committee decided to develop, discuss and approve the present Rules of Procedure for the 27th Interamerican Scout Conference, to be held in Panama City, Republic of Panama, from 27th November to 1st 2018. Once this Rules of Procedure being approved by the Member Organizations.

According to the Regional Constitution, article 7, section a:

An ordinary meeting of the Regional Conference shall be held every three years at a venue and date established by the preceding Regional Conference and after the World Scout Conference.

Integration, functions, convening and voting in the Interamerican Scout Conference are specified in the Constitution of the Interamerican Scout Region.

In the functions of the Interamerican Scout Committee, is defined in the article 11 section i, of the Regional Constitution: *Determine the agenda and Rules of Procedure of Regional Conferences taking into account suggestions from the Member Organizations and Accredited National Scout Organizations of the Region.*

Consequently, and according to all these provisions, the Interamerican Scout Committee has prepared this Rules of Procedure for the 27th Interamerican Scout Conference, Panama 2018.

OPENING OF THE CONFERENCE

The opening and installing of the Inter-American Scout Conference will be held according to the following procedure:

- a. Installing of the Board. The Board of the Interamerican Scout Conference shall consist of the Chairperson and the two Vice-Chairpersons of the Interamerican Scout Committee, who shall be the Chairperson and Vice-Chairpersons of the Conference, respectively. In the absence of any of them, be it temporary or permanent, the Interamerican Scout Committee shall appoint, from among its members, the person or persons to be replaced.
- b. In the opening session the Chairperson of the Conference shall install the same with those representatives of at least half of the Member Organizations of the Interamerican Region, according to article 7, section e, of the Regional Constitution.
- c. The Chairperson of the Conference, Vice-Chairperson and the Regional Director (who shall be the Secretary), serve on the Steering Committee of the Conference. The Interamerican Scout Committee may appoint other members of the Steering Committee, as it deems appropriate, to assist the first in their functions.
- d. In the case that the Interamerican Scout Bureau receives messages of good wishes for the Interamerican Conference, they will given well in advance to Steering Committee, so at their discretion and prior to the opening and installing of the Conference they are reviewed and decided, if these messages are to be read or not and order them to be gathered and incorporated into the respective annals.

- e. The Chairperson of the Regional Conference will delegate in the members of the Interamerican Scout Committee, the main table and the direction of some of the plenary sessions, they will be informed of these functions in advance.
- f. The place, date and time of the opening of the Conference are those of the First Plenary Session. The Chairperson of the Conference will chair this session.

PARTICIPANTS IN THE INTERAMERICAN SCOUT CONFERENCE. DELEGATES, OBSERVERS AND INVITED GUESTS.

People who participate in the Interamerican Scout Conference may do so under the following categories, namely: as delegates, observers or as invited guests, according to the following provisions:

a. Delegates

Each Organization Member may be represented by a maximum of 6 (six) delegates who are accredited in accordance with article 5, section a. of the Regional Constitution. It is very strongly recommended to the Organizations members that when naming their respective delegates, they take into consideration that there is youth participation and gender balance within the delegation.

Delegates duly accredited, will have the right to speak individually and each delegation shall have one vote during the voting sessions carried out during the Regional Conference. To exercise the right to vote, the head of the delegation will receive a "Voting Kit" which will include the respective voting cards. The instructions for the use of these cards will be included in the "Voting Kit". The Integrity and use of the voting cards are the sole responsibility of each delegation upon receiving them.

It is required "Sine Qua Non" to be representative of a member organization, be duly registered as a member of said Organization he or she represents.

Delegations at the session's hall will be seated in alphabetical order of the countries representing the respective National Scout Organizations.

According to article 5, section b, of the Regional Constitution, the Regional Conference shall comprises:

Not more than six delegates designated by each Accredited National Scout Organization defined in Article 3.b. The designated delegates shall have the right to speak.

b. Observers

According to article 5, section c, of the Regional Constitution:

Each Member Organization has the right to include observers in its delegation.

c. The guests

According to article 5, section b, of the Regional Constitution, the Regional Conference shall comprises:

Representatives of:

the World Organization of the Scout Movement;

Scout Organizations from other Regions;

National or international governmental and non-governmental organizations which have shared interests with the World Organization of the Scout Movement which are invited to participate by the Regional Committee. They shall have the right to speak.

USE OF THE RIGHT TO SPEAK DURING THE SESSIONS

To make use of the right to speak during the sessions of the Interamerican Scout Conference, the persons entitled to do so, delegates or guests must:

- a. Request the right to speak to whomever is chairing or who chairing before he/she can address the plenary of the Conference.
- b. Be present and ready to use the right to speak, respecting the order it has been requested and the opportunity assigned to them by the person chairing the session.
- c. When a person begins to use the right to speak, he/she must identify him/herself by saying his/her name and that of the member organization, WOSM body or institution he/she represents.
- d. While using the right word, people should express themselves in a respectful and appropriate way. Any improper expressions will not be tolerated and will result in the person chairing the session removing the right to speak if necessary and this decision will not be appealable.
- e. The use of the right to speak at should all times be brief and precise, and possibly limited to maximum of one minute. It corresponds to the Chairperson to judge the relevance or importance of what being said, and on this basis to extend or shorten the time of it, according to their best judgment and this decision will not be appealable.
- f. The Chairperson shall take into account people who have not made use of their right speak and wish to do so, and if necessary, assign them preference in the order to ensure the plurality of speakers.
- g. Nor will it be allowed to use the word to express ideas unrelated to the specific interests of the organization, more so those which may compromise the non-partisan political nature of it.
- h. Any presentation within the plenary room of the Interamerican Scout Conference, whether written, oral, local, national or international which refers to matters of a political or religious ideology, especially propaganda, will not be allowed by the chair and they that do so will be requested to immediately stop or be dismissed or removed, whichever is applicable.
- i. Distribution or promotion of commercial advertising material directed to Scouting, within the plenary sessions area is prohibited.
- j. In case of contempt by any delegate, observer or guest, he/she who is chairing the meeting may make a single call to order, with the understanding that when a second call occurs, the

person is declared in contempt, he/she will be invited to withdraw from the where plenary session is being held, until the discussion or vote has finished where the contempt occurred, those who withdrew may return at the end of the same.

k. All decisions by the chairperson in the sessions are final and without appeal.

THE CREDENTIALS COMMITTEE

In the first plenary session the Credentials Committee shall be elected.

This will consist of 3 (three) members of the Interamerican Scout Conference elected by the plenary for this purpose.

The Interamerican Scout Conference creates the Credentials Committee for the purpose of:

- Checking and attesting to the proper registration required by each delegate and observer, this work will be done with the support of the World Scout Bureau – Interamerica Support Centre.
- To submit a report to the plenary of the Conference, before the vote on National Scout Organizations of those entitled to direct vote or by proxy.

Each delegation will present his registration to the conference with an official letter of accreditation signed by the Chairperson of their respective National Scout Board or governing body or by their respective International Commissioner or other responsible official of their organization. This letter should state who is the person designated to serve as head of the delegation and to each and every one of the delegates and observers attending. This letter of accreditation may be sent in advance to the World Scout Bureau - Interamerica Support Centre through official channels in order to expedite the process during the Conference.

External or invited observers will have the corresponding invitation of the Interamerican Scout Committee and will be enrolled in a list by the World Scout Bureau - Interamerica Support Centre, which will be delivered with in due time to the Steering Committee of the Interamerican Scout Conference for review and approval, who then will deliver it to the Credentials Committee, who can not rule on the relevance or irrelevance of it.

RESOLUTIONS COMMITTEE

The Interamerican Scout Committee will propose to the Member Organizations the members of the Resolutions Committee three months prior to the holding of the Conference.

This will consist of 4 (four) individuals who guarantee their presence during the Interamerican Scout Conference elected for this purpose, a member of the Interamerican Scout Committee and a member of the professional staff of the World Scout Bureau - Interamerican Region, appointed by the Regional Director for that purpose.

The Interamerican Scout Committee creates the Resolutions Committee for the purpose of:

- Check the reception on time and in due form of resolutions to be proposed to the Interamerican Scout Conference.
- Verify that the motions do not contravene the World Constitution and / or the Regional Constitution.
- Give wording and style to the proposed resolutions that require it. Including the introduction, when appropriate, which provide the historical context of the issue, justifications to act on the issue, explain the basis for the action proposed in the operative part and can also be used to express general principles set the purpose of the resolution.
- Translate, when NSOs have not done so, the proposed resolutions, to English or Spanish, as appropriate.
- Gather together those resolutions or proposals that deal with the same subject, maintaining its purpose and reason.
- Accept the subjects that correspond to the Conference considering and rejecting those proposed resolutions that are irrelevant or unfair, giving due reason for it.
- Receive requests for withdrawal of motions from those who have been presented them
- Incorporate amendments to the draft resolutions, which will be approved in the plenary.

The Resolutions Committee will present:

- Through a report, draft resolutions sent by Member Organizations.
- Through a Conference Document, the draft resolutions that will be submitted for the consideration of the Conference.
- In the corresponding plenary session, the proposals for amendments.
- At the end of the plenary session for adoption of resolutions, the Committee will deliver the final text of the same for inclusion in the final report of the Regional Conference.

About the Resolutions

Resolutions are agreements that express the consent of the Conference regarding objectives, policies or actions.

Resolutions of courtesy, congratulations and condolence should be sent the Interamerica Support Centre to the Resolutions Committee for submission to the Conference for consideration.

Submission of proposals for resolutions

The proposed resolutions must be submitted according to the following rules:

The submission period for submission of draft resolutions will be 39 calendar days in advance of the first day of the Conference.

The proposed resolutions must be formally submitted by a National Scout Organization and seconded by at least for a National Scout Organization member, except for the proposals submitted by the Interamerican Scout Committee. Corresponds to the Interamerican Scout Committee, who submit a proposal based on the recommendations of the Interamerican Youth Forum held prior to the Regional Conference. The draft(s) resolution (s) is (are) the only one (s) that can be incorporated into the draft resolutions sent previously by the Member Organizations and duly reviewed and accredited by the Committee of Resolutions

The heads of delegation of the National Scout Organization and the proposing National Scout Organization who second it shall sign the draft resolutions.

The proposed resolutions must be submitted on the official form that the Regional Office will send the NSOs, prior to the beginning of the Conference, written in both English and Spanish and duly printed, attaching the same electronic file in Word format. Proponents of the proposed resolutions shall:

- Review the background (resolutions of previous conferences) to ascertain whether it is a new or complementary to an earlier proposal, and that it is in harmony and not contrary resolutions adopted by the World Scout Conference and Regional previews.
- Check that the proposed resolution does not contradict the World Constitution and / or Regional.

Anyone who has filed a motion that is being considered by the Conference, is entitled to be granted the word on the subject, rather than another or others, or those who had applied before him/her.

They will be considered out of order motions involving modifications to the Regional Constitution, which must be made in accordance with article 43 of the Constitution of the Interamerican Scout Organization, within the time limits set out therein.

The Resolutions Committee will submit 25 days before the start of the Conference the final report of the resolutions that will be presented to the Conference to be voted.

Voting to approve amendments to the proposed resolutions.

All amendments must be submitted in writing and must be seconded by another delegate voting in a different organization, which proposed it.

The following motions need not be seconded:

- Point of Order.
- Objection to consideration of a question.

The Resolutions Committee may accept amendments to proposals, as long as these have the purpose of:

- Removing ambiguities or clarify the meaning of the draft resolution that has been circulated, or
- They represent an intermediate position between the proposal circulated and the current situation or status quo.

After presenting the amendments, they may be withdrawn, but only by the request of they who requested.

When requesting amendments shall be voted by the amendments first. If the amendment is not approved, it will be voted for the resolution that it intended to modify. If the amendment is approved it will then vote for the draft resolution as amended.

THE ELECTIONS

Elections Committee

In the first plenary session the Elections Committee will be elected.

It will consist of 3 (three) delegates of the Interamerican Scout Conference elected for this purpose.

The Interamerican Scout Conference creates the Elections Committee for the purpose of:

- Checking the quorum before each voting process.
- Be responsible for the processes of voting and elections.
- Count and verify the number of votes recorded, present and proxy.

Voting Procedures

Voting, when these are secret, they will be in alphabetical order according to the name of the countries.

Only those allowed to vote are use those delegates duly accredited to the Interamerican Scout Conference, the vote is by National Scout Organization.

Voting will take place raising the appropriate card previously given to each delegation, except for the votes for the election of new members of the Interamerican Scout Committee and the location of the regional events, which will be done with secret ballots which the Secretariat of the Conference will hand out for this purpose.

In voting for the selection of venues for regional events, countries that appear on the ballot must have met the prerequisites and requirements to do so. Only one (1) vote for one location for each of the events for which it is to be voted is permitted.

If a member organization wishes to abstain from voting, the ballot must be returned marked "Abstaining" and said ballots will not be taken into account for or against when determining the number of votes cast in the vote. The votes flawed or whether deliberate or accidental will not be taken into account for or against when determining the number of votes cast in the vote.

All voting will be by simple majority except those made for the purpose of approving amendments to the Regional Constitution, which must be approved by a majority of two thirds (2/3) of the votes cast, as indicated by the Regional Constitution. The results of voting being duly registered.

When on any ballot the number of voting cards raised indicates a substantial majority, he/she who chairs the session may dispense with the formal count, indicating a clear majority is produced.

If the same number of votes for and against a motion or an amendment requires a simple majority, he/she who is chairing the meeting may consider the motion defeated

In the relevant case to the approval of amendments to the Regional Constitution if a majority of the votes issued is exactly two thirds, this shall be deemed approved.

Any delegate present, may request that a formal count of any vote is made. However, if in the opinion of the person chairing the meeting, the recount request corresponds to a delaying tactic in order to hinder the development of the session of the Conference, the counting request may be rejected.

Once the Chairperson closes the discussion and has made a call for votes on any matter, any petition, motion or further clarification will be out of order and those who insist on them may be held in contempt, and assume the consequences.

Nominations for members of the Interamerican Scout Committee

National Scout Organizations that have members in the Interamerican Scout Committee and whose term expires at the next Interamerican Scout Conference (following the present), may not nominate candidates for the Interamerican Scout Committee.

National Scout Organizations that do not have members in the Interamerican Scout Committee may nominate only one candidate for that body.

Nomination letters to members of the Interamerican Scout Committee shall be issued by the competent authorities of the respective NSO additionally they must be accompanied by the following documents:

- a. Written acceptance of the person nominated;
- b. Written support to the application, issued by the competent authorities of another Association Member of the Region;
- c. Written support of the National Scout Organization which postulates the candidate.
- d. Curriculum vitae of the applicant.

Interamerican Scout Committee Elections

The members of the Interamerican Scout Committee are elected, according to the provisions of Article 17 of the Regional Constitution, for the period up to the next ordinary session of the Regional Conference, and may be re-elected for a consecutive period.

If he/she has been re-elected, he/she may only re-run having allowed a full period of time to leave the Regional Committee.

Candidates for members of the Interamerican Scout Committee shall be submitted to the Conference before the vote:

- The presentation of candidates will be made in a random order by lot between the candidates and by who chairs the session in which they make their presentations.
- The order in which the names of the candidates appear on the ballot, shall be determined by the Interamerican Scout Committee.
- The Interamerican Scout Committee will determine the manner in which it will inform the Member Organizations, before the Conference, of the candidates' presentations. Reporting in a timely and appropriate manner to candidates

In alphabetical order, National Scout Organizations eligible to vote, will receive through its Head of Delegation a ballot in which each delegation must register a maximum total of 3 votes, only one vote for any given candidate is permitted.

The vote will take place in a single round, in alphabetical order. Nominees will be the only ones to appear on the ballot paper.

Voting shall be by secret ballot, nothing can be written on the ballot, except maximum of 3 marks indicating the intention to vote.

If a member organization wishes to abstain from voting, the ballot must be returned marked "Abstaining" and said ballots will not be taken into account for or against when determining the number of votes cast in the vote.

Spoiled or null votes, whether deliberate or accidental, will not be taken into account for or against when determining the total number of votes cast.

The Elections Committee shall count the votes in the same room where the plenary of the Conference is meeting and present the results on the format of record that will be supplied to it, they must sign it as a sign of agreement. This format will be delivered directly into the hands of the person chairing the meeting, who will be the person who makes the announcement, including the number of votes cast for each candidate.

If the Election Committee members have reason to believe any irregularities during in the vote have taken place, this will be communicated immediately to the Steering Committee of the Conference for appropriate analysis and assessment, the wording of the Regional Constitution and the Rules of Procedure of the Conference, so that the Chairperson take appropriate action, which may be the option to repeat the vote, in which case they shall give an explanation to the plenary of the Conference. If this is the case, for any reason the previously results obtained will not be disclosed and they will be declared as invalid.

Simple majority will elect candidates, i.e. those will be elected who receive the most votes and fill the vacancies in the Interamerican Scout Committee. In the case of a tie to occupy the last position available, an additional round(s) of voting will be made until the tie is broken and one of the candidates receives the most votes, thus being declared elected. All elected candidates enjoy the same legitimacy regardless of the number of votes obtained in the voting.

After the elections the results will be announced by the Elections Committee, and then the ballots will be destroyed.

Delegation of Voting

Organizations that are unable to be present for themselves at the Regional Conference may delegate this right to vote in another member organization of the Interamerican Region, according to article 7 , section g, of the Regional Constitution.

No member organization may accept more than one proxy of another organization member. Proxy will not be considered for the attaining of quorum for meetings.

All proxy to delegate the vote must be in writing and expressly mention which to organization he is delegating the vote. The letter in which the power of proxy to another National Scout Organization is granted must be sent in writing to the World Scout Bureau - Interamerica Support Centre before the start of the opening session of the Regional Conference. Such proxy must be signed by one of the national authorities of the Organization granting the power, who should have power to do so.

A member organization exercising the proxy of another organization member, may use that power only for the purpose of voting on behalf of absent Member Organization, and therefore receive voting cards and additional ballots that apply.

An accredited National Scout Organization has right to speak but not vote, as an organization which is an associate member, according to article 3 of the Regional Constitution. The provisions on proxy voting are not applicable to an Accredited National Scout Organization or an organization, which is an associate member.

FINAL AND TRANSITIONAL PROVISIONS

The Interamerican Scout Conference is a scout event, therefore the behavior of the people participating during its development must be in accordance with the values expressed in our Promise and Scout Law. Any inappropriate behavior must be reported to the Interamerican Scout Committee to make a decision about it.

Anything not expressly stated in the present rules of procedure for the Interamerican Scout Conference will be resolved by its Chairperson acting in accordance with the Steering Committee, or the decision will be taken by the majority of the voting members of the Interamerican Scout Committee, always applying the possible analogy and in the absence of this, by common sense, consistent with the preservation and maintaining the values of the Scout Movement and the Interamerican Scout Region, above all.