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27th
Interamerican
Scout Conference
Conferencia
Scout Interamericana
Panama
2018

RESOLUTION AND
AMENDMENT GUIDELINES



SCOUTS
Creating a Better World

RESOLUTION AND AMENDMENT GUIDELINES

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i. Introduction to Decision-Making in the Interamerican Region

These IAR Resolution and Amendment Guidelines apply to the drafting, review and amendments of Business Resolutions to the Interamerican Scout Conference. These guidelines are designed to be used by Member Organizations (MOs) and their delegates to help them better understand the process of drafting and amending Resolutions as well as what is needed for putting forward an Emergency Resolution if needed. The guidelines will also be used by the Resolutions Committee to guide their support to MOs and in reviewing Resolutions, Amendments and Emergency Resolutions.

These IAR Resolution and Amendment Guidelines are a resource supporting the Interamerican Scout Conference 2018 Rules of Procedure (RoP). The Guidelines will walk through the process involved in drafting a Resolution, how to submit, timeline, considerations, and structure, providing some clear questions to keep in mind when putting a Draft Resolution text together for the Interamerican Scout Conference. At the end of the Resolution and Amendment Guidelines are also sections regarding the process and expectations for Amendments and Emergency Resolutions.

ii. Key Resources for Decision-Making in the Interamerican Region

Interamerican Scout Conference 2018 Rules of Procedure
Annex 2A: Terms of Reference - Resolutions Committee
Annex 2B: Resolution and Amendment Guidelines
Draft Resolution Template
[Online World Scout Conference Resolution Database](#)
Online Interamerican Scout Conference Resolution Database

1. Draft Resolutions

1.1 Proposing a Draft Resolution

MOs proposing Draft Resolutions are encouraged to reach out to the Interamerican Scout Conference 2018 Resolutions Committee to gain support in developing Draft Resolutions. The Resolutions Committee is appointed in advance of the Interamerican Scout Conference 2018 to allow them to follow through on their functions, highlighted in their Terms of Reference Annexed to the Interamerican Scout Conference 2018 Rules of Procedure. An important function of the Resolutions Committee is supporting MOs.

1.a) To assist Member Organizations in drafting resolutions to ensure that Draft Resolutions, Amendments and Emergency Resolutions comply with the Resolution and Amendment Guidelines.

If you are considering proposing a Draft Resolution to the Interamerican Scout Conference, please contact the Interamerican Scout Conference 2018 Resolutions Committee for support. They can be reached through the following email address, resolutionsiar@scout.org

1.2 Timeline

Timing	Action	Who
Date on which the RoP is approved by the MOs	<ul style="list-style-type: none"> MOs can start submitting Amendments to the Constitutional Amendments (Article 43 of the Regional Constitution) and other Draft Resolutions 	Member Organizations
27 Aug 2018	<ul style="list-style-type: none"> Provisional appointment of the Resolutions Committee (confirmation of appointment will be at the start of the Conference). Once provisionally appointed, the Resolutions Committee will be available to work with MOs on their Draft Resolutions 	Interamerican Scout Committee
07 Sep 2018	<ul style="list-style-type: none"> Release all IARCommittee and MO proposed Constitutional Amendments as a Conference Document 	World Scout Bureau, Interamerican Support Centre Resolutions Committee
28 Sep 2018	<ul style="list-style-type: none"> Deadline to receive observations, counterproposals or amendments to the Constitutional Amendments 	Member Organizations
01 Oct 2018	<ul style="list-style-type: none"> Release all IARCommittee Resolutions & Background Information in a designated area of scout.org 	World Scout Bureau – Interamerican Support Centre Resolutions Committee
19 Oct 2018	<ul style="list-style-type: none"> Deadline to receive Draft Resolutions from MOs 	Member Organizations
20 Oct 2018 – 02 Nov 2018	<ul style="list-style-type: none"> Prepare Resolution Background Information for MO Draft Resolutions and translate into 2 official languages of the Region 	World Scout Bureau – Interamerican Support Centre

1.3 Considerations

MOs should take the following into consideration when drafting resolutions:

1. **Purpose of Resolution:** Accordance with Articles I, II.1 and IV.2 of the WOSM Constitution
 - o Ensure that the Draft Resolution is in line with the purpose and vision of WOSM.
2. **Policy:** Accordance with Article 6(b) and 6(c) of the Regional Constitution
 - o Ensure that if the Draft Resolution deals with a matter or a policy affecting the Interamerican Region, it will be possible for the Interamerican Scout Committee or the World Scout Bureau – Interamerica Support Centre to implement.
 - o If the Draft Resolution conflicts with any present policies of the Scout Movement generally or of any MOs, explain why.
3. **Scope:** Accordance with Article 11(a), 11(c) and 35(b) of the Regional Constitution
 - o Consider if the Interamerican Scout Committee will be able to give effect to the Draft Resolution.
 - o Consider the estimated resources that would be needed to implement the Draft Resolution.
 - o Consider the WSB-IASC staff resources and the Interamerican Region financial resources needed to implement the Draft Resolution.
 - o Consider, if applicable, the feasibility for MOs to implement the Draft Resolution.
4. **Historical:**
 - o Ensure that historical decisions and proposals of WOSM and in the Interamerican Region are taken into consideration.

1.3.1 Purpose of Draft Resolutions

When drafting resolutions, consider and make clear how the Draft Resolution aligns with WOSM’s purpose and principles. The purpose and principles are outlined in the WOSM Constitution and provide a broad overview of the WOSM’s organisational focus.

Consider how the Draft Resolution aligns with WOSM’s Vision. For example, how will this Draft Resolution better help the Interamerican Region meet its objectives within Vision 2023?

Having Draft Resolutions that are aligned with the WOSM’s Vision helps to ensure that their implementation can fit within current committees, working groups, and particularly budget allocations.

Applicable Articles from the WOSM Constitution

ARTICLE I	
Definition	1. The Scout Movement is a voluntary non-political educational movement for young people open to all without distinction of gender, origin, race or creed, in accordance with the purpose, principles and method conceived by the Founder and stated below.
Purpose	2. The purpose of the Scout Movement is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.
ARTICLE II	
Principles	<p>1. The Scout Movement is based on the following principles:</p> <ul style="list-style-type: none"> • Duty to God Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom. • Duty to others <ul style="list-style-type: none"> - Loyalty to one’s country in harmony with the promotion of local, national and international peace, understanding and cooperation. - Participation in the development of society with recognition and respect for the dignity of humanity and for the integrity of the natural world. • Duty to self Responsibility for the development of oneself.

ARTICLE IV

Purpose of World Organization 2. The purpose of the World Organization is to foster the Scout Movement throughout the world by:

- (a) promoting unity and understanding of its purpose and principles,
- (b) facilitating its expansion and development,
- (c) maintaining its specific character.

1.3.2 Policy

Any Draft Resolution being proposed that concerns policy matters needs to take into account the affects it will have on the overall Interamerican Region as well as MOs' own policies.

It is important to take the time to review any current and other possibly related policies and clearly reference these within the Draft Resolution. Be aware that changes to one policy might very well imply changes/adaptions in other policies.

If fundamental policy changes are being proposed, they should be in line with furthering the Purpose of WOSM. See Articles of the WOSM Constitution above referring to Purpose and Principles and Article 6 of the Regional Constitution below.

Applicable Article from the Regional Constitution

ARTICLE 6

The functions of the Regional Conference are to:

- (b) Set the fundamental objectives of the Region in harmony with decisions of World Scout Conferences and to advise the Regional Committee the lines of action it should follow.
- (c) Approve resolutions and Regional policies as proposed by Member Organizations and/or by the Regional Committee and ensuring their implementation.

1.3.3 Scope

Any Draft Resolution being proposed must be within the scope of the functions of the Interamerican Scout Committee and World Scout Bureau – Interamerican Scout Centre as laid down in the Regional Constitution, and must be financially realistic.

At times, the Interamerican Scout Conference makes direct requests of MOs to fulfil a Draft Resolution or portion of a Draft Resolution. It is important to consider if MOs are able to implement these Draft Resolutions.

Determining oversight, accountability of implementation, and estimated financial requirements are important to assessing the practicality of a Draft Resolution. A Draft Resolution must be practical so that it can be implemented as expediently as possible.

Applicable Articles from the Regional Constitution

ARTICLE 11

The functions of the Regional Committee are to:

- (a) To comply with and ensure compliance of this Constitution, the resolutions and agreements of the Regional Conference, the Constitution of the World Organization of the Scout Movement, the Resolutions of the World Scout Conference and the World and Regional policies.
- (c) Adopt agreements that ensure the implementation of the resolutions and recommendations of the Regional Conference.

ARTICLE 35

The functions of the Regional Office are to:

- (b) Serve as the Secretariat of the Region and of the Regional Committee implementing, and ensuring the implementation, of its decisions.

1.3.4 Historical

Past decisions and Conference Resolutions should be taken into account when drafting resolutions. The following questions should be considered and addressed:

Has there been previous decisions or resolutions concerning the subject of the Draft Resolution?

- If yes, then:
 - What is the perceived impact of that previous decision/resolution?
 - What is the current status of that previous decision/resolution?
 - What difference would this Draft Resolution bring?
 - Is there an existing resolution that supports this Draft Resolution?
 - If the Draft Resolution is passed, would this cause an existing resolution to be void or need amending?

To assist with finding historical resolutions of WOSM, all World Scout Conference Business Resolutions back to 1920 have been compiled into two documents; one in English and one in French. These provide an easy way to search all previous World Scout Conference Business Resolutions. There is also a detailed index at the end of each document to assist with finding desired resolutions. See the full PDF on the [Online World Scout Conference Resolution Database](#).

All Interamerican Scout Conference Business Resolutions back to 1998 have been compiled into two documents; one in English and one in Spanish. These provide an easy way to search all previous Interamerican Scout Conference Business Resolutions. See the full PDF on www.scout.org/docsiarconference2018.

1.4 Drafting a Resolution

1.4.1 Language

Draft Resolutions must be submitted to the Interamerican Scout Conference in either English or Spanish. The World Scout Bureau – Interamerican Support Centre will take charge of the translation.

In case your delegation feels the translation provided does not reflect the spirit/substance of the Draft Resolution in its original language, please contact the World Scout Bureau - Interamerican Support Centre directly through resolutionsiar@scout.org@scout.org

When writing a Draft Resolution ensure that the style of writing and word usage is not complex. Short sentences, basic words and clear descriptions are useful to support inclusiveness. Respecting cultural and language diversity will ensure that everyone feels included in the process and understands the Draft Resolution as fully as possible.

1.4.2 Structure of a Draft Resolution

The following is a Sample Resolution showing how a Draft Resolution can be written. A resolution has 3 parts: Heading, Pre-ambulatory Clauses and Operative Clauses.

It is important to note that an Interamerican Scout Conference Resolution targets and addresses issues at the highest governance level, and should not be so detailed that it crosses into the operational realm.

Sample Draft Resolution

Draft Resolution Title:

A concise title that clearly represents the aim of the resolution.

Pre-ambulatory

Clauses: These clauses state all the issues requiring resolution. They include the reasons why this issue is being worked on and highlight previous international actions.

Operative Clauses:

These clauses state the solutions being proposed to resolve the issues. The Operative Clauses should address the issues specifically mentioned in the Pre-ambulatory Clauses above it.

Youth Involvement Policy

The Conference

- *Recognising* the value of involving and including young people in decision-making for achieving the purpose of Scouting, [use commas to separate pre-ambulatory clauses]
- *Considering* that Scouting is a Movement of young people, supported by adults, with whom healthy partnerships are established,
- *Noting* the findings and conclusions of the Assessment Report of the Interamerican Scout Youth Forum and Youth Advisors System, which concludes that more work needs to be done,
- *Being aware of* the individual and organisational benefits of having young people actively involved at all levels both within the Movement and in the society,
- *Believing in* the active role that young people can play in creating positive change, inside and outside Scouting,
- *Recognising* the importance of providing opportunities for young members to experience leadership roles and develop 21st Century skills,
- *Adopts* the policy text contained in Conference Document X as the Youth Involvement Policy; [use semicolons to separate operative clauses]
- *Strongly urges* National Scout Organizations of the Interamerican Region to implement the policy at all levels within their own organisations by putting a supporting framework in place;
- *Requests* the Interamerican Scout Committee to consider all means by which the policy may be implemented within the Interamerican Region, including an ongoing review process. [end resolutions with a period]

1.4.3 Workbook for Drafting a Resolution

Aim

What is the aim of the Draft Resolution to be proposed?

Audience

Who is expected to act on this Draft Resolution?

- Interamerican Scout Committee
- World Scout Bureau – Interamerican Support Centre
- Member Organizations
- Other

Purpose

Which Article(s) of the WOSM Constitution would the Draft Resolution respond to?

- Article I: Definition & Purpose of the Scout Movement
- Article II: Principles of the Scout Movement
- Article IV: Purpose of the World Organization

Explain how the Draft Resolution would align with WOSM’s Vision 2023:

Policy

What policies or issues concerning the Interamerican Region could the Draft Resolution address?

- 1.
- 2.
- 3.
- 4.

How does this Draft Resolution address the above policies or matters concerning the Interamerican Region?

Policy *(continued)*

If applicable, explain how the Draft Resolution may conflict with any present policies of the Interamerican Region generally or of any MOs?

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Scope

What is the estimate of resources that would be needed to carry out the Draft Resolution?

Human	Financial

Historical

Which historical resolutions, decisions or proposals will need to be taken into consideration?

- 1.
- 2.
- 3.
- 4.

Provide an overview of how this Draft Resolution would align with or affect any historical resolutions. Refer to detailed questions in section 1.3.4 Historical above.

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Putting It All Together

Proposer: _____

Country: _____

Seconder: _____

Country: _____

Brief explanation or justification for the Draft Resolution:

Draft Resolution Title: _____

The Conference,

Purpose

- Reaffirming

Policy

- Taking Note of

Scope

- Stressing

Historical

- Recalling

Aims/Requests

- Recommends
- Encourages
- Calls upon
- Decides
- Urges
- Requests
- Invites

1.5 Submitting a Draft Resolution

See RoP for details on who can submit a Draft Resolution to the Interamerican Scout Conference and how this process works.

After following the considerations of drafting a resolution above, submission of a Draft Resolution can be done by filling out the Draft Resolutions Template and emailing it to resolutionsiar@scout.org. The Draft Resolutions Template includes the following:

- Name of Proposing MO, country and signature of official representative
- Name of Seconding MO, country and signature of official representative
- Place for a brief explanation or justification for the Draft Resolution
- Draft Resolution Text (Title, Pre-ambulatory clauses and Operative clauses)

It is not necessary to submit the above Workbook with a Draft Resolution; this is simply a resource to help with the drafting process.

Please ensure that the Draft Resolution Template, before submission, includes a signature of the official representative of the MO proposing the Draft Resolution and also of the MO seconding the Draft Resolution.

Upon submission of a Draft Resolution, the World Scout Bureau – Interamerican Support Centre will put together a Background Information document providing a neutral reality check on information pertaining to the Draft Resolution. This will include financial, historical, policy and human resources information and the estimated effects of implementing the Draft Resolution might have on these areas and the Organization.

When this Background Information document has been created, it will be shared with the proposing MO, giving the MO the ability to provide comments and feedback on the proposed document.

Any MO that proposes a Draft Resolution will be expected to support it and needs to be prepared to assist with presenting it during a webinar prior to the Interamerican Scout Conference.

The MO also needs to be available to discuss it during any breakout session at the Interamerican Scout Conference and to speak to it during a plenary session.

1.6 Withdrawing a Draft Resolution

If a MO wishes to withdraw a Draft Resolution, this can be done at any time until the moment it is due to be presented at the Interamerican Scout Conference. Withdrawing a Draft Resolution can only be done by the proposing MO, not by the seconding MO or any other MO.

A request to withdraw a Draft Resolution can be sent to resolutionsiar@scout.org communicated directly to the Resolutions Committee at the Interamerican Scout Conference.

When the Draft Resolution is presented at the Interamerican Scout Conference, the Chairperson will give the proposing MO the floor to explain the Draft Resolution being proposed. This is the final moment where the proposing MO may decide to withdraw its Draft Resolution. After this moment, the Draft Resolution goes to the Conference for a decision.

2. Amendments

2.1 Proposing an Amendment

See RoP for further information about proposing an Amendment to a Draft Resolution.

It is encouraged to submit Amendments well in advance of the Interamerican Scout Conference to take advantage of the increased preparation time and time given for debate. Amendments can be submitted up until 15:00hrs on the 2nd day of the Interamerican Scout Conference.

With regards to any Draft Resolutions pertaining to Constitutional Amendments, please pay special attention to RoP which states:

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*
- *Represent an intermediate position between the proposal circulated and the current situation or status quo.*

2.2 Timeline

Timing	Action	Who
02 Nov 2018	<ul style="list-style-type: none">• Release of all MO Draft Resolutions as a Conference Document	Resolutions Committee
02 Nov 2018 - 28 Nov 2018	<ul style="list-style-type: none">• Open for proposed Amendments from MOs	Member Organizations
28 Nov 2018	<ul style="list-style-type: none">• 15:00hrs – Deadline for receiving Amendments• Final report available for download on scout.org	Member Organizations Resolutions Committee & Interamerican Scout Committee

2.3 Considerations

The following considerations need to be taken into account when putting forward Amendments to Draft Resolutions.

- Any proposed Amendment to a circulated Draft Resolution must be related to the topic raised in the circulated Draft Resolution.
- Any proposed Amendment cannot completely change the subject matter of the circulated Draft Resolution.
- Any proposed Amendment must take into account the considerations listed in item 1.3 above.
- Any proposed Amendment must be of substance. Do not submit Amendments to correct spelling and grammatical errors.
- Amendments can be submitted in either English or Spanish. The World Scout Bureau – Interamerican Support Centre will arrange translation.

In case the MO's delegation feels the translation provided does not reflect the spirit/substance of the Amendment in its original language, please contact the World Scout Bureau – Interamerican Support Centre directly through resolutionsiar@scout.org

Amendments may be submitted to proposals made under RoP until 15:00hrs on the second day of the Conference if they are clarifications or intermediate positions, as stated in RoP.

Example of Amendments

Original Text	Proposed Amendment
Strive towards more young people in decision-making positions (world and regional)	Strive towards more young people Increase the chances for more young people to be included in decision-making positions (worldwide and regional), including the World Scout Sub-committees, and Regional Committees and their Sub-committees
Ensure young people are trained and used by the Interamerican Region as youth external representative/ spokesperson	Ensure young people are trained, supported and appointed and used by the Interamerican Region as external representatives/spokespersons
Develop an intergenerational dialogue project to foster collaboration between generations in the Interamerican Region	Develop and promote the use of an intergenerational dialogue project tool focusing on methodologies, training systems and best practices in order to foster collaboration between generations in the Interamerican Region

3. Emergency Resolutions

3.1 Proposing an Emergency Resolution

Although it is highly recommended that Draft Resolutions are submitted in advance of the Interamerican Scout Conference, it is realised that matters of critical importance and urgency could come up at the last minute and might need to be considered by the Interamerican Scout Conference when in session. These critically important and urgent resolutions are referred to as "Emergency Resolutions".

3.2 Timeline

Timing	Action	Who
19 Oct 2018 – 28 Nov 2018	<ul style="list-style-type: none">Emergency Resolutions may be submitted up to 15:00hrs on the third day of the Conference (28 November 2018)	Member Organizations Interamerican Scout Committee

3.3 Considerations

Emergency Resolutions should take into account the same considerations as Draft Resolutions outlined in section 1.3 of these Resolution and Amendment Guidelines.

To propose an Emergency Resolution, it must be seconded by six other MOs. If the MOs seconding the Emergency Resolution are members of a Sub-Region, they shall come from at least three different Sub-Regions. The same will apply for Amendments to Emergency Resolutions that are moved directly from the floor during the consideration of the motion. As indicated in the RoP, corresponds to the Interamerican Scout Committee to submit an Emergency Resolution based on the recommendations of the Interamerican Scout Youth Forum held prior Interamerican Scout Conference.

It is not anticipated that an Emergency Resolution will be needed very often. However, the opportunity is provided within the Interamerican Scout Conference Rules of Procedure should a resolution be needed at the last minute.

Emergency Resolutions cannot be used for matters that have simply been forgotten or not acted on within the communicated timeline.

These following definitions of Urgent and Important will help in clarifying what is an Emergency Resolution.

Urgent

Urgent refers to an Emergency Resolution which is about a matter which has come to light between the Draft Resolution submission deadline of 19 October 2018 and the start of the Interamerican Scout Conference, and which cannot be postponed to a subsequent meeting of the Interamerican Scout Conference.

An urgent matter may arise due to something that has happened in the 39 calendar days prior to the Interamerican Scout Conference and which affects Scouting. This might include issues affecting the Interamerican Region such as government upheaval, political strife, global disaster, a required change in a policy or working method, etc.

To consider if the matter is sufficiently urgent to be put forward as an Emergency Resolution, ask:

Is the proposed Emergency Resolution of such urgency that it cannot be delayed until the next meeting of the Interamerican Scout Conference or taken to a postal ballot at a later date?

Important

Important refers to an Emergency Resolution which is about a matter of such importance that it requires the immediate attention of the Interamerican Scout Conference in session.

An important matter is something which cannot be dealt with by other Regional bodies such as the Interamerican Scout Committee, its standing committees, MOs, or the World Scout Bureau – Interamerican Support Centre.

This might include issues affecting the Interamerican Region such as government upheaval, political strife, global disaster, a required change in a policy or working method, etc.

To consider if the matter is important enough to be put forward as an Emergency Resolution, ask:

Is the topic of the proposed Emergency Resolution of such importance that it requires immediate attention of the Interamerican Scout Conference in session?