



DOCUMENT 2 - Rules of Procedure

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Preamble

The rules of procedure for the Africa Scout Region were separated from the Constitution of the Africa Scout Region through a resolution proposed by the Africa Scout Committee and adopted during the 17th Africa Scout Conference held in Harare, Zimbabwe as follows;

RESOLUTION 19-2018: CHANGES TO THE CONSTITUTION OF THE AFRICA SCOUT REGION – separation of the rules of procedure for the Africa Scout Conference from the rest of the constitution

The Conference:

- Considering the recommendation of the Africa Scout Committee to separate the Rules of Procedure for the Africa Scout Conference from the rest of the Constitution of the Africa Scout Region, to free the hand of the Conference to make changes to the Rules without these changes being governed by WOSM Rules pertaining to constitutional changes;
- Acknowledging a similar approach taken at the world level;
- Recognizing the need to regularly adapt the Procedure for the Africa Scout Conference to the evolving realities of Scouting in general and the Africa Scout Region in particular;

Adopts the separation of the Rules of Procedure for the Africa Scout Conference (Chapter 6) from the rest of the Constitution of the Africa Scout Region.

Resolves that the new Constitution as adopted by this conference be subjected to WOSM rules pertaining to constitutional changes.

Recommends that the Rules of Procedure for the Africa Scout Conference as adopted by this conference be regularly updated to reflect the evolving realities of Scouting and the Africa Scout Region, subject to a two-month notice to NSOs and a simple majority vote at the corresponding conference for the proposed change/amendment to take effect.

The composition and functions of the Africa Scout Conference (hereafter 'the Conference') and the general conduct of its meetings are specified in the Constitution of the Africa Scout Region (hereafter 'the Constitution').

According to Article IV.9 of the Constitution, the Conference shall record and adopt its own Rules of Procedure. The Africa Scout Committee is required under Article V.1 of the Constitution to prepare the Agenda of the meetings of the Conference, giving consideration to suggestions from Member Organizations and the World Scout Committee.

The Rules of Procedure are submitted by the Africa Scout Committee for formal approval by Member Organizations before each meeting of the Conference to ensure their applicability in all related aspects of the preparation and conduct of the Conference.

The following Rules of Procedure are designed to allow for flexibility in the modalities of delivering the Conference, specifically to include provisions to allow for a physical, virtual or hybrid Conference. Additionally, flexibility is given for development of the Conference Agenda which will be communicated clearly and timely to Member Organizations as preparations advance.

For virtual/hybrid Conference spanning various time zones, all references to dates and times with the Conference Agenda and Rules of Procedure are to be calculated as the GMT time zone, unless otherwise stated.

1. Notice of Meetings

- a. The notice of the meeting of the Conference shall be communicated by the World Scout Bureau Africa Regional Office (Africa Regional Office) to all Member Organizations at least six (6) months in advance of the opening date of the Conference. This notice, to such extent possible, shall include a first version of the proposed agenda.

2. Agenda items from Member Organizations

- a. The Africa Scout Committee shall invite Member Organizations to suggest topics for inclusion in the Agenda of the Conference. Proposals by Member Organizations to be considered by the Africa Scout Committee, must be seconded by at least one other Member Organization. Both the proposing and seconding Member Organizations must be in good standing with WOSM as detailed in Article VII Paragraph 3 of the WOSM Constitution.
- b. All proposals must be submitted to the Africa Regional Office at least three (3) months before the opening date of the Conference.
- c. Any topics which would require a two-thirds majority decision (Rule 6.2.b) must be proposed at least four (4) months before the opening date of the Conference.
- d. To ensure meaningful and inclusive discussions at Conference and proper agenda planning, Member Organizations are encouraged to submit well-defined proposals with clear objectives and relevance to the Conference's themes.

3. Conference Officers

- a. **Conference Chairpersons:** The Africa Scout Committee shall appoint a Chairperson and one or more Vice-Chairperson(s) of the Conference. The appointment shall be valid only for the duration of the Conference. The Conference Chairperson's ruling during a plenary session is final.
- b. **Conference Secretary:** The Regional Director shall serve as the Secretary of the Conference.
- c. **Conference Steering Committee:** The Conference Chairperson, the outgoing Chairperson of the Africa Scout Committee and the Regional Director shall serve as the Steering Committee of the Conference. The Africa Scout Committee may appoint other members to the Steering Committee as appropriate to support the Steering Committee's functions. The Steering Committee oversees the proceedings of the Conference.
- d. **Tellers:** At the Opening Session of the Conference, the Africa Scout Committee will recommend Tellers for appointment by the Conference. Tellers are to be delegates or observers of a Member Organization present at the Conference.

If the Conference does not approve the recommended Tellers, Member Organizations may propose alternative lists of Tellers for a vote.

To ensure transparency and reliability, where voting is by a show of voting cards or by a paper ballot, the Tellers will count and verify the number of votes recorded. Where electronic counting of votes is used, the Tellers will oversee the voting procedure and verify the number of votes recorded. Tellers are also responsible for addressing discrepancies, securing the confidentiality of votes, and reporting the final results to the Conference Chairperson.

- e. **Resolutions Committee:** A Resolutions Committee will facilitate and oversee the Draft Resolutions and Amendments process (see Rule 6) before and during the Conference, according to its Terms of Reference (Annex 2A).

The Africa Scout Committee will, no later than four (4) months before the opening date of the Conference, request Member Organizations to nominate persons for the Resolutions Committee. Such persons will be delegates or observers of a Member Organization present at the Conference.

The Africa Scout Committee will, no later than three (3) months before the opening date of the Conference, provisionally appoint five (5) members to serve as the Resolutions Committee and appoint its Chairperson from within those members.

The Africa Scout Committee will draw these appointees from the nominations received and from other individuals based on the required expertise and diversity across the delegations. Any appointed person will require the endorsement of their Member Organization.

The Africa Scout Committee will notify all Member Organizations of the individuals it provisionally appoints to the Resolutions Committee.

During its Opening Session, the Conference will take a formal vote to endorse the provisional appointment of the Resolutions Committee.

If the Conference does not endorse the provisional appointment of the Resolutions Committee, Member Organizations may propose alternative lists of five (5) members to form the Resolutions Committee for a vote.

- f. **Credentials Committee:** The Africa Scout Committee will appoint members of a Credentials Committee. The Credentials Committee, assisted by the Regional Director, will verify the credentials of delegates, observers and guests, their compliance with the Constitutional Requirements, with specific reference to Article II.1 and determine if the Conference is quorate for the Opening Session.

If there is a dispute of credentials, the rights of a delegate, observer or guest will be provisionally suspended until the dispute is resolved by the Credentials Committee. The Credentials Committee will endeavour to ensure timely verification to avoid delays in Conference proceedings.

4. Delegates and Observers

a. Delegates:

Each Member Organization of the Africa Scout Region is entitled to be represented at a meeting of the Africa Scout Conference by not more than six (6) delegates. In line with Article II.1 of the Constitution of the Africa Scout Region, each Member Organization is required to ensure that at least one third of its delegation is made of young people under the age of 30, with a number of observers to be determined in agreement with the organizing committee.

In accordance with Article VII.3 of the Constitution of WOSM, delegates of a Member Organization which do not meet the obligations for membership to WOSM will lose their right to vote.

b. Observers and Guests:

Each Member Organization may nominate up to six (6) observers. To increase youth engagement in decision making, each Member Organization is encouraged to ensure that at least one-third of their Observers are young people under the age of 30. Each observer shall be a registered member of the Organization they represent. Observers and guests may take part in discussions with the consent of the Conference Chairperson but have no right to vote.

Accredited or Associate National Scout Organization may nominate up to two (2) observers. Each observer shall be a registered member of the Organization he or she represents.

An Accredited or Associate National Scout Organization has a right of voice but does not have a right to vote. The provisions regarding proxy votes are not applicable to an Accredited or Associate National Scout Organization.

At the discretion of the Africa Scout Committee, representatives from other organizations may be invited as guests. Observers and guests may take part in discussions with the consent of the Chairperson, but have no voting rights.

- c. **Credentials:** Delegates and Observers must be registered on-line prior to the Conference by the International Commissioner or the Official Key Contact recorded for the Organization in the World Scouting Directory. Alternatively, a letter listing the Delegates and Observers can be sent to the Africa Regional Office signed by the International Commissioner or the Official Key Contact recorded for the Organization in the World Scouting Directory.

Guests will be provided with a formal invitation from the Africa Regional Office which will also register the guest as an attendee to the Conference.

For virtual or hybrid Conferences, additional measures such as secure digital credentialing and safeguards against unauthorized participation will be implemented by the Africa Regional Office and communicated to delegates, observers and guests.

- d. **Quorum:** In accordance with Article IV.4 of the Constitution of the Africa Scout Region, the presence of half of the total number of the Member Organizations of the Africa Scout Region who are in good standing with the World Organization of the Scout Movement in accordance with Article VII.3 of WOSM Constitution and in compliance with Article II.1 of the Constitution of the Africa Scout Region, shall constitute a quorum for the Conference. This will be confirmed at the Opening Session by the Credentials Committee.

The Credentials Committee will to this extent use, as applicable, both the in-person and virtual registered presence of accredited delegations of Member Organizations. For virtual presence, only the virtual participation system designated by the Africa Regional Office will be considered.

- e. **Presence:** The Credentials Committee will determine the number of delegations of Member Organizations present at the Conference. The presence will be assessed according to the modality of the event and through the system designated by the World Scout Bureau, throughout the conference and not only at the opening.
- f. **Proxies:** A Member Organization which is unable to be present at the Conference may give its proxy votes to another Member Organization of the Africa Scout Region. No Member Organization may accept a proxy from more than one other Member Organization.

Any Member Organization giving a proxy shall notify this in writing to the Africa Regional Office before the Opening Session of the Conference, signed by a responsible official of that Member Organization.

A Member Organization not in good standing, as determined by the Africa Scout Committee, cannot grant or receive a proxy vote. The Africa Regional Office shall verify the standing of Member Organizations before accepting proxies.

A Member Organization holding the proxy of another Member Organization may use that proxy only for the purpose of voting on behalf of the absent Member Organization.

However, proxy does not count towards the quorum of the conference.

5. Opening of the Conference

- a. The official start of the Conference is the formal Plenary Session chaired by the Conference Chairperson and entitled "Opening Session".

6. Resolutions of the Conference

6.1 Resolution and Amendement Guidelines

- a. Resolutions of the Conference concern the following:
- general policy and standards of the World Organization,
 - admission and expulsion of Member Organizations,
 - recommendations presented by the Africa Scout Committee and the Member Organizations,
 - determination of the annual registration fee, and
 - amendments to the Constitution.
- b. Resolution and Amendment Guidelines are included in Annex 2B of these Rules of Procedure.

6.2 Submission of Draft Resolutions

- a. The Africa Scout Committee may submit proposals requiring a two-thirds majority and Draft Resolutions for consideration by the Conference by circulating them to Member Organizations not less than three (3) months prior to the opening date of the Conference.
- b. Member Organizations desiring to submit a proposal requiring a two-thirds majority vote at the Conference should submit the proposal to the Africa Regional Office not less than four (4) months

before the opening date of the Conference. These will be circulated to Member Organizations not less than three (3) months prior to the opening date of the Conference.

- c. Member Organizations may submit Draft Resolutions not requiring a two-thirds majority for consideration by the Conference by sending them to the Africa Regional Office not less than two (2) months prior to the opening date of the Conference. No Proposed Draft Resolutions will be accepted during Conference proceedings.
- d. Proposed Draft Resolutions by a Member Organization must be proposed and seconded by at least other Member Organization.
- e. Such Draft Resolutions may be submitted in either English or French and must include a brief explanation or justification for the proposal.

6.3 Circulation of Draft Resolutions Prior to the Conference

- a. The Africa Regional Office will circulate all proposals requiring a two thirds majority and Draft Resolutions proposed by the Africa Scout Committee at least three (3) months before the Opening date of the Conference.
- b. The Africa Regional Office will circulate to Member Organizations all compliant Draft Resolutions proposed by Member Organizations at least one (1) month before the Opening date of the Conference.
- c. Before the circulation of the Draft Resolutions to Member Organizations, the Resolutions Committee will recommend to the proposing Member Organizations any changes necessary to ensure that Draft Resolutions comply with the Resolution and Amendment Guidelines. Member Organizations may also consult the Resolutions Committee in advance of formally submitting a Draft Resolution.
- d. The Resolutions Committee will recommend the Draft Resolutions that comply with the Resolution and Amendment Guidelines to be considered by the Conference. The Resolutions Committee will inform the Conference of those Draft Resolutions that do not comply with the Resolution and Amendment Guidelines. The Conference will vote whether or not it wishes to consider any Draft Resolutions not recommended by the Resolutions Committee.
- e. The Africa Regional Office will translate the Draft Resolutions into English and French, and will endeavour to translate them also into Portuguese, if the technical and financial resources available for the Conference allow it.
- f. The Africa Regional Office will provide a background information document on each Draft Resolution. The background information document will include information on previous policies, historical developments, and financial and human resource implications, but will not take a position on the merits or the desirability of the Draft Resolution. The background information document shall be translated into the same languages as the Draft Resolutions.
- g. The Africa Regional Office will post the Draft Resolutions and the background information documents in a designated area of the event website.
- h. The Resolutions Committee will encourage discussion and debate, notably via on-line discussion tools, among Member Organizations, the Africa Scout Committee and Youth Advisors concerning proposed Draft Resolutions, with a view to building consensus on proposals and encouraging Amendments to be submitted in advance of the Conference.
- i. The Resolutions Committee will consolidate any Draft Resolutions dealing with subjects which are consensual in nature, do not propose new policies or request specific actions by the Africa Scout Committee or Member Organizations, which it considers might be more effectively considered by the Conference by "declaration" or another form of endorsement. The Resolutions Committee will include these proposals in its report to the Conference.
- j. Resolutions of courtesy, congratulations and condolence will normally be initiated by the Resolutions Committee for submission during the Conference.

- k. Messages of good wishes to the Conference will not normally be read, but will be referred to the Resolutions Committee for appropriate action. Copies will be posted in a designated place at the Conference or circulated to delegations.

6.4 Submission and Circulation of Amendments

- a. The Resolutions Committee will encourage Member Organizations to submit any proposed Amendments to the circulated Draft Resolutions well in advance of the Conference.
- b. Amendments submitted in advance of the Conference may be made available with regular notifications to Member Organizations on the Regional Scout Conference website after being reviewed by the Resolutions Committee.
- c. Any Member Organization wishing to submit Amendments to a Draft Resolution may do so until a deadline no later than 36 hrs before the start of the first voting session for Conference Resolutions. The exact deadline will be communicated during the Opening Session of the Conference.
- d. Any Member Organization wishing to submit Amendments to proposals submitted in accordance with Rule 6.2.b (Constitutional Amendments), may do so until a deadline no later than 24 hrs before the first voting session for Constitutional Amendments. The exact deadline will be communicated during the Opening Session of the Conference.
- e. All Amendments must be proposed and seconded by at least one other Member Organization.
- f. Amendments submitted in advance of the Conference will be made available with regular notifications to Member Organizations on the event website after being reviewed by the Resolutions Committee.
- g. Amendments must be submitted in writing to the Resolutions Committee in English or French.
- h. Only the Amendments that have been duly submitted shall be put to a vote in the plenary session.
- i. No Amendments to proposals submitted in accordance with Rule 6.2.b may be accepted, except those which either:
- remove ambiguities or otherwise clarify the draft which has been circulated, or
 - in the opinion of the Resolutions Committee represent an intermediate position between the Draft Resolution and the current position or policy.
- j. The report of the Resolutions Committee shall include all Draft Resolutions and Amendments submitted to it, in their final form, which have not been subsequently withdrawn by the proposer.
- k. The Resolutions Committee shall also give its recommendation to the Conference on whether each Draft Resolution and proposed Amendments comply with the Resolution and Amendment Guidelines.

6.5 Emergency Resolutions

- a. No new Draft Resolutions may be submitted less than two (2) months to the Conference (Rule 6.2.c). However, Emergency Resolutions may be submitted, provided that the proposed Emergency Resolution:
- deals with a subject that is urgent and that cannot wait until the next Conference;
 - relates to events that occurred after the deadline for submitting Draft Resolutions; and
 - is proposed by either
 - i. the Africa Scout Committee, or
 - ii. a Member Organization and seconded by at least four (4) other Member Organizations from at least three (3) different zones of the Africa Scout Region.
- b. Emergency Resolutions may be submitted electronically in writing in English or French and must include a brief explanation or justification for the proposal, within two (2) months to the Conference and up until a deadline no later than 36 hrs before the first voting session for Conference

Resolutions. The exact deadline will be communicated during the Opening Session of the Conference.

- c. Submitted Emergency Resolutions will be made available on the event website as soon as reasonably possible.
- d. The Resolutions Committee shall give its recommendation to the Conference on whether a proposed Emergency Resolution fulfils the above requirements (Rule 6.5.a). The Conference will decide by a simple majority whether to accept, by a vote, the proposed Emergency Resolution to be debated.
- e. Amendments to Emergency Resolutions can be moved by a Member Organization during the consideration of the motion but not until the start of the voting session, provided they are seconded by at least four (4) other Member Organizations from at least three (3) different zones of the Africa Scout Region.

7. Nominations to the Africa Scout Committee

- a. **Eligibility:** Under Article VI.1.a of the Constitution, members of the Africa Scout Committee shall hold office for a term of six (6) years or up to the respective conference.
 - The Africa Regional Office will notify all Member Organizations of the status of each existing member of the Committee six (6) months in advance of the Conference. That notification shall call for nominations for candidates for election (Article VI.3.a of the Constitution).
 - Nominations must be submitted to the Africa Regional Office no later than three and a half months before the opening of the Conference.
- b. **Diversity:** To promote diversity and embrace the benefits of diverse representation in WOSM's decision-making bodies, Member Organizations must uphold the responsibility entrusted to them according to past Conference Resolutions. The following diversity requirements should be considered in the nomination of candidates:
 - Age – at least one-third of nominations shall be young people under the age of thirty
 - Gender – no more than two-thirds of nominations should be of one identified gender
 - Geographical location –nominations should be from across all zones in the Africa Region
- c. The Africa Regional Office will review all the nominations of candidates to ensure acceptance according to the nomination package and will assess the overall diversity of the candidates according to Rule 7.b.
- d. No subsequent nominations shall be accepted unless there is an insufficient number of candidates by the three-and-a-half-month deadline.
- e. If the overall diversity of the nominated candidates has not been achieved (Rule 7.b), the Africa Regional Office shall communicate a summary of the diversity of the candidates to Member Organizations and re-open for nominations.
- f. If nominations have been re-opened due to diversity, nominations of additional candidates can be submitted by Members Organizations to the Africa Regional Office no later than two months before the opening date of the Conference(Art VI.3b).
- g. Nominations of candidates during this period will only be accepted if they address the gaps in the diversity as communicated by the Africa Regional Office.
- h. If the nominations have been re-opened due to diversity, no further nominations will be accepted following the two-month deadline, regardless of the diversity of the nominated candidates being achieved or not.
- i. If there is an insufficient number of nominations of candidates, a process will be communicated by the Africa Regional Office to Member Organizations after consultation with the Regional Scout Committee.

- j. No later than one month before the opening date of the Conference, the Africa Regional Office will communicate the list of candidates to Member Organizations. The list of candidates will only be communicated once nominations are closed.
- k. Without exception, only one elected member from any one Member Organization may serve on the Committee at any time. This provision will not apply to an outgoing Chairperson of the Youth Advisors to the Africa Scout Committee.
- l. **Presentation of Candidature:** Candidate presentations will be made available to the Conference through suitable and fair means. Candidates will be permitted a maximum of three (3) minutes to present their candidature.

8. Voting

- a. According to Article IV.5 of the Constitution, each Member Organization has six (6) votes. These votes should be cast collectively, but delegations can divide their votes across the voting options presented.
- b. Voting will be by electronic means or by show of a voting card, as ordered by the Conference Chairperson.
- c. In the event of a problem with the electronic voting system, or when called for by a majority of Member Organizations, the Conference Chairperson will allow for the use of alternative voting arrangements established by the Africa Regional Office.
- d. According to Article IV.5 of the Constitution, voting results are determined by the Member Organizations present or represented (by proxy) and voting. Decisions are either taken by election, simple majority or two-thirds majority according to the Constitution and these Rules of Procedure.
- e. **Simple majority:** If more votes are in favour than votes against, the motion is carried. If an equal number of votes is given 'for' and 'against' a motion, the Conference Chairperson will not be entitled to give a casting vote, and the motion is defeated.
- f. **Two-thirds majority:** If more than two-thirds of the votes are 'in favour' the motion is carried and when exactly two-thirds of the votes are 'in favour' the motion is carried.
- g. If a Member Organization wishes to abstain from voting, this will not count either 'for' or 'against' the motion and is not included in determining the result.
- h. Nothing is to be entered on the voting ballots except the number of votes. Votes spoilt either deliberately or inadvertently will not count either 'for' or 'against' and are not included in determining the number of votes cast.
- i. If the Tellers have reasonable cause to believe that there may be any irregularity in voting, they will immediately declare that concern to the Chairperson of the Conference session in which the vote is taken. The Conference Chairperson will consider the circumstances and take such action as they will judge appropriate within the Constitution and Rules of Procedure.
- j. If used, and where a show of voting cards indicates that a substantial majority exists either 'for' or 'against' the motion, the Chairperson may dispense with a formal count with the agreement of the mover of the motion. Where a formal count is taken the number of votes cast 'for' and 'against' a motion will be announced.

8.1 Voting on Draft Resolutions and Amendments

- a. In accordance with Article IV.5 of the Constitution, a resolution will be declared carried by a **simple majority** of the votes cast, while decisions on matters listed in Rule 6.2.b require a **two-thirds majority** of the votes cast.

- b. This process will be followed when considering any Amendments to a Draft Resolutions:
 - o Where an Amendment to a Draft Resolution is proposed, the Amendment will be first be considered to the Conference for a vote, before the original Draft Resolution.
 - o If the Amendment is defeated, the Conference will then proceed to vote on the original Draft Resolution.
 - o If the Amendment is carried, then the Draft Resolution is amended accordingly before the Draft Resolution as amended is considered by vote to the Conference.
 - o In the case of several contradictory Amendments, the Resolutions Committee will decide the order in which the Amendments are considered.
- c. Amendments are decided by the same majority as the main motion.
- d. The above provisions are also applicable to voting on Emergency Resolutions.

8.2 Voting on Election

- a. Voting will be conducted in one single round.
- b. Voting will be by a secret vote. All nominated candidates will be listed on the paper or electronic voting system.
- c. If the vote is to be divided between the delegates or component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each delegate or association.
- d. Each delegation must record a total of twenty-four (24) votes and no more than six (6) votes for any one candidate, otherwise the ballot will be void.
- e. If paper ballots are used, the Tellers will confirm the ballots are destroyed after the elections.
- f. The candidates receiving the most votes will be declared elected to fill the vacancies on the Committee. In the event of a tie to fill the last position(s), the youngest candidate(s) will be declared elected.
- g. The Tellers will ensure that if more than one (1) candidate of any one Member Organization is on the list of nominations, the one receiving the lower vote is removed, so that only one new member of any one Member Organization is elected.
- h. The Chairperson will announce the results of the elections, including the number of votes cast in favour of each candidate and the total number of votes cast.

8.3 Voting on invitations to host Regional Scout Events

- a. Voting will be conducted in a single round by secret ballot. Each delegation may record a maximum of six (6) votes.
- b. When used, nothing may be entered on a paper ballot except the number of votes.
- c. In the event of a problem with the electronic voting system, or where called for by a majority of Member Organizations, the Chairperson will allow for the use of a backup system established by the World Scout Bureau Africa Regional Office.
- d. If the vote is to be divided between the delegates or component associations of any national delegation, each Member Organization shall determine the proportion of the total votes allocated to each delegate or association.
- e. **Single Invitation:** Where there is only one Member Organization or alliance of Member Organizations standing as a candidate to host an event, the candidate shall be deemed appointed by the Conference to host the event should it receive a simple majority of the total votes cast.

- f. **Multiple Invitations:** Where there are two or more Member Organizations or alliances of Member Organizations standing as candidates to host an event, the candidate that receives the most votes will be deemed appointed by the Conference to host the event.
- g. In case of a tie the candidate with the lowest amount of votes will be removed from the ballot and an additional round of voting will be taken. If the tie has not been broken after the additional round of voting, the host of the event will be decided by a draw of the tied bidders. The draw will be conducted by the Conference Chairperson. The method of the draw will be determined by the World Scout Bureau Africa Regional Office.

9. Code of Conduct

- a. In keeping with Scouting values, and to ensure a safe space for all, all attendees of the Conference are required to adhere to the Conference Code of Conduct.
 - This Code of Conduct is circulated in advance of the Conference to all attendees and is also made available through the Conference's communication channels.
 - All attendees will have completed, 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. To ensure that the elections and campaign activities are carried out in such manner as to protect the rights of candidates and Member Organizations to democratic, free, fair, and transparent processes to ensure equal opportunity for any candidate running for election to be elected, all candidates and their supporters as defined in the WOSM Code of Conduct for Elections are required to follow the [WOSM Code of Conduct for Elections](#).
- 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 Regional Scout Events, all candidates bidding for a Regional Scout Event and all Member Organizations are required to follow the [Code of Conduct – Bidders Regional Scout Events](#).
- d. 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.

10. Languages

- a. The official languages of WOSM and the Conference are English and French. All agenda items, Draft Resolutions and Amendments must be presented in one of the two official languages.
- b. The Draft Resolutions and background information documents and simultaneous interpretation in the plenary sessions may be provided in English, French and Portuguese if the technical and financial resources for the Conference are available.

11. Speeches and printed material

- a. Speakers are requested to be as concise as possible.
- b. Apart from formal presentations or addresses, speeches will be limited to a maximum of three (3) minutes to each speaker, to give opportunity to all who wish to speak. This limit may be varied only at the discretion of the Chairperson of the session.
- c. Speakers, having been recognized by the Chairperson, are required to preface their remarks by giving their name and that of their Member Organization or Committee.
- d. Political material or propaganda of any character, written or verbal, national or international, will not be permitted at any meeting of the Conference and will be ruled out of order by the Chairperson.
- e. No advertising material for Scouting or commercial purposes shall be distributed during the Conference.

12. Platform

- a. During Conference plenary sessions the Conference Chairperson will decide who will be invited to occupy seats on the platform or any virtual platform.

13. Working methods

- a. Other informal working methods proposed by the Conference Steering Committee may be used as agreed by the Conference.

Annexes

Annex 2A: Terms of Reference - Resolutions Committee

Annex 2B: Resolution and Amendment Guidelines