



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

As amended by the World Scout Committee on 4 November 2017

Purpose

The World Organisation of the Scout Movement's (WOSM) Constitution (Article XVI 5) requires the World Scout Committee (WSC) 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 WSC and its substructures which are consistent with WOSM's Constitution.

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

These Standing Orders shall be reviewed and approved at the beginning of each triennium by the WSC.

Notes:

- a) Substructures include (but not exclusively) standing committees, working groups, work streams and task forces.
- b) All references to the WSC apply equally to its substructures as far as possible.
- c) Where no written SO exists, the ruling of the WSC by simple majority shall be final.
- d) All references to Articles in these SOs refer to Articles of the WOSM Constitution.
- e) These SOs will be made available to National Scout Organizations (NSOs) on the WOSM website (scout.org) in accordance with Article XVI 5.
- f) The term 'WSC Members' in these SOs refers to both Voting and Ex-Officio Non-Voting Members of the WSC.
- g) Any position described in this document may be held by any gender.

SECTION 1 WORLD SCOUT COMMITTEE

1.1 Membership

The membership of the WSC is set out in Article XIII 2. Additionally:

a) World Scout Foundation (WSF) Board Member (Article XIII 2 (b) (iv))

- i) At the beginning of each term the new WSC Chairperson will make a formal request to the WSF Chairperson to appoint one of its members to the WSC.
- ii) The request will include the recommendation that the same person should not serve longer than 6 continuous years.

b) Youth Advisors

- i) Six Youth Advisors elected by the World Scout Youth Forum are invited to attend WSC meetings.
- ii) The WSC Youth Advisors are not formally members of the WSC.
- iii) They have a full right of voice during all WSC meetings.
- iv) Each of the WSC substructures should include at least one Youth Advisor or a person below the age of 26 unless other provisions are made in their respective Terms of Reference (ToR) by the WSC.

c) Steering Committee

- i) A Steering Committee of the WSC will operate under the terms outlined in the ToR of this body.
- ii) The ToR of the Steering Committee will be reviewed and approved by the WSC at the beginning of its term.

- iii) Membership of the Steering Committee consists of the Chairperson and Vice-Chairpersons of the WSC, the Secretary General and a Youth Advisor.

d) Delegation of power

- i) The WSC 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 WSC will determine the appropriate terms.

1.2 Appointments

1.2.1 WSC Chairperson and Vice-Chairpersons

- a. At the beginning of its term, the new WSC elects a Chairperson and two Vice-Chairpersons from among its twelve Voting Members using the following procedure.
 - i. The outgoing WSC Chairperson will call for a meeting of the new WSC meeting normally within 36 hours of the election.
 - ii. All WSC Members are invited to attend the meeting.
 - iii. The meeting will be chaired by the outgoing WSC Chairperson.
 - iv. The only item on the agenda of this meeting is the election of the WSC Officers for the new Triennium.
 - v. Only the Voting Members have the right to vote.
 - vi. Seven votes constitute the necessary majority for the election of a WSC Officer.
 - vii. All Voting Members will receive a ballot paper containing the names of the 12 Voting Members.
 - viii. The outgoing WSC Chairperson and the Secretary General will serve as Tellers during the meeting.

Nomination procedure

- ix. The outgoing WSC Chairperson will call for nominations for the new WSC Chairperson through a secret written nomination made by the Voting Members.
- x. Voting Members may nominate themselves.
- xi. Each nomination paper will be valid if only one name has been nominated.
- xii. The Tellers will count the nominations.
- xiii. After the nominations have been counted the outgoing WSC Chairperson will announce those persons who have been nominated.
- xiv. The Chairperson will ask each of those persons if they are willing to serve. All those answering "yes" will be considered as nominated.

Election procedure

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

If no nominated person receives seven votes

- xix. 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.
- xx. The name of the person with the least number of votes will be announced and removed from the list of nominated persons.

- xxi. 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.
- xxii. A new secret vote will be taken immediately following the same election procedure as above.
- xxiii. If after three successive votes no person is elected, a recess of the meeting will be called by the Chairperson.
- xxiv. After the recess, the nomination and election procedure will be reinitiated from ix) above.

Further provisions

- xxv. No discussion between WSC Members is allowed at any time during the meeting, except during a recess.
 - xxvi. Members may request clarification of procedures from the Chairperson.
 - xxvii. A nominated person can withdraw his/her nomination before each of the call for votes.
 - xxviii. At no stage of the proceedings (nomination or election) nor afterwards will the number of votes cast be announced.
 - xxix. Ballot papers will be destroyed by the Tellers immediately after counting.
- b. The same procedure shall be followed for the election of the two Vice Chairpersons.
 - c. The results of the election will be announced by the outgoing WSC Chairperson to the World Scout Conference in the time scheduled in the agenda of World 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 XIII 4).
- b. Resignation will be effective from the date notification is received by the WSC Chairperson and the Secretary General.
- c. Following a vacancy, the procedure below shall be followed.

The Secretary General will:

- i. Within 48 hours inform all WSC Members and the Youth Advisors that a vacancy has occurred.
 - ii. Contact the runner up in the WSC election from the World Scout Conference at which the vacating Member was elected.
 - iii. In case two runner-ups 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 Organization, which is not provisionally suspended from WOSM membership, an invitation will be extended for co-optation to the WSC for the remainder of the term.
 - v. If the runner-up accepts the co-option, the Secretary General will inform the WSC and the Youth Advisors that the vacancy has been filled.
 - vi. The Secretary General will also inform the co-opted member's Organization and send a circular to all Member Organizations 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 World Scout Conference election shall be invited to be co-opted and the same procedure shall be followed.

1.2.3 Secretary General

- a. The Secretary General is appointed by the WSC (Article XVII 1).

- b. An annual appraisal of the Secretary General shall be carried out by the WSC Chairperson who will consult with WSC Members and Youth Advisors in the process.
- c. A vacancy for the post of Secretary General 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 Secretary General:
 - i. The WSC Chairperson will inform WSC Members and Youth Advisors and send out an official communication to NSOs announcing the vacancy.

Unplanned Vacancy

- ii. In the case of an unplanned vacancy, the WSC will appoint an Acting Secretary General.
- iii. The WSC will decide the mandate for the Acting Secretary General and the duration of the appointment.
- iv. The duration may be for a specified period or until a new Secretary General is appointed.
- v. Appointment of an Acting Secretary General shall be by a simple majority vote of the WSC Voting Members.

Planned Vacancy

- vi. In case of a planned vacancy, the WSC will consider the matter at its first meeting after the announcement of the vacancy.
 - vii. It will decide the role description of the new Secretary General and the recruitment procedure.
 - viii. The WSC will appoint a Taskforce to oversee the recruitment process. One of the members of the Taskforce shall be a Youth Advisor.
 - ix. Within a timeframe set by the WSC, the Taskforce will present a shortlist of candidates to the WSC for consideration and decision.
 - x. Appointment shall be done by a simple majority vote of Voting Members.
- e. As for any change in the WSC Ex-officio Members, a communication will be sent to all Member Organizations informing them of the appointment.

1.2.4 Treasurer

- a. The Treasurer is appointed by the WSC at the beginning of each term (Article XIII 2 (b) (ii). The same person shall not serve for longer than 6 continuous years.
- b. The Treasurer's ToR is set by the WSC and by the WOSM Constitutional requirements for this position (Articles XXIII 2 & 3). They are reviewed and confirmed at the beginning of each term of a new WSC.
- c. The Secretary General will inform the WSC Members in the case of a vacancy for the Treasurer position.
- d. The WSC Chairperson and the Secretary General will identify suitable candidates for the position.
- e. Subsequently they will present to the WSC 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 WSC.
- g. The Treasurer of the WSC appoints the Regional Treasurers after consultation with the Regional Committees, in accordance with World Scout Conference Resolution 6/71.

1.2.5 Regional Chairpersons or Vice-Chairpersons

- a. These persons are elected through the procedures laid down in their Regional Constitution.

1.3 WSC Officers Duties

1.3.1 Chairperson and Vice-Chairpersons

- a) The key duties of the WSC Chairperson are:
 - i. Chairs the WSC and Steering Committee meetings, with the support of the Vice Chairpersons.
 - ii. Approves the draft minutes of these meetings prior to approval by the full WSC.
 - iii. Ensures that WSC decisions are carried out.
 - iv. Ensures that adequate processes are in place to review annually the performance of the WSC, its individual members, and the cooperation with the WSB.
 - v. To recommend Chairpersons for all WSC substructures to the WSC and, after its approval, appoint those persons in their role on behalf of the WSC.
 - vi. Appoints, on the recommendation of each substructure Chairperson, the members of those substructures, which report directly to the WSC.
 - vii. Provides advice and counsel to the Secretary General for the implementation of the Triennial Plan and WSB management.
 - viii. Coordinates the annual performance review of the Secretary General.
 - ix. Represents the WSC when visiting or meeting Regions and NSOs.
 - x. Other duties may be agreed with an incoming Chairperson after their appointment.
- b) The key duties of the WSC vice-chairpersons are:
 - i. Support the Chairperson in fulfilling his/her duties and responsibilities as stated above.
 - ii. Share with the Chairperson the leadership of the WSC by actively contributing to the activity of the Steering Committee.
 - iii. Other duties may be agreed with the Chairperson and the WSC after their appointment.

1.4. WSC Working Methods

1.4.1. WSC Team Charter

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

1.4.2. WSC performance review

- a) In line with the World Adults in Scouting Policy, the WSC as well as its Youth Advisors will implement evaluation and continuous improvement processes of its working methods. These are applicable for the WSC itself as well as its substructures. 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 global performance
- b) The WSB Senior Management Team will be invited to deliver an input to the global WSC performance review process in an appropriate manner.
- c) A summary of the mid-term and end-of-term performance reviews will be shared with NSOs.

SECTION 2 WORLD SCOUT COMMITTEE MEETINGS

2.1 Functions

- a) The functions and powers of the WSC are set out in Article XIV.

2.2 Frequency of Meetings

- a) The WSC meets at least twice a year.

2.3 Preparation and circulation of agenda and papers

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

2.4 Presence at meetings

- a) Presence of WSC Members and Youth Advisors at meetings can include both a physical and virtual (electronic) presence.
- b) Whenever one or more participants are using virtual methods to attend a meeting the following procedures shall apply:
 - i) The Secretary General 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 foreseen in Article XIII 7 as long as they are considered present at the meeting.
- f) At the discretion of the Steering Committee, other persons can be invited to attend the WSC meetings, fully or partially (see section 2.13).

2.5 Quorum

- a) The quorum for a WSC meeting is eight Voting Members. (Article XVI 2)
- b) The WSC will not be able to vote or take decisions if, during a meeting, the number of Voting Members drops below eight.
- 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 WSC meetings.

- d) Substructures of the WSC 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 WSC undertake to attend relevant scheduled meetings save for exceptional reasons when apologies shall be given.
- b) The WSB will keep a record of attendance at meetings of the WSC 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 Secretary General so that meetings of the WSC can be conducted in the official WOSM languages.

2.8 Decision making procedure

- a) The WSC 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 WSC Members and Youth Advisors 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 WSC meeting

- a) Only Voting Members of the WSC can engage in the actual voting process.
- b) Whenever a member requests a vote on a motion during a WSC 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 WSC 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 WSC meeting

- a) Two or more Voting Members of the WSC 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 WSC meetings

- a) A vote on a motion can be made outside a WSC meeting.
- b) A vote can only be called for by:
 - i) the WSC Chairperson
 - ii) the Secretary General
 - iii) two or more WSC Voting Members
 - iv) the Secretary of the Honours & Awards Committee (for those votes pertaining to the award of the Bronze Wolf)
- c) The following procedure will be followed
 - i) The Secretary General will ensure that the motion and any supporting document will be distributed to all WSC members and Youth Advisors.
 - ii) Only Voting Members are allowed to vote.

- iii) 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 72 hours in the case of emergency situations)
- d) A motion will be considered accepted if seven or more votes are received in favour of the motion.
- e) In the event of a tied vote, the WSC Chairperson will not have a casting vote and the motion shall be considered as defeated.
- f) The Secretary General will ensure that the result of the vote is communicated to all WSC Members and Youth Advisors within 48 hours after the voting deadline.

2.12 Production, publication, and circulation of minutes

- a) It shall be the responsibility of the WSB staff to record and prepare the minutes.
- b) The minutes of the WSC meetings shall be circulated to all WSC Members, Youth Advisors and others entitled to receive them within five weeks of the meeting.
- c) If the WSC 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.
- d) Approval of the minutes of the previous meeting shall be an item on the agenda of every meeting.
- e) Once agreed the WSC 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 WSC Members and Youth Advisors.
- b) The WSC Chairperson, on behalf of the Steering Committee, has the right to invite persons to WSC 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 Chair of the meeting with the endorsement of the WSC Steering Committee.
- e) Unless the ToR of a particular substructure explicitly states otherwise, the WSC Chairperson and the Secretary General have right of access to all meetings of WSC substructures whether formal or informal.

2.14 Conflict of interest

- a) All WSC Members must declare any interest which may be interpreted as conflicting with their ability to objectively consider a particular matter as defined in the WSC 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 WSC Members and Youth Advisors 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 Chairperson which shall be recorded by the Secretary to the group.

2.16 Integrity of opinions and decisions

- a) All members of the WSC 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) WSC Members and Youth Advisors attending Obligated 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 WSC Expenses Reimbursement Policy.

2.18 Complaints, petitions and appeals to WSC decisions

- a) Complaints on WSC decisions are possible through the WOSM Complaints Policy, published through Circular 16/2015.
- b) WSC decisions are final. Petitions and appeals to WSC decision are not possible.

SECTION 3 RELATIONSHIPS OF THE WORLD SCOUT COMMITTEE WITH OTHER ENTITIES

3.1 World Scout Bureau Inc.

- a) The World Scout Bureau Association (commonly known as World Scout Bureau Inc. or WSB Inc.) is an association with registered office in Geneva, Switzerland.
- b) The WSB Inc. operates according to the statutes of the location where it is established.
- c) The members of the general meeting of WSB Inc. are the voting members of the WSC.
- d) The general meeting of WSB Inc. takes place at least once a year during an ordinary WSC meeting and whenever the need arises.
- e) d) An extract of the minutes of the general meeting of WSB Inc. will be established every time that a change needs to be registered with the Commercial register in Geneva, Switzerland.

3.2 WSC and the World Scout Foundation (WSF)

- a) The Chairperson of the WSC, one of its Vice-Chairpersons and the Secretary General are ex-officio members of the WSF Board and/or its Executive Committee.

3.3 WOSM/WAGGGS (World Association of Girl Guides and Girl Scouts) Consultative Committee

- a) The aim of the Consultative Committee is to create and maintain a climate of mutual respect, understanding and cooperation between the two organizations. It provides a forum for the exchange of information about activities that can impact one on the other.
- b) The Consultative Committee membership consists of three representatives of WOSM and three of WAGGGS.
- c) These include the WSC and WAGGGS World Board Chairpersons; the Chief Executives and one other member of the WSC and WAGGGS World Board.
- d) The Consultative Committee meets once a year and/or whenever the need arises.

3.4 Liaison with other Organizations 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) WSC Members may be asked to serve in a liaison role with one of these organizations and attend their conferences and meetings. Reimbursement of expenses is dependent on the WSC Expenses Reimbursement Policy.
- c) The specific function of the WSC Member may vary from one organization to another, depending on the organization's own statutes.

3.5 Liaison with Kandersteg International Scout Centre (KISC)

- a) A representative of the WSC is a member of the KISC Committee. Reimbursement of expenses is dependent on the WSC Expenses Reimbursement Policy.

SECTION 4 OTHER PROVISIONS

4.1. Terms of Reference for WSC substructures

- a) The WSC may establish subcommittees (Article XVI 6).
- b) It has established the following permanent subcommittees.
 - i) Finance Committee
 - ii) Audit Committee

- iii) Honours and Awards Committee
- iv) Constitutions Committee
- c) The WSC can establish any other substructures it deems necessary for the fulfilment of its role and the implementation of the Triennial Plan (see Section 4.4).
- d) It approves ToR for such entities. All ToR are reviewed by the WSC when needed and by default at the beginning of each Triennium.
- e) ToR are made available to all NSOs on the WOSM website (scout.org).

4.2. Term of office of members of the substructures of WSC

- 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 of appointment from the WSC Chairperson.

4.3. Nomination and awarding of the Bronze Wolf

- a) The procedures regarding eligibility, nomination and awarding for the Bronze Wolf are set out in the ToR of the Honours & Awards Committee.
- b) At the beginning of each Triennium, the Secretary General will ensure all WSC Members and Youth Advisors are briefed on the procedures.

4.4. Triennial Plan of the WSC

- a) In accordance with Conference Resolution 7/14, the WSC will, towards the end of a Triennium, initiate a planning process to develop draft objectives for the next Triennial Plan. The plan will be aligned with the Strategy for Scouting.
- b) The WSC will ensure that the outcomes of this process are debated at the ensuing World Scout Conference and those results endorsed by the Conference are handed over to the new WSC for finalization and implementation.

4.5. Reporting procedures to the NSOs, Regions and World Scout Conference

- a) All official WOSM documents, so approved by the Secretary General, will be available electronically to accredited representatives of NSOs and Regions.
- b) The Secretary General has responsibility for arranging this availability.
- c) An exception is when provision is made in the ToR of a WSC substructure or when its Chairperson so decides.

4.6. Review of Standing Orders

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

4.7 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) WSC Conflict of Interest Policy
 - iii) WOSM Complaints Policy
 - iv) WSC Expenses Policy
 - v) ToR World Treasurer
 - vi) All ToRs of WSC substructures
 - vii) WSC Team Charter 2014-2017.