

## **PURPOSE**

This document sets out the necessary rules and procedures of the National Youth Forum. It follows on from the defining clauses stated in the Young Leaders Involvement Policy and should be read in strict conjunction.

## **SUBJECTION**

This document is subject to the SSA Constitution and all SSA Policies, particularly the Young Leaders Involvement Policy. Where a clause in this document contradicts another in the SSA Constitution or SSA Policy, the constitution or policy prevails, and this document must be amended immediately to correct the contradiction.

The rules for how this document is managed are in the SSA Young Leaders Involvement Policy.

## **APPROVAL**

The Procedures of the National Youth Forum was approved by the Young Leaders Representative Team on the 30th of May 2021 by the team comprising of:

Lawrence Stanton (National); Robert Hill (Eastern Cape); Justice Kgomo (Gauteng); Mzamo Ncube (KwaZulu-Natal); Sharmaine Zitha (Limpopo); Lifa Sibuyi (Mpumalanga); Itumeleng Phele (North West); Lesego Ramothwala (Northern Cape); Daniel Skriker (Western Cape)

And approved for publication by the Operational Manco on 1 June 2021.

## **REPEALS**

This the first iteration of the Procedures of the National Youth Forum and requires no repeal of any other document.

# **1. CONVENING THE FORUM**

## **1.1. Selection Procedures**

- 1.1.1. The National Young Leaders Representative is appointed as per the Organisational Rules.
- 1.1.2. The Regional Young Leaders Representatives are appointed by the National Young Leaders Representative per a process agreed in consultation with the RC and CC as stated in the Organisational Rules.
- 1.1.3. Members of the NRAC are appointed per the NRAC's procedures.
- 1.1.4. Nominated Regional Representatives:
  - 1.1.4.1. Any Young Leader, including any Scouter who may be a Young Leader, must be nominated by their Court of Honour or Crew Council. A Young Leader who fails to secure a nomination is ineligible to attend as a Nominated Regional Representative. Nomination is not limited to only one Young Leader per Scout Group. A nominated Young Leader is hereafter referred to as a "nominee".
  - 1.1.4.2. The RYLR and the RC will host a meeting with all nominees of a Region where the nominees will –
    - a. Disclose any interests that may constitute a real, potential, perceived, or apparent conflict of interest with respect to participation in the Forum.
    - b. Be examined by the Regional Commissioner for any substantial reason that may reasonably render the nominee ineligible to participate with the Forum.
    - c. Discuss issues facing their Scout Group or local area.
    - d. Compile a report on Young Leaders Involvement within the Region.
    - e. Plan the logistics to and from the Forum, as per NYLR's instructions.
  - 1.1.4.3. If the total number of nominees exceeds the number permitted to attend the Forum, as determined by the Chairperson; at the above meeting then the nominees will also elect between themselves members to attend the Forum as Nominated Regional Representatives.

Voting should be done with one round for each opening available by secret ballot commissioned by the RYLR (who does not normally vote). No nominee may vote for themselves. Prior winners still vote.

In the event of a tied winning vote, all tied winners pass the round as Nominated Regional Representatives if there are sufficient places still available. If not, each winner will address the meeting, and there will be a revote limited to only the tied winners as contestants. If the same tie persists, the prior winners and current tied winners' vote will decide. If still tied, the tied winners will either decide amongst themselves a winner or the RYLR will make a casting vote, and the round ends.

- 1.1.5. While the YLIP makes the openness of the Forum clear in terms of the provision for guests to attend and speak and the regulation of the Chairperson's powers, this is not an open invitation.

Anyone wishing to attend as a guest must motivate for their attendance by:

- a. Providing reason for their attendance.
- b. Disclosing to the Chairperson any motions they intend to advocate for or otherwise introduce.
- c. Proving to the satisfaction of the Chairperson that they are not acting unethically.
- d. Assuring that, if necessary, they will organise their own transport and can pay for any fees owing to the Forum.

The Chairperson is within their rights to deny permission for someone to attend as a guest if they fail to meet any of the above or to expel anyone who proves otherwise after the fact.

## **1.2. Budgeting & Fees**

- 1.2.1. The process of budgeting for the Forum is under the personal responsibility of the NYLR unless delegated to another responsible person by the YLRT.
- 1.2.2. The CEO and Chair: Finance is to be fully informed throughout the budgeting process.
- 1.2.3. The NYLR must work timeously, in accordance with any relevant policy, to prepare the budget as soon as possible. Once complete to the satisfaction of the NYLR, the draft budget, including the proposed fee, will be sent to the YLRT for approval. Once the YLRT approves the budget, it will proceed for all other approvals as stipulated by the Finance Fundraising and Administration Policy.
- 1.2.4. Once the budget is fully approved, the general fee should be notified to the general membership if participation is unconfirmed, otherwise it will be sent directly to the participants.
- 1.2.5. Additional fees may be announced later per additional budgets in line with the above but should not be for items or services said to be covered by prior fees, and participants should be made aware of the possibilities of additional fees.
- 1.2.6. The NYLR may require that the fee, in part or in full, be paid early to ensure that early debts may be paid without delay.
- 1.2.7. All appeals regarding fees for the Forum are to be addressed to the NYLR and will be appealed to the CEO in line with the YLIP.
- 1.2.8. At the discretion of the YLRT; the Forum may cross subsidise expenses to advance financial equality with regards to participation in the Forum but may never pay any form of stipend.

1.2.9. The Forum may reimburse and/or sponsor following persons:

- a. Adults overseeing the transportation of Youth Members to the Forum.
- b. Volunteer staff, instructors or trainers offering a service to the forum.
- c. Representatives of a clearly financially disadvantaged background.
- d. Individuals who, by arrangement, initially paid for goods for the Forum with their personal funds.

Any decision to reimburse or sponsor such amounts is done at the sole decision of the NYLR.

1.2.10. The CC has the right to prescribe a budget or to terminate the Forum preparation if the budget is unsatisfactory. The Forum must still occur in line with the requirements of the YLIP but will do so on a costless manner.

1.2.11. All deposits and payments are to be made to the designated SSA bank account. No amounts will be dealt with in cash unless absolutely necessary and may only be handled by the NYLR with oversight by another RYLR assigned by the CEO or their agent.

### **1.3. Venue**

1.3.1. The venue of the Forum should meet or strive to meet the following criteria:

- a. Can safely accommodate 40 people or more.
- b. Has lighting to allow the Forum to run into the night.
- c. Has an outdoor area where the Forum can meet during the day.
- d. Has an internet connection to allow others to participate remotely.
- e. Is near a campsite for cheap accommodation, preferably one of SSA's properties.
- f. Has proper toilet facilities.
- g. Preferably has a food preparation area nearby so the Forum can self-cater.
- h. Is reasonably centralised for those travelling across the country.

### **1.4. Transportation**

1.4.1. The responsibilities concerning transportation are as follows:

1.4.1.1. All representatives who are adults are responsible for ensuring their personal safety in transportation to and from the Forum.

1.4.1.2. All representatives who are Youth Members will be under the responsibility of the Chairperson, who may reasonably delegate the duties of this responsibility to responsible Scouters or parents overseeing the transportation of these representatives.

- 1.4.1.3. All guests are either personally responsible for their own travel if they are an adult, or their respective Senior Scouter is responsible for ensuring the safety in transport of their Youth Members attending as guests.
- 1.4.2. Participants travelling by their own vehicle should fill their vehicle to capacity with other persons along their path of travel if possible.
  - 1.4.2.1. If the driver of the vehicle is a Warranted Scouter, they must be in possession of the appropriate consent forms while transporting any Youth Members other than their own children.
  - 1.4.2.2. If the driver of the vehicle is not a Warranted Scouter, the driver must ensure that expressed permission to transport Youth Members is given by the respective parent(s) or legal guardian of the Youth Member, and must fully inform the Chairperson of their route, vehicle details, and the collection and return of these Youth Members in real time.
  - 1.4.2.3. Any reimbursements paid to the driver are to be negotiated with those they are transporting. The Forum will not reimburse any private individual for fuel costs but may cross subsidise the event fee to offset the expenses incurred by members travelling abnormally long distances due to the Forum's location.
- 1.4.3. Public transport can be arranged for persons without private transport:
  - 1.4.3.1. Participants should be prepared to travel to and be collected from their provincial capital or other major metro where they will board the transport.
  - 1.4.3.2. A responsible and warranted Scouter will accompany, supervise and be in charge of any Youth Members along the journey.
  - 1.4.3.3. All persons receiving public transport will pay an additional fee, but this fee may be cross subsidised from other fees and sponsorships raised by the Forum.
- 1.4.4. The Chairperson may instruct those who can find neither public nor private transport to attend via conference calling. The Forum fee will be waived or reduced, but the responsibility of ensuring a good internet connection falls to the participant concerned.

## **1.5. The Agenda**

- 1.5.1. The Agenda is prepared by the Chairperson but can involve other members of the YLRT to assist in its preparation.
- 1.5.2. The Agenda will include a consolidated list of items for discussion brought by the Regions within the Region's report, and items brought by the YLRT and the Manco. The Chairperson can permit other sources to contribute, including the general membership, but must do so transparently as to the source of these items.
- 1.5.3. The Agenda must include a timeframe and speaker for each item. The Forum should adhere to this timeframe to respect later items but can adjust this timeframe freely so long as there is general consent.

- 1.5.4. The Agenda should normally provide opportunity for the Chief Scout to make an opening and closing address.
- 1.5.5. The proposed Agenda must be circulated at least one week prior to the Forum, but ideally should be circulated by 30 days prior.
- 1.5.6. Within the final week prior to the Forum, the YLRT will meet briefly to approve the Agenda. Regardless however, as an opening matter the Forum should agree on the Agenda and deal with any issue, irregularity or objection regarding the Agenda.
- 1.5.7. Once the Forum has agreed on the Agenda, the Agenda will be final and must be followed. The Agenda can only be amended by a motion of the Forum, however the Chairperson can reorder the sequence of items if necessary.

## **2. POSITIONS**

### **2.1. Secretary**

- 2.1.1 A person willing to be Secretary should be found and endorsed by the YLRT during the preparations for the Forum. Members of the YLRT other than the NYLR are eligible to be Secretary.
- 2.1.2 As an opening matter the Forum must consider the above person and hear any opposition or other contesting claims for the position of Secretary. If without opposition or contestation, the endorsed person will automatically assume the appointment to Secretary.

If contested there will be an election by the normal procedures of voting. If only opposed the Forum will vote to sustain the opposition or to defeat it. If sustained and in the absence for another willing person, a RYLR or NRAC member must undertake the position, but the Chairperson will not assume both roles.

### **2.2. Proposals for New Positions**

- 2.2.1. A proposition for a lasting position must satisfy the following:
  - a. The Adult Support Policy is to be applied throughout.
  - b. A draft Job Description is prepared and clearly defines the position.
  - c. The position does not interfere with the YLRT or otherwise overrule it.
  - d. All authorities and powers of the position are to be responsibly delegated by the Young Leaders Representatives or must be granted by the Manco.
  - e. The Chair: Adult Resources must approve the position and the Chief Commissioner must endorse its creation.
- 2.2.2. A non-lasting position will not require specific processes for creation, but neither can it carry any authority, nor does it persist outside the duration of the Forum.

### **3. CONDUCT OF AFFAIRS**

#### **3.1. Deliberation**

- 3.1.1. All Regions should be allowed the opportunity to speak on all matters being tabled.
- 3.1.2. The deliberation process should be done conversationally but can follow a more formal process if the matter is contentious.
- 3.1.3. Members can press an issue but may be cautioned by the Chairperson for vehement behaviour, and further silenced if the member's conduct is disorderly or is otherwise preventing others from giving their fair amount of input.

#### **3.2. Continuation**

- 3.2.1. The Forum will continue regardless of any temporary absence of members but will take regular recesses when appropriate.
  - 3.2.1.1. A temporary absence shall not constitute a loss of quorum.
- 3.2.2. The Forum will continue as long and as late as necessary so long as a quorum is willing to continue.
  - 3.2.2.1. The Forum may permit a smaller group to carry out other work in parallel to or outside of normal proceedings.
- 3.2.3. Some members may be asked to assist in staffing some aspect of the Forum and be temporarily absent, but such members have the right to withhold their vote until fully informed on any matter brought to a vote.

#### **3.3. Group Deliberation**

- 3.3.1. Where a matter requires substantial deliberation, the Chairperson may ask for the Forum to discuss the matter in smaller groups, and for each group to report on any developments or consensus they arrive on. Voting procedures, if necessary, shall remain the same.

#### **3.4. Conference Calling**

- 3.4.1. All conference calling should be done through readily available, free and good internet calling platforms.
- 3.4.2. Video need not be streamed through the conference call, only audio is necessary.
- 3.4.3. The conference call should be recorded. The Chairperson or Secretary will retain the recording for the purposes of drafting the necessary reports. Once all official reports are completed however, the recordings should be deleted.
  - 3.4.3.1. In the event that no conference call is needed, the Forum can still be recorded by the choice of either the Secretary or Chairperson for the purposes of assisting the drafting of reports.

3.4.4. In the event of a loss of connection to members attending via a conference call, the following procedure should be followed:

- a. A member who notices the loss of connection should say so immediately.
- b. The remote member should be given some time to reconnect. In the interim, the Forum may continue with some discussion provided that the remote member is later informed of any notable developments in these discussions.
- c. If the remote member cannot reconnect, the Chairperson will attempt to call or message the missing member through normal cellular services. The Chairperson will try to determine what the problem is and attempt some troubleshooting steps to resolve the problem
- d. After 10 minutes, the Chairperson should send notice to the remote member that the Forum needs to proceed, and the Forum will proceed in their absence. The absence will be considered a temporary absence until the current session has ended, and the absent member can re-join at any time. One physically present member should be assigned to assist the missing member in re-joining.

### **3.5. Overtime**

3.5.1. While it is inevitable that some items will run overtime, the Chairperson must ensure that later items of the Agenda are not diminished by prior items running overtime.

3.5.2. Approximately 10% of the time available per the Agenda should be non-essential time, available as a contingency for overtime.

3.5.3. Should contingency time be insufficient, the Chairperson must propose that either the Forum continue late, or for less significant items to be struck from the agenda to make time. Items that are of significance to the National Partnership Conference have preference over items that are not.

3.5.4. Items struck to make time must be dealt with at a later meeting of the YLRT in the name of the Forum. As many members of the Forum as possible should also join that meeting electronically. Any such outcome from this meeting will be approved through ratification of the Official Report.



## **4. RESOLUTIONS**

### **4.1. Tabling a Matter**

4.1.1. A matter, being any item for decision, should be tabled in one of the following ways:

- a. The matter is listed in the agenda.
- b. The matter is arrived upon through prior deliberation.
- c. The matter spawns from another matter that could not be completely dealt with.

4.1.2. Failing this, the Chairperson is within their rights to reject tabling a matter to prevent the forum from being potentially hijacked.

### **4.2. Deliberation**

4.2.1. A matter tabled must be deliberated upon. Every member should have an opportunity to have the floor. The Chairperson may direct the conversation to usher it to a conclusion, but every member can and should press to say what they think is important or convincing.

4.2.2. Usually the deliberation will move to one of three outcomes:

- a. A consensus is formed with the Forum in agreement.
- b. The forum is divided with support both for and against.
- c. There is uncertainty on the matter, and members are unsure of their stance.

4.2.3. In the case of the third outcome or similar, the Forum should continue to deliberate as long as possible or must otherwise abandon the matter. The matter should not move to a motion until adequate deliberation is complete or the motion risks being ill-conceived.

### **4.3. Proposing a Motion**

4.3.1. Following successful deliberation, the Chairperson may hear a proposal to move a matter to a motion. The wording should be precisely recorded, and the intent and all due conditions should be clear and adequately recorded in the minutes.

4.3.2. The Motion will then be adopted or rejected either by unanimous decision or by vote. A successful motion is then a resolution. A defeated motion need not be recorded in the Record of Resolutions but must still be detailed in the Minutes. In either case the outcome and the voters' roll call should be detailed in the minutes.

### **4.4. Recording the Resolution**

4.4.1. A resolution should be recorded in a compact but concise set of wording within the Record of Resolutions for the forum. The following should be implicit:

- a. What forum made the resolution?

- b. Who does the resolution concern?
- c. What conditions was the resolution subject to?
- d. What were important things that were considered?

4.4.2. The Forum must ratify the Record of Resolutions and the Secretary must ensure that every resolution is consistent with the Minutes. Any disagreement must be resolved by the quorum that supposedly passed the resolution as soon as possible, which may be done electronically.

## **5. DISCIPLINE**

### **5.1. Supremacy of the Scout Law**

5.1.1. The Scout Law constitutes the basis for all matters of internal discipline.

### **5.2. Internal Discipline**

5.2.1. The Forum will handle all matters of internal discipline by the normal processes of deliberation and voting.

### **5.3. External Discipline**

5.3.1. Where an act of such a nature that it is a matter of policy, the discipline must be handled externally per the Members Code of Conduct and Disciplinary Policy.

### **5.4. Removal of the Chairperson**

5.4.1. A motion of removal of the Chairperson will constitute a motion for expulsion.

5.4.2. The Secretary will assume the Chair both for such a motion and until a new Chairperson is elected by vote.

5.4.3. Any member who brings forth such a motion must also submit a formal Grievance per the Members Code of Conduct and Disciplinary Policy against the Chairperson to justify such measures.

### **5.5. Expulsion**

5.5.1. A member may be expelled by a motion brought by the Chairperson as per the special voting requirements.

5.5.2. The Forum will continue regardless of the effects on quorum brought about by the absence of an expelled member. This will be done by enacting the Chairperson's powers to amend the requirements of quorum if necessary.

## **5.6. Silencing**

5.6.1. A member may be silenced for vexatious or disorderly behaviour, but such an act will lapse after the matter at hand lapses except in the event of expulsion.

## **5.7. Protection of Voting Rights**

5.7.1. No voting member can be stripped of their right to vote except by expulsion.

## **5.8. Referendums**

5.8.1. The Forum will not entertain any notion of a referendum other than those required by external processes.

## **5.9. Appeals**

5.9.1. A member can appeal a disciplinary act by the Forum to the Chief Commissioner, and further to Chief Scout, whose decision will be final.

## **6. SPECIAL CIRCUMSTANCES**

### **6.1. Proposed Amendments to the SSA Constitution**

6.1.1. A proposed amendment to the SSA Constitution is a substantial undertaking and is not to be done lightly. The SSA Constitution defines its own rules of amendment, and so the following is done to accommodate this, and the persons involved:

- a. The matter must be tabled in the agenda.
- b. The proposed amendment will be a matter of utmost importance, and all other matters may be set aside, if necessary, to give sufficient time to the matter of the proposed amendment.
- c. An extensive review of policy must be conducted beforehand to determine if the matter cannot rather be resolved by an amendment to policy.
- d. The Chairperson will consult the Chief Scout on the issue concerned to clarify if the need is not already accommodated for in the standing Constitution. The Chief Scout's interpretation of the Constitution will be final.
- e. If the Chief Scout agrees that an amendment is necessary, the Chief Scout will address the Forum and will provide any advice as he or she wishes to confer.
- f. The Forum will proceed to draft a proposed amendment and, if sufficiently supported, is to be signed by all who support it.
- g. The proposed amendment will be delivered to the CEO, and from there the Constitution's processes will carry the proposal forward.

## **6.2. Proposed Amendments to Policy**

- 6.2.1. Proposing an amendment to SSA Policy should be done with adequate consideration for the standing policy structure as a whole, and must be specific in its wording:
  - 6.2.1.1. The proposal must detail all items of policy affected by the proposed amendment.
  - 6.2.1.2. The proposal will exhaustively detail all proposed additions or modifications of policy.

## **6.3. Proposing a new Policy**

- 6.3.1. The forum may move to propose a new Policy altogether. In doing so the following should be done:
  - 6.3.1.1. The proposal should outline the scope and intention of the proposed new policy and adequately motivate for its existence.
  - 6.3.1.2. The proposal should identify any existing policy that should be migrated to the new policy.
  - 6.3.1.3. The Forum will not presume to draft the policy, and the Manco's authority over this will be respected.

## **6.4. Amendments to this Document**

- 6.4.1. If this document was amended by the YLRT, the next Forum is free to review such amendments, but the Chairperson may address the forum to justify the YLRT's amendments.
- 6.4.2. No amendments to this document may erase or otherwise manipulate the records of prior forums, or otherwise allow such to happen.

## **6.5. Formation of a Team**

- 6.5.1. The Forum may pass a motion to form or disband a team to work on advancing an aspect of Young Leaders Involvement.
- 6.5.2. The team must act in a manner consistent with the Patrol System.
- 6.5.3. Each member of the team must be appointed in a manner consistent with current policy.
- 6.5.4. The team will not seek to institute a parallel structure and must fall under the jurisdiction of the YLRT, the Manco, a National Team or a Regional Team.

## **6.6. Disablements**

- 6.6.1. Any disabled participant is entitled have their normal assistants present and normal devices used to best mitigate the effects of their disablement. The Forum has a collective responsibility to ensure that such persons may participate in the Forum to the best of their ability and the Forum is to do their best to accommodate these members.

6.6.2. However, any such persons are responsible for ensuring that the Chairperson is informed of their situation, and the Forum will not be withheld from proceeding with its business by any representative who fails to take the necessary action to ensure they are adequately accommodated.

## **7. DOCUMENTATION**

### **7.1. Reporting**

7.1.1. The Chairperson and Secretary will be jointly responsible for compiling all reports giving record to the proceedings of the Forum.

7.1.2. Only written accounts and physical recordings are considered official record.

7.1.3. A brief report summarising resolutions of the Forum should be completed by the Chairperson and Secretary overnight for the National Partnership Conference.

7.1.3.1. The brief report will not require ratification but should be freely accessible to all other members of the Forum at any time.

7.1.3.2. The report can be further worked on during the National Partnership Conference by triaging matters according to when they may be necessary per the agenda of the Conference.

7.1.3.3. By the end of the National Partnership Conference the brief report must be complete, shared with all participants to allow them to raise any objections or corrections. Following which, the brief report will form the basis of the Official Report.

7.1.4. The Official Report should be completed after the National Partnership Conference by the Chairperson in consultation with the Secretary and with input from other members.

7.1.4.1. The report should be concise but consolidated and should not exceed approximately 15 pages of content.

7.1.4.2. The report will include the official Minutes of the Forum completed by the Secretary, and a Record of Resolutions completed by the Chairperson. The two are to be crosschecked for consistency.

7.1.4.3. The draft should be circulated first to the Secretary for fact-checking, and then to all members of the Forum for ratification. Members will have 30 days to raise any objection, thereafter their approval will be assumed.

7.1.4.4. During the ratification period the Chairperson may share the report with the Manco for their information.

7.1.4.5. After any necessary amendments stemming from objections, the Official Report will be signed by the Chairperson and the Secretary and proposed by the Chairperson to the Chief Scout for endorsement.

7.1.4.6. Once signed by the Chief Scout the report is final.

7.1.5. The Record of Resolutions for all forums should be compiled word-for-word together into a single document titled Resolutions of the National Youth Forum.

## **7.2. Financial Reporting**

- 7.2.1. The Chairperson or the responsible individual who presides over the Budget and is responsible for all financial reporting of the Forum.
- 7.2.2. All financial reporting is to be done in accordance with the Finance Fundraising and Administration Policy for a National Event, however some parts may be accounted for separately as part of the National Partnership Conference if the Forum occurred in conjunction with the Conference.
- 7.2.3. All debts of the Forum are to be settled by one week after the conclusion of the Forum.

## **7.3. Media**

- 7.3.1. The Forum will permit members of the Marketing Team to freely record and publish content covering the Forum and must make every effort to support these efforts.