



**11th Asia-Pacific
Scout Youth Forum**
TAIWAN • 2025

DOCUMENT No. 4

Rules of Procedure

RULES OF PROCEDURE

1. Preamble
2. Approval by APRSYF
3. General-official language etc
4. Host of the Youth Forum
5. Participation-(Delegates, Observers)
6. Forum Chairman
7. Planning Committee
8. Steering Committee
9. Recommendations Committee
10. Procedures for the Recommendations
11. Voting for Recommendation
12. Elections of the RYRs

1. PREAMBLE

- 1.1. This "Rules of Procedure" complements and is part of the "Guidelines for Asia-Pacific Regional Youth Forums" ("**APRSYF Guidelines**") approved by the APR Scout Committee and shall normally be published and be read in conjunction with the APRSYF Guidelines.
- 1.2. The Rules of Procedure are designed to allow for flexibility in the modalities of delivering the 11th Asia-Pacific Regional Scout Youth Forum ("**11th APRSYF**"), specifically to include provisions to allow and facilitate the conduct of a virtual event.
- 1.3. The Rules of Procedure serves as an introduction of the major bodies of the 11th APRSYF, and sets out the rules regulating the conduct and all the rights of the audience of the 11th APRSYF.
- 1.4. For the avoidance of doubt, in the event of any conflict or inconsistency between the provisions in this Rules of Procedure and the Guidelines, the provision in this Rules of Procedure shall prevail, subject to the final interpretation and decision of the Steering Committee of the 11th APRSYF.

2. APPROVAL BY APRSYF

- 2.1. The Regional Scout Youth Forum should present this draft Rules of Procedure for approval at the [Introductory Session.]
- 2.2. Amendments to the Rules of Procedure may be proposed and adopted, provided that any such amendment, in the view of the Planning Committee, does not contradict the text of the Guidelines approved by the Regional Scout Committee.
- 2.3. Proposed amendments to the Rules of Procedure must be forwarded in writing by a registered delegate of a Member Organization to the Planning Committee **no later than twenty-one (21) calendar days** before the Opening Session at which they will be submitted for approval.

3. GENERAL

- 3.1. The official working language of the Forum shall be **English**. Simultaneous interpretation or translation services may be provided based on need and availability.
- 3.2. The Forum shall consist of:
 - 3.2.1. Delegates and observers nominated by National Scout Organizations (“NSOs”) of the Asia-Pacific Region.
 - 3.2.2. Other kindred organizations from the host NSO and NSOs that are in the process of being recognized by WOSM may also be invited to attend the forum as observers.
 - 3.2.3. Forum Staff including members of the APR Sub-Committee.
 - 3.2.4. Facilitators, support staff, and other World Scouting-appointed resource persons.

4. HOST OF THE YOUTH FORUM

- 4.1. The **Asia-Pacific Support Centre** shall organize the 11th APRSYF.
- 4.2. The **General Association of the Scouts of China** shall host the 11th APRSYF.
- 4.3. The terms ‘**Host NSO**’, ‘**Host National Scout Organization**’, ‘**Host Organization**’, and ‘**Host Association**’, as used in these Guidelines, shall refer to the National Scout Organization designated to organize and facilitate the event.

5. DELEGATE AND OBSERVERS

- 5.1. **Delegate:** Each Member Organization may be represented by up to **two (2) delegates** to the 11th APRSYF.
- 5.2. **Observers:** Each Member Organization may be represented by a maximum of **eight (8) observers** to 11th APRSYF.
- 5.3. More information and details about the profile, selection, role, age, preparation, other types of participation and communication in connection with the Delegate and Observers is specified in the Guidelines.

6. FORUM CHAIRMAN OF THE 11TH APRSYF (“FORUM CHAIRMAN”)

- 6.1. As specified in Guidelines, the Forum Chairman shall be the **Chairman of the RYR**.
- 6.2. In case the Chairman of the RYR is absent, the **Chairman of the “Steering Committee”** shall be the Forum Chairman.
- 6.3. The Forum Chairman’s ruling during the plenary session shall be final.
- 6.4. During the 11th APRSYF, the Forum Chairman shall have the sole discretion to determine and finalize who will be invited to speak or occupy seats on the stage or designated platform area during the sessions. Once a person is called or designated, the decision shall be considered final.

7. 11TH APRSYF PLANNING COMMITTEE ("PLANNING COMMITTEE")

- 7.1. The composition and function of the 11th APRSYF Planning Committee is specified in the Guidelines.
- 7.2. The members of the 11th APRSYF Planning Committee will assist the Forum Chairman in running the session.
- 7.3. For the avoidance of doubt, the term '**Forum Director**' referred in the Guidelines shall mean the person appointed as such by the Host, **The General Association of the Scouts of China**.

8. 11TH APRSYF STEERING COMMITTEE ("STEERING COMMITTEE")

- 8.1. The composition and function of the Steering Committee is specified in the Guidelines.
- 8.2. In particular, the Steering Committee is the governing committee of the 11th APRSYF and shall work together with the Planning Committee in executing the entire Youth Forum. The Steering Committee is also primarily responsible for the preparation of the Youth Forum report.
- 8.3. The Steering Committee assumes the absolute and final right and discretion to interpret the Guidelines and this Rules of Procedure.

9. 11TH APRSYF RECOMMENDATIONS COMMITTEE ("RECOMMENDATIONS COMMITTEE")

- 9.1. The composition and function of the Recommendations Committee is specified in the Guidelines.
- 9.2. Responsibilities of Recommendations Committee:
 - 9.2.1. Initiating Recommendations of thanks, congratulations, commendations, condolences and the like.
 - 9.2.2. Collating, editing, modifying Recommendations submitted by delegations, individual delegates or the Discussion Patrols
- 9.3. Presenting for approval of the Forum a list of Recommendations thus initiated, collated, and edited.
- 9.4. The Recommendations Committee shall fix a closing time for receipt of such Recommendations

10. RECOMMENDATIONS PROCEDURE

10.1. Nature of Recommendations:

- 10.1.1. As stated in the Guidelines, the Asia Pacific Regional Scout Youth Forums provide opportunities for young people in Scouting to express their views and make recommendations on issues of interest to them.
- 10.1.2. A Recommendation is a document written, based on the discussion during the APR Scout Youth Forum, to provide relevant input and proposals. As part of the Youth Forum Report, these recommendations are presented at the Regional Scout

Conference. Any Member Organization, supported or seconded by another Member Organization, may pick-up any or all recommendation/s of the Youth Forum and put them forward as proposed resolutions to the Regional Scout Conference.

10.2. Type of Recommendations

- 10.2.1. There are Recommendations of thanks, congratulations, commendations, and condolences.
- 10.2.2. There are also Recommendations for the adoption of certain policies, principles, procedures, projects, etc. previously selected and that are directly related to the subjects discussed during the APR Scout Youth Forum. All Recommendations coming out of the APR Scout Youth Forum are recommendatory and therefore the Forum Recommendations does not have any constitutional character and are not binding to National Scout Organizations.

10.3. Format of Recommendations

- 10.3.1. Recommendations should be written in **English**.
- 10.3.2. All Recommendations should be simple, omitting lengthy preambles and whereas. The rationale of the Recommendations may be explained if needed during the oral reports. As ideas count more in the preparation of Recommendations, they should be written in the simplest and most understandable form.
- 10.3.3. The style should also follow the following format:
 - (i) Title:** Clear and concise summary of the issue
 - (ii) Preambulatory Clauses:** Statements of principles, facts and reasons for recommendation
 - (iii) Operative Clauses:** Specific actions or measures proposed to address the issue
 - (iv) Sponsorship & Signatories:** Who is proposing & supporting the recommendation

10.4. Submission and Closing Time for Receiving Recommendation.

- 10.4.1. Recommendations must be submitted to the Recommendations Committee in and through the prescribed form as pronounced by the Recommendation Committee. Otherwise, such Recommendations shall be invalid and shall not be considered by the Recommendations Committee.
- 10.4.2. The closing time for receipt of recommendation shall be pronounced by the Recommendations Committee at the Institutional Session of the 11th APRSYF. Subject to the discretion of the Recommendation Committee, any recommendation received beyond the closing time so pronounced by the Recommendation Committee shall not be considered.

10.5. Recommendation Proceedings

- 10.5.1. Each delegate will be provided in advance a list of the Recommendations to be acted upon. The list should be available sufficiently in advance to permit participants to study them before the final session of the Youth Forum. The recommendations, in any case, must be available in writing and be capable of being illustrated in electronic forms during the adoption.
- 10.5.2. A recommendation will only be accepted by the Recommendations Committee as a valid motion ("**Original Motion**"), if it satisfies the following conditions:
- (i) One (1) delegate of a Member Organization being the proposer of the Recommendation ("**Proposer**");
 - (ii) Three (3) Delegates from Three (3) different Member Organizations being the seconders of the Recommendation ("**Seconders**"); and
 - (iii) The Proposer and the Seconders are not from the same Member Organizations.
- 10.5.3. Before any discussion by the plenary, the Recommendation Committee would first confirm proposer and seconders for their intention to support the Original Motion.
- (i) If the proposer of the Original Motion no longer wishes to move the Original Motion, the Original Motion would be considered as null and would be withdrawn immediately without further deliberation.
 - (ii) If the seconder(s) of the Original Motion no longer wish to second the Original Motion, the seconder would be considered as withdrawing their support. The Recommendation Committee will ask for an alternative seconder for the Original Motion, to satisfy the above condition.
 - (iii) If no delegate supports the Original Motion as alternative seconder, the Original Motion would be considered as null and would be withdrawn.
- 10.5.4. The Recommendation Committee will only open the floor for discussion after confirming the validity of the Original Motion. The Chairman of the Recommendations Committee will then present the Recommendations to the Forum, and if any question arises, the sponsoring NSO will, explain briefly the rationale of the Recommendations.
- 10.5.5. After discussion, the Recommendation Committee will conclude the session and put the Original Motion to a vote. For voting procedure, Section 11 of the Rules of Procedure would apply.

10.6. Amendment and Consolidation of Recommendation/Motion

- 10.6.1. Any delegate could propose an amendment of the Original Motion ("Proposed Amendment"), or to consolidate the Recommendations ("Proposed Consolidation").
- 10.6.2. Proposed Amendment/Consolidation must be submitted to the Recommendation Committee in and through the prescribed form as pronounced by the Recommendation Committee. Otherwise, such Recommendations shall be invalid and shall not be considered by the Recommendation Committee.

- 10.6.3. The closing time for receipt of proposed amendment/consolidation shall be pronounced by the Recommendation Committee at the Institutional Session of the 11th APRSYF. Subject to the discretion of the Recommendation Committee, any amendments/consolidations received beyond the closing time so pronounced by the Recommendation Committee shall not be considered, with the exception of amendments due to drafting issues or conflict with governing documents.
- 10.6.4. Each Proposed Amendment or Consolidation must be supported by a seconder before the Recommendation Committee would accept and validate that Proposed Amendment or Consolidation. The seconder shall be a delegate to the 11th APRSYF and shall not be from the same member organization as the proposer.
- (i) If no delegate would second the Proposed Amendment/Consolidation, the Proposed Amendment would be considered as null and would be withdrawn.
 - (ii) If the Proposed Amendment or Consolidation is ruled valid and accepted by the Recommendation Committee, the floor would subsequently be open for discussion. All speakers for or against, are given time limits to express their views, as the Recommendation Committee deems fit.
 - (iii) The Recommendation Committee has the authority to ask the sponsor, those in opposition to, and all those interested in the reforming, "rephrasing" or rewording of the resolution to meet together to come up with a more acceptable proposal, as it sees fit. If necessary, the session may be declared in recess for the purpose.
- 10.6.5. The Proposed Amendment should only consist of one (1) amendment clause to the Original Motion and shall not defeat the original meaning and nature of the Original Motion.
- 10.6.6. After discussion, the Recommendation Committee would put the Proposed Amendment to a vote
- (i) The Recommendation Committee would decide whether the Proposed Amendment defeats the original meaning and nature of the Original Motion. If the Recommendation Committee is of the view that the Proposed Amendment has defeated the original meaning and nature of the Original Motion, the Proposed Amendment shall be ruled null and shall be deemed invalid.
 - (ii) The decision of the Recommendation Committee is final and conclusive.
- 10.6.7. After discussion, the Recommendation Committee would put the Proposed Amendment to the plenary session to a vote
- 10.6.8. For voting procedure, Paragraph 11 of the Rules of Procedure would apply.
- 10.6.9. The Proposed Amendment is first put to a vote, before the Original Motion
- (i) If the Proposed Amendment is carried, then the Original Motion shall be amended in accordance with the Proposed Amendment (the Amended Motion). The Recommendation Committee would put the Amended Motion to discussion and vote in accordance with the procedure stipulated Paragraph 10.5 of the Rules of Procedure

(ii) If the Proposed Amendment is not carried, then the Recommendation Committee would put the Original Motion to vote in accordance with the procedure stipulated in Paragraph 10.5 of the Rules of Procedure.

11. VOTING FOR RECOMMENDATIONS

- 11.1. As specified in the Guidelines, each delegation may cast two (2) votes irrespective of the number of delegates representing a Member Organization at the 11th APRSYF.
- 11.2. Decisions made by vote must be approved by a majority of votes cast; abstentions are not considered.
- 11.3. For the purpose of the 11th APRSYF, voting will be through **raising of hands (manual voting)**, or otherwise ordered by the Forum Chairman, if there is no visibly clear majority. The Forum Chairman may call for a vote by roll call of delegations or by secret ballot.
- 11.4. The Tellers are to **count, record, and verify the number of votes**. The results must be documented in an official paper, which shall be submitted to the **Recommendation Committee**. The Recommendation Committee shall then forward this document to the **Asia-Pacific Support Centre** for official recording and future reference.
- 11.5. Tellers are to be coming from the observers in the 11th APRSYF and not candidates to the Regional Youth Representatives, so as to ensure that they are unrelated to any of the voting or election process.

12. ELECTION OF THE REGIONAL YOUTH REPRESENTATIVES ("RYR")

- 12.1. On the last day of the 11th APRSYF, the election of the RYR shall take place.
- 12.2. Each delegate of the NSO, including Associate Members, is eligible to vote for the RYR. Delegates must vote on the ballots given for the exact numbers of candidates required to be elected for the next triennium; for the triennium 2025-2028, a total number of **eight (8) RYRs** are required.
- 12.3. If any delegate has voted for less than or more than the numbers of candidates required, the ballot will be considered null and void. No vote on this ballot will be counted.
- 12.4. For the sole purpose of the 11th APRSYF, the **voting for the RYR** shall be conducted solely through the **electronic means**. In this connection:
 - 12.4.1. 'Ballots' and 'Ballot papers' could be in electronic forms
 - 12.4.2. If electronic ballots are used, and where the electronic voting system appears to be proper and legitimate and the Tellers confirm the same before voting, the requirement that the Tellers will show the empty ballot box before voting could be dispensed.
 - 12.4.3. In the event of a problem with the electronic voting system, or where called by a majority of the Member Organization, the Forum Chairman will allow for the use of a backup system established by the Asia-Pacific Support Centre.

The candidate receiving the most votes will be announced as elected to fill the vacancies of the RYR in accordance with the method specified in Paragraph 8, Section II, Part II of the Guidelines.

13. In the event of a tie to fill the last position(s), it is hereby specified that the younger candidate(s) (between the ties) will be declared elected.
14. Without prejudice to the generalities of provisions in the Guidelines, the Teller shall make known to the unelected candidate(s) of his/her/their order of votes or the purpose of Paragraph 9, Section II, Part II of the Guidelines.