



# DOCUMENT NUMBER 4



**28<sup>th</sup> Asia-Pacific  
Scout Conference**  
**TAIWAN · 2025**

## Rules of Procedures

**THEME:** Scouting: Integrated Versality

## **RULES OF PROCEDURES**

## **ASIA-PACIFIC SCOUT CONFERENCE**

### **Preamble**

The triennial meeting of the Asia Pacific Scout Conference (“Conference”) and its general conduct is outlined in the Constitution of the Region (*Pursuant to Chapter III Article V (4) of the APR Constitution and By-Laws “The Conference shall adopt its own Rules of Procedures”*).

The Rules of Procedure are proposed by the Regional Scout Committee (“Committee”) for formal approval by Member Organizations before each Conference.

These Rules of Procedure are established to provide clear and formal guidelines governing the conduct of proceedings. They are intended to ensure orderly, fair, and inclusive discussions, facilitate transparent voting and decision-making processes, and support meaningful engagement among participants.

The Rules of Procedure are also designed to allow for flexibility in the modalities of delivering the Conference. Additionally, flexibility is given for the continual development of the Conference Agenda which will be communicated to Member Organizations as preparations in advance.

### **1. NOTICE OF MEETINGS**

Formal notice of the Conference shall be sent by the Regional Support Centre to all Constituent Organizations at least six months in advance of the opening day of the Conference. The notice, to such extent as may be possible, shall include the Agenda of the Conference (*APR Constitution and By-Laws, By-Law I, Section 1*).

All references to dates and times in the Conference Agenda and Rules of Procedure are in the GMT+8 time zone, if not otherwise stated.

### **2. AGENDA OF THE CONFERENCE**

The Conference programme/ agenda shall be prepared by the Committee considering suggestions from the World Scout Committee, Constituent Organizations and host organization (*APR Constitution and By-Laws, Article VII (8)*).

Draft copies of the programme/agenda of the Conference shall be sent to the members of the Committee and to all Constituent Organizations at least nine months in advance of the start of the Conference for their information and suggestions. Suggestions on the programme/agenda of the Conference must reach the Regional Office six months before the opening date of the Conference (*APR Constitution and By-Laws, By-Law I, Section 2*).

The final Conference Programme/Agenda shall be circulated to Member Scout Organizations, Associate Members, the Regional Committee and the World Committee three months before the opening date of the Conference.



### 3. CONFERENCE APPOINTMENTS

#### A. Chairman and Vice-Chairman

The Committee shall appoint a Chairman and a Vice-Chairman of the Conference from amongst its own members present at the Conference. If the Committee desires, it may appoint a national leader of the host Scout organization as an additional Conference Vice-Chairman. These appointments shall be for the period of the Conference only (*APR Constitution and By-Laws, By-Law I, Section 3*).

#### B. Conference Secretary

The Regional Director shall serve as the Executive Secretary of the Conference (*APR Constitution and By-Laws, By-Law I, Section 4*).

#### C. Credentials Committee

Two members of the Conference, appointed by the Regional Scout Committee, shall be in-charge of verifying the credentials of delegates, observers and guests to the Conference. They shall be assisted by the Executive Secretary of the Conference.

#### D. Conference Steering Committee

The Conference Chairman, the Vice-Chairman, appointed by the Committee and the Regional Director will serve as the Steering Committee of the Conference. The Regional Scout Committee can appoint other members to the Steering Committee as appropriate. The Steering Committee oversees the proceedings of the Conference.

#### E. Tellers

Three Tellers nominated by the Committee shall be appointed by the Conference to count and verify the number of votes cast and to announce the result of any votes taken. The Tellers' functions ensure the integrity, accuracy, and transparency of the voting process.

#### F. Resolutions Committee

Prior to the formal opening of the Conference, the Committee shall recommend to the Conference a Resolutions Committee which will prepare the drafting in proper form and will present each resolution at the appropriate session of the Conference.

### 4. DELEGATES AND OBSERVERS

#### A. Delegates and Observers

1. Each Member Organization is entitled to send to the Conference not more than six delegates and a number of observers as the host organization accepts.
2. To increase youth engagement in decision-making and uphold the responsibility entrusted to Member Organizations through past World Scout Conference Resolutions, each Member Organization is



encouraged to ensure young people under the age of 30 are part of the delegation as delegates or observers.

3. A Member Organization which forfeits the right to vote at a meeting of the World Conference under Article XI.5 of the Constitution of the World Organization shall also be excluded from voting at the Regional Conference, unless the reason for exclusion is resolved.
4. Each Accredited Organization and each Associate Organization of the Region is entitled to be represented at the regional Conference by a maximum of two delegates and two observers. The delegates have the right to Voice but not to Vote.
5. Each potential Member Scout Organization and each branch in the Asia-Pacific Region of a recognized Member Scout Organization in another Region may be invited by the Committee, in consultation with the host organization, to send observers to the meetings of the Conference.
6. Each delegate or observer shall be of a members in good standing in the National Scout Organization to which he/she belongs and duly certified in such capacity by its responsible Scout authority. Observers may take part in discussions with the permission of the Conference Chairman but have no right to vote.
7. Representatives of the World Association of Girl Guides and Girl Scouts, the UNESCO and other youth-serving agencies may be invited by the Committee, in consultation with the host organization, to send observers to the Conference.

#### **B. Guests**

At the discretion of the Regional Scout committee, members of the other youth organizations, partner organizations may be invited as guests. However, they can only take part in the discussions with the permission of the Conference Chairman but have no right to vote.

#### **C. Registration**

All participants must be registered as per the official conference registration system. Those who are part of an NSO delegation must be duly endorsed by their respective NSOs. Committee members, Guests and other invitees must be registered by the Conference Secretary.

### **5. MEETINGS/ SESSIONS**

#### **A. Credentials**

The delegations will only be allowed participation in the conference after the confirmation of the credentials committee that they are representing member National Scout Organizations that are in good standing as WOSM members and participation is in compliance with the APR Constitution and By-Laws.



**B. Quorum:**

In accordance with Chapter III Article V (3) of the APR Constitution and By-Laws the presence of one half of the total number of Member organization shall constitute a quorum. WOSM member organizations that are provisionally suspended, as of the opening day of the conference, will not be counted for the quorum. The quorum will be confirmed at the Opening Session of the Conference by the Credentials Committee.

**C. Presiding Officer**

The Presiding Officer or Chairman for each session of the Conference shall be designated by the Regional Committee. The Chairman's ruling shall be final and not subject to appeal.

**D. Attire during the Conference**

Conference Delegates and Observers shall wear the appropriate uniform they wear in their home countries or as prescribed by their National Scout Organizations.

**E. Conference Program**

Under ordinary circumstances, the Business Sessions of the Conference shall be started and ended as per the Conference schedule.

The Conference Programme shall include but not limited to the following essential features: Reports, Study Papers, Group Discussions, Resolutions, Election of Members of the Asia-Pacific Regional Scout Committee and their Investiture and Fellowship Activities.

**6. LANGUAGE**

The official language of the Conference is English.

**7. VOTING**

*(APR Constitution and By-Laws, By-Law I, Section 6)*

- A.** Delegates of Member Scout Organizations of the Conference shall have the right to vote at all business sessions of the Conference, unless they have lost the right to vote in terms of Rule 4. A. 3 above.
- B.** Voting at any meeting of the Conference shall be by Member Organizations, with each organization having a maximum of six votes per agenda item.
- C.** Observers may be allowed to participate in the deliberations, but they shall not take part in the voting.
- D.** Voting may be by electronic means, secret ballot or by a show of voting cards, as ordered by the Chairman. In the event of a problem with the electronic voting system or where called for by a majority of Member Organizations, the Chairman will allow for the use of a



backup system established by the World Scout Bureau.

- E.** Three tellers shall be appointed by the Committee to count or verify the number of votes cast and to announce the result of any vote taken. If any Member Organization (or country) wishes to abstain from voting, the ballot or voting paper must be returned marked "ABSTAIN" and if electronic, tick the option "ABSTAIN" and any such action shall have no significance, either for or against in determining the result of the ballot. In case of physical voting, ballot papers must be returned to the Tellers. In case of electronic voting, the tellers will ensure the secrecy of the ballots accordingly. The details on the voting procedure will be shared with the Delegates, in a separate document, as well in an orientation/ training session on e-voting prior to the conference.
- F.** The number of votes is not to be announced but may be given if it is the general wish of the Conference, except in the case of elections and other voting affecting personalities.
- G.** If an equal number of votes are given for and against a Resolution or Amendment, the Presiding Chairman shall not cast his/her vote, and the Resolution or Amendment shall be deemed to have been defeated.
- H.** If, on Regional Scout Committee election voting, for one vacant position, two or more members have received an equal number of votes (tie), the youngest (in age) candidate will be given priority and considered elected.
- I.** If voting is done by secret ballot, nothing may be entered on the voting paper except the number of votes cast of each candidate. The voting paper must not be signed.
- J.** After the announcement of all elections, the ballots shall be destroyed by the Tellers who are bound to secrecy and the number of votes cast shall not be announced.

## **8. ELECTION of Regional Scout Committee Members**

- A.** The Regional Office of the World Scout Bureau shall notify all Member Organizations of the expiry of the term of office of members concerned at least nine months in advance of the holding of the Conference. Further, it shall request each Member Organization to submit its nomination, if any, for membership in the Committee.
- B.** The nomination of a candidate for election to the Committee shall be made or endorsed by his/her National Scout Organization in the Region. The Nominee shall be a member, in good standing, of his/her own National Scout Organization. Nominations for candidates to the Committee shall reach the Regional Office in writing by a specified date not later than six months in advance of the opening date of the



Conference, by which date nominations shall be closed.

- C. The list of the candidates shall be sent by the Regional Office to every Member Organization not later than two weeks after the deadline for submission of nominations specified in section 2(b) above
- D. Five members of the Committee shall retire at each Conference and five new members shall be elected to take their places. (*Chapter IV Article VIII (3a) of the APR Constitution and By-Laws*).
- E. Pursuant to Chapter IV Article VIII (1b) of the APR Constitution and By-Laws *"At all times, the Committee shall have at least one adult member under the age of 30 years at the time of election"*
  - a. If there are candidates below 30 years of age, the standard election process will be followed to fill the five vacant positions in the Regional Committee based on the number of votes received.

However, if none of the top five candidates, based on the votes received, are below 30 years of age, only the top four candidates will be considered elected. The fifth vacancy will then be filled by the highest-voted candidate from the below-30 age group.

- b. If there is only one candidate below the age of 30 years amongst all the candidates, he/she will still go through the election process.
- c. If there is no candidate nominated by NSOs below 30 years of age, only 4 vacancies will be filled up and the 5<sup>th</sup> vacancy will be left vacant and to be filled following the *Article VIII (3c) Chapter IV of the APR Constitution and By-Laws*.

## **9. SPEECHES AND REMARKS**

- A. Apart from the presentation of scheduled Conference papers or statements, speeches or remarks from the floor will be limited to a maximum of 5 minutes for each speaker in order to give ample opportunity to all who wish to speak on any specific subject. This limit may be varied at the discretion of the Chairman.
- B. Speakers, having been recognized by the Chairman, are required to preface their remarks by giving their name and that of their organization or Committee every time they speak.
- C. Political propaganda of any character, written or verbal, national or international, will not be permitted at any Conference and will be ruled out of order by the Chairman. Continued disregard by any Member Organization may see their attendance at the Regional Conference terminated



## 10. OPEN SESSION AND WORKING GROUPS

- A. Any subject proposed for discussion at the Open session must be notified in writing to the Agenda Coordinator not less than 24 hours before the Open Session is due to start. No proposal affecting the Constitution nor matters of policy and/ or principle are eligible for discussion at an Open Session.
- B. When a working group is appointed or formed to study a specific matter and to report to the Conference, the Chairman shall issue a ruling on the composition of such working group in order to ensure that all the Member Organizations are adequately represented.
- C. Discussion groups, composed of at least three Delegates of different Member Organizations (or countries) for each group, shall be organized by the Committee.
- D. Each Discussion Group meets separately at such place and such time as may be designated by the Conference Chairman.
- E. Each Discussion Group shall be identified by a certain numeral or topic and shall be under the charge of the Group Chair and a Rapporteur.
- F. Specific topics or subjects are discussed by each group and reports on the results of the study meetings are subsequently submitted at the designated session of the Conference by the Group Chair or the Group Rapporteurs.
- G. Observers may attend and take part in the Group Discussion of their choice.

## 11. RESOLUTIONS AND AMENDMENTS

- A. Resolutions intended for presentation at the conference must first be submitted to the Resolutions Committee in the prescribed format within the time frame announced by the Resolutions Committee. The committee will review, refine, and draft them appropriately before presenting them at the designated conference session.
- B. Before any resolution or amendment can be put to the Conference, it must be formally proposed by the
  - i. Regional Scout Committee or
  - ii. proposed by a member Scout organization and seconded by no less than one other member Scout organization.
- C. A Resolution shall be declared approved or adopted by a simple majority of vote cast. Constitutional Amendments shall be approved or adopted by a two-thirds majority vote of those member organizations present and voting.

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- D.** When an amendment is proposed to a resolution, it shall first be put to a vote at the conference before voting on the original resolution. If the amendment is rejected, the original resolution will proceed to a vote. If the amendment is approved, the resolution will be modified accordingly before being presented for a final vote at the conference.
  - E.** A number of resolutions will naturally emerge from the conference discussions on the agenda topics. Resolutions of courtesy, congratulations, and condolences may be initiated by the Resolutions Committee, without prejudice to any delegation wishing to propose such resolutions.
  - F.** If a Member Scout Organization wishes to submit a resolution to the Conference, particularly one affecting or interpreting Policy, Precepts, or Principles, a draft must be forwarded to the Regional Office of the World Scout Bureau at least six months before the Conference's opening date. This allows for consideration by the World Scout Committee and other Member Scout Organizations. Three months before the Conference, the Asia-Pacific Office will circulate proposals for such resolutions, as reviewed by the World Scout Committee, to all Member Scout Organizations in the Region and the Regional Committee.
  - G.** All resolutions adopted or approved by the Conference concerning matters of Policy, Precepts, or Principles shall be submitted to the World Scout Committee and the World Scout Conference for appropriate action.
  - H.** Resolutions adopted by the Conference on matters not covered under Rule 12(F) of the Rules of Procedure, shall be implemented by the Regional Committee with the support of the Regional Support Centre of the World Scout Bureau.

## **12. PLATFORM/ SEATING ARRANGEMENT**

- A.** During the opening and closing sessions, seating accommodation on the platform will ordinarily be provided for all members of the Committee, the Vice-Chairman, the Chairman, the Regional Director, any special Guest present and such staff members as may be necessary, together with any speaker for the session. For all the other plenary sessions, the platform shall normally be limited to the Chairman/Vice-Chairman, the session speaker and the Regional Director or his/her representative.
- B.** All other delegates will be seated in the body of the Conference Hall, unless specifically invited by the Chairman to occupy a seat on the platform.

### 13. CODE OF CONDUCT

- A. In keeping with Scouting values, and to ensure a safe space for all, all attendees of the Conference, whether attending in person or virtually, are required to adhere to the Conference Code of Conduct.
  - i. This Code of Conduct is circulated in advance of the Conference to all attendees and is also made available through the conference communication channels.
  - ii. All attendees must complete, in line with the [World Safe from Harm Policy](#), an eLearning training to familiarise themselves with the Conference Code of Conduct prior to the Conference.
- B. All candidates must familiarise themselves with and abide by the [WOSM Code of Conduct for Elections](#) when promoting their candidature. All campaigns should uphold Scouting values and be representative of WOSM's commitment to ensuring a democratic, free, fair, and transparent process to ensure equal opportunity for any candidate running for election.
- C. To ensure an honest, transparent, and fair procedure, as well as to ensure equal conditions and opportunities for all Member Organizations in relation to bids for World Scout Events, all candidates bidding for a World Scout Event and all Member Organizations are required to follow the [Code of Conduct – Bidders World Scout Events](#).
- D. All member Organizations and attendees of the Conference have an obligation to abide by the World [Safe from Harm Policy](#) and to immediately report any allegations of non-compliance.
- E. All Member Organizations and attendees of the Conference have an obligation to immediately report any allegations of non-compliance of either Code of Conducts through the process outlined in the [Complaints Policy of the World Organization of the Scout Movement](#)

**Note:** *The code of conduct outlined in sections 14(A), (B), (C), and (D) pertains to the World Conference and World Events. However, as part of the unified World Scout Movement, these guidelines will also be implemented for the Regional Scout Conference. The Conference Steering Committee will ensure their full adherence throughout the event.*

### 14. AMENDMENTS

The Rules of Procedure may be amended by the Conference during any of its meeting by two-thirds vote of those present and voting, provided notice of the proposed amendments is received by the Asia-Pacific support center six months before the opening date of the Conference and circulated to all Member Scout Organizations in the Region and members of the Committee, at least three months in advance of the opening date of the Conference.