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## Rules of Procedure for the European Guide and Scout Conference

### 1. MEETINGS

1.1. The European Guide and Scout Conference comprises the European Guide Conference and the European Scout Conference meeting together in common session to consider matters of mutual interest.

1.2. These Rules of Procedure were approved by the Europe Committee WAGGGS and the European Scout Committee at its meeting on 22 November 2015.

### 2. DELEGATIONS

2.1. A delegation is made up of the WAGGGS Member Organization and the National Scout Organization from the Countries that are members of the Europe Region WAGGGS and/or the European Scout Region. The two organizations come together to form a joint delegation.

2.2. Each delegation has two votes. If the National Delegation only comprises of a WAGGGS Member Organization or a National Scout Organization then the National Delegation shall only have one vote. If it is not possible for the Joint delegation to agree on how to cast its vote it can request that the vote be split in half with the WAGGGS Member organization voting in one way and the National Scout Organization voting in another. The vote cannot be split any further among components of a Federations.

2.3. If either the WAGGGS Member Organization or the National Scout Organization does not have voting rights or the right to propose, second or amend recommendations/resolutions in either of the separate conferences then it will not be possible for them to do so in the Joint Conference either. In the case of a Scout and Guide National Organization then the number of votes available will be reduced if there is a restriction on their participation in only one of the separate Regional conferences.

### 3. CHAIRING THE CONFERENCE

3.1. The European Guide and Scout Conference shall be chaired by 4 people. At the opening of the Conference the Committees shall recommend to the European Guide and Scout Conference the 4 nominees for appointment as chairmen of the European Guide and Scout Conference. The chairmen shall be 2 WAGGGS members coming from Member Organizations in the Europe Region WAGGGS and 2 WOSM members coming from National Scout Organizations in the European Scout Region.

### 4. RECOMMENDATIONS COMMITTEE AND TELLERS

4.1. At the opening of the European Guide and Scout Conference the Committees shall recommend to the Conference 4 nominees for appointment to the Recommendations Committee. The Recommendations Committee shall consist of 2 delegates coming from WAGGGS Member Organizations and 2 delegates from WOSM National Scout Organizations, and all 4 delegates must be from different countries. All amendments presented to the Conference shall in the first place be handed to the Recommendations Committee which will arrange for circulation and presentation in the appropriate session of the Conference.

4.2. At the beginning of the European Guide and Scout Conference, the Committees shall propose 4 nominees, 2 from WAGGGS Member Organizations and 2 from WOSM National Scout Organizations, with all 4 coming from different countries, for appointment by the Conference as Tellers.

### 5. AGENDA

5.1. The Committees shall call for agenda items from Member Organizations and National Scout Organizations which must be submitted to the Committees not less than 6 months before the opening date of the European Guide and Scout Conference.



5.2. The Committees shall be responsible for establishing the Conference agenda, which shall include:

- progress report covering activities since the previous Conference;
- agenda items proposed in writing by Member Organizations and National Scout Organizations.

5.3. The Conference agenda and documentation shall be sent to each Member Organization and National Scout Organizations not later than 2 months before the opening date of the Conference. The documentation shall cover the items listed in section 5.2 and other business items proposed for discussion and decision.

5.4. Items not submitted in time for inclusion in the agenda may, if decided by the Conference, be discussed but only voted on if presented as a recommendation.

## **6. RECOMMENDATIONS AND AMENDMENTS**

6.1. A recommendation or an amendment may be proposed by a National Delegation and must be seconded by another National Delegation.

6.2. Only National Delegations who have voting rights in either the European Guide Conference or the European Scout Conference have the right to propose, second and amend recommendations.

6.3. Recommendations not concerned with the joint plan of work between the Europe Region WAGGGS and the European Scout Region must be submitted by the published deadline which will be on DAY 1 of the Joint Conference. Recommendations submitted by the deadline will be circulated to all Associations by the end of DAY 2 of the conference.

Amendments to these recommendations will be accepted at the European Guide and Scout Conference by the published deadline which will be on DAY 3 of the Joint Conference.

6.4. Amendments to the Joint work shall be submitted by the published deadline on DAY 3 of the European Guide and Scout Conference.

6.5. All recommendations and amendments must be submitted in English and/or French.

6.6. Recommendations may be proposed by the Europe Committee WAGGGS and the European Scout Committee but must be joint recommendations from the two committees. The two committees may not second recommendations.

6.7. When an amendment to a recommendation is proposed, in writing, the amendment shall be put to the Conference first for decision.

6.8. If the amendment is not carried, the recommendation is then put to the Conference. If the amendment is carried, then the recommendation is amended accordingly before it is put to the Conference.

6.9. Recommendations of courtesy, congratulations and condolence will normally be initiated by the Recommendations Committee.

6.10. Recommendations decided by the European Guide and Scout Conference will come into force as from the closing of the Conference unless otherwise specified by the Conference.

## **7. VOTING**

7.1. The tellers shall count the number of votes whenever requested to do so by the European Guide and Scout Conference chairmen. Where electronic voting is possible, the tellers will monitor the process and verify the results.

7.2. Recommendations are declared carried if more than half of the votes cast are cast in favour of the recommendation. Abstentions, void and invalid votes do not count when determining the number of votes cast. In the event of a tie, the recommendation is lost.

## **8. OTHER PROVISIONS**

8.1. Simple majority will approve the Rules of Procedure at the beginning of the European Guide and Scout Conference. If a Member Organization or National Scout Organization wishes to propose changes to the text of the Rules of Procedure they should be submitted in writing not less than three months before the opening of the European Guide and Scout Conference. The text of any proposed amendment must be communicated by the Committees to all Member Organizations/National Scout Organizations not less than two months before the opening day of the European Guide and Scout Conference.

Throughout these Rules of Procedure the term Committees refers to the Europe Committee WAGGGS and the European Scout Committee. The term Member Organizations is used to refer to WAGGGS members and National Scout Organizations to WOSM members.

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