

Boy Scouts of the Philippines  
**NATIONAL OFFICE**  
Manila

17 February 2014

**NATIONAL OFFICE MEMORANDUM**

No. 15

Series of 2014

**TO :** REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE

**SUBJECT :** GUIDELINES FOR THE CONDUCT OF SCOUT YOUTH FORUMS

1. The Scout Youth Forum, a primordial part of the Youth Development Program of the Boy Scouts of the Philippines is organized to fill in the need and the clamor for youth participation in the decision-making process in the Scout Movement, especially in matters and issues directly affecting them, and serves as a laboratory for the development of leadership from among our young Scouts.
2. The Scout Youth Forum is also an educational tool to support the process of developing youth participation. It is an event that empowers and inspires young people through a participatory approach, helping them to develop skills in decision-making which can be used within Scouting and in society. The Forum is a place for information, training and concrete experience of discussing and acquiring a deeper understanding of various issues. It is also a source of inspiration by providing the contact with new people, fresh ideas, innovative thoughts, different experiences and working methods.
3. Article I of the Constitution of the World Organization of the Scout Movement supports and bolsters our responsibility to the young people. It clearly provides, "The purpose of the Scout Movement is to **contribute to the development of young people** in achieving their **full physical, intellectual, social** and spiritual **potentials as individuals, as responsible citizens** and as members of their local, national and international communities." (emphasis supplied)
4. Relative to the preceding paragraphs, it is hereby made as a matter of record, **the strict implementation of the stipulated guidelines in the conduct of the Scout Youth Forum at all levels.**
5. The conduct of the Scout Youth Forum, including the election of the Scout Representatives to the different policy-making bodies of the Boy Scouts of the Philippines is in accordance with the mandate of the law, as stipulated in Section 5(e) of the Commonwealth Act No. 111 as amended by Presidential Decree No. 460 and Republic Act No. 7278 respectively.
6. The conduct of the Scout Youth Forum ensures actual representation of the primary stakeholders of this Movement – the boy, the young people, those directly affected by the policies and programs enacted by its different policy-making bodies at all levels.
7. The Council Scout Executives, Officers-in-Charge and Regional Scout Directors shall ensure that the elected Scout Representatives assume their posts as the Boy Scout Representative to the different policy-making bodies of the organization as mandated members.

8. From time to time, the Program and Adult Resources Development Unit of the Field Operations Division shall monitor the implementation of these Guidelines and shall cause the creation of an annual list of Scout Representatives to the different policy-making bodies of the Boy Scouts of the Philippines for reference.
9. Necessary attachments in the guidelines provided are herein attached.
10. Should there be any concern, clarification and/or query relative to the attached guidelines, you may course it directly to the Field Operations Division, through Mr. Rogelio S. Villa, Jr. at [roger.villa@scouts.org.ph](mailto:roger.villa@scouts.org.ph), Mr. Yasser F. Sarona at [yaz.sarona@scouts.org.ph](mailto:yaz.sarona@scouts.org.ph) or through Mr. Kenny Ralph S. Fernando at [kenny.fernando@scouts.org.ph](mailto:kenny.fernando@scouts.org.ph).
11. For your information, guidance and strict compliance.



**WENDEL E. AVISADO**  
SVP and Acting Secretary General

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GENERAL GUIDELINES FOR THE CONDUCT OF SCOUT YOUTH FORUMS

1. **Qualification.** For an individual to qualify to participate in a Scout Youth Forum, the following standards **must be met**:
- a. Must be a currently registered Senior Scout
  - b. Must have been elected in prior levels of the Scout Youth Forum
2. **Participation.** The determination of the participants to the Scout Youth Forum is **by virtue of ELECTIONS only, not by selection, term-sharing, appointment or any other methods**. The required number of voting delegates to the different levels of the Scout Youth Forums shall be as follows:

FORUM LEVEL	NUMBER OF REQUIRED VOTING DELEGATES
Council Scout Youth Forum	Two (2) Scouts per institution
Regional Scout Youth Forum	Three (3) Scouts per council
National Scout Youth Forum	Six (6) Scouts per region

Councils and/or regions may send more than the required number of participants to any level of the Scout Youth Forum. But, it must be noted that **those participants exceeding the required number of voting delegates shall be classified as ‘Observers’ only and shall not have any voting rights** relative to the elections conducted in the Scout Youth Forum.

It must properly be emphasized that representation is by virtue of election, by the patent will and trust of the majority, of the electorates to the candidates. Thus, official voting powers must not and should never be transferred from the official voting delegate to the observer. The blatant act of transfer of voting right solely for political and/or other purpose is arbitrarily whimsical and utterly capricious. The votes and the independence of the participants should never be abrogated and infringed upon.

3. **Conduct and Duration.** The Scout Youth Forum must be conducted in **at least three (3) days and two (2) nights** in order to take up all matters necessary relevant to the Scout Youth Forum. The program of which shall be determined by the Organizing Committee prior to the conduct of the same.
- The Scout Youth Forum must be conducted at all levels (Council, Regional and National) and must adhere to these guidelines. The different Local Councils are also encouraged to conduct preparatory levels of the Scout Youth Forum in the Institution, Area, District or Municipality.
4. **Program.** The conduct of the Scout Youth Forum **must adhere to the standard program in all levels**. For reference, herein attached and docketed as ‘Annex A’ is the General Program. The Organizing Committee may adjust the schedule as deemed necessary and appropriate.
5. **Procedures.** The procedures in the conduct of the Scout Youth Forum at all levels **must strictly adhere and conform to basic parliamentary rules and procedures** in order to govern the proceedings of the same. Resource persons may be invited during the Pre-Forum Activity to speak about the basics of the Parliamentary Rules and Procedures.
6. **Resolutions.** The resolutions in the Scout Youth Forum must go through **three (3) readings**. The **First Reading** shall be the **Selection of Topics for Discussion**, usually held during the First Plenary Session. Each topic must be presented and defended by the discussion crew in front of the Assembly during the initial floor debate and interpellation.

If a topic has been approved by the Assembly, it will proceed to the **Second Reading** usually during the Second and Third Plenary Sessions. During the Second Reading, the approved topics for discussion are presented using the SPEAR Method (**Presentation of Resolution**). Floor debates and interpellation are present. The Assembly shall be the approving authority.

If approved, the Steering Committee finalizes, edits and calibrates the resolution for the **Third and Final Reading** during the Fourth Plenary Session, a joint session between the Organizing and

Steering Committees. In the Fourth Plenary Session, the Steering Committee shall present the resolutions for the **final review and approval** of the Organizing Committee.

Resolutions approved at the Council and Regional levels shall be furnished to the Council and Regional Program Commissioners for initial review and appropriate action in their respective jurisdictions.

Resolutions approved at the National Scout Youth Forum shall be furnished to the Program and Adult Resources Development Unit of the Field Operations Division for further review, study and appropriate action, prior to the presentation in the National Executive Board by the Scout Representative.

7. **Elections.** There are only **two (2) required elections** in the Scout Youth Forum – [1] the election for the forum officials or otherwise known as the Steering Committee and [2] the election of the Scout Representatives to represent the Boy Scout membership to their respective policy-making bodies.

The manner of elections must be uniform in all levels of the Scout Youth Forum, so as not to put a mockery to and jeopardize the system. Democracy must then be at the core of every proceeding. The **Rules of Election** is hereby attached and docketed as “Annex B” for reference and compliance.

Any and all forms of elections in Scout Youth Forums should be free from any form of external influence and control, if only to afford them independence, free expression and their inherent freedom of choice, and of self-determination. It must be noted that any external influence and control denies actual representation of the Boy Scout membership to the various hierarchies of policy-making bodies of the Boy Scouts of the Philippines. The Scout Youth Forum is where representatives of the grass roots are being selected to form part of this policy-making bodies, in order to afford representation of the same. The decision to choose solely rests on the boy.

8. **Scout Representatives.** Scout Representatives shall be **elected from among the official voting delegates** to the Scout Youth Forums only. These representatives shall be the **boy representative** to the Local Council Executive Boards, Regional Scout Committees and/or the National Executive Board, whichever is applicable. Below is the table for the required number of representative to the different policy-making bodies of the Boy Scouts of the Philippines:

POLICY-MAKING BODY	NUMBER OF REPRESENTATIVES
Local Council Executive Board (LCEB)	Two (2) Scout Representatives
Regional Scout Committee (RESCOM)	Two (2) Scout Representatives
National Executive Board (NEB)	One (1) Scout Representative each from Luzon, Visayas and Mindanao

The elected Scout Representatives shall enjoy a term of **one (1) year** from the date of their election.

9. **Forum Adviser.** The Forum Adviser to the Council and Regional Scout Youth Forums shall be determined by the Council Scout Executives/Officers-in-Charge and Regional Scout Directors respectively. The Forum Adviser to the National Scout Youth Forums shall be determined by the National Office of the Boy Scouts of the Philippines.

**The Forum Adviser shall be the only adult leader that is allowed to intervene in the conduct of the Scout Youth Forum.**

10. **Non Intervention Clause.** Professional staff, outfit advisors, adult leaders and any other entity not deemed to be part of the official forum body shall **NOT** be allowed to intervene, interfere and/or involve themselves in the official conduct of the Scout Youth Forum. Should there be any policy or administrative concerns expressed by the same, these shall be coursed through the official Forum Adviser and not directly to the forum body.
11. **Organizing Committee.** The Organizing Committee, as a collegial body, assists the forum officials in the conduct of the Scout Youth Forum. The Chairperson presides over all plenary sessions until the

forum officials are duly elected, and assumes the same in the Joint Session. The Committee shall be the final reviewing and approving authority of the forum resolutions.

The Committee shall be composed of outgoing Scout Representatives. They shall select from among themselves the Chairperson. However, in National Scout Youth Forums, the outgoing Regional Scout Representative to the National Executive Board shall assume as Chairperson. In the case of the six (6) scouting regions from Luzon, only one (1) Scout Representative shall be sent as member of the Committee.

In Council and Regional Scout Youth Forums, the Project Officer may opt to place additional members to the Committee, provided that such members have already attended higher level of forums.

The Forum Adviser shall form part of the Committee in *ex-officio* capacity.

**12. Reports.** Within **fifteen (15) working days** upon the conduct of the Scout Youth Forum, the following reports shall be transmitted to the respective offices:

- a. **After Action Report.** An after action report must be submitted by the Project Officer to the Regional or the National Office detailing the conduct of the Scout Youth Forum, inclusive of salient details relative thereto and the names of the elected scout representatives and voting delegates to the next level of the Scout Youth Forum.
- b. **Post Forum Report.** A post forum report must be transmitted by the Organizing and the Steering Committees of the Scout Youth Forum to the Council, Regional or National Office, whichever is applicable, detailing the proceedings of the Scout Youth Forum inclusive of the minutes of the plenary sessions, resolutions that were approved, necessary annexes, result of the elections, recommendation from the forum adviser, among others.
- c. **Certificate of Election.** A Certificate of Election for the Scout Representatives duly elected to represent the Boy Scout membership in the National, Regional and Local Council Executive Boards shall be made, signed and submitted to the Council, Regional and National Office for reference. A *pro forma* copy of the Certificate of Elections is hereby attached and docketed as 'Annex C'.
- d. **Endorsement Letter.** An endorsement letter enumerating the names and institutions/councils of the winners for Scout Representatives and Voting Delegates to the higher level of the Scout Youth Forum must be transmitted by the Chairman of the Organizing Committee, duly noted by the Forum Adviser to the Council, Regional and National Offices respectively.

The names reflected in the endorsement letter shall be the only ones to be recognized as official voting delegates to the higher level of the Scout Youth Forum.

The Reports shall form part of the **Required Reports** of the Boy Scouts of the Philippines. Rules imposed by the National Office relative to the required reports shall herein be applied.

**STANDARD PROGRAM**  
Scout Youth Forums

<b>DAY/ SESSION</b>	<b>FIRST DAY</b>	<b>SECOND DAY</b>	<b>THIRD DAY</b>
Pre-Morning Activities	Arrival Registration • Billeting	BREAKFAST Morning Revelries	BREAKFAST Morning Revelries
MORNING SESSION	<b>Opening Ceremonies</b>  Integration Session (Team Building Activity • Groupings)  Orientation (Parliamentary Rules and Procedures)	<b>Third Plenary Session</b> Approval of the Minutes Presentation of Resolutions Floor Discussion and Interpellation Actions on Resolutions Presented Announcements	<b>Fifth Plenary Session</b> Approval of the Minutes Appraisal of Roles of the Representatives Approval of the Rules of Election Election of Scout Representatives Election of Voting Delegates Announcements
Off-Session Activities	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
AFTERNOON SESSION	<b>First Plenary Session</b> Adoption of Rules and Procedures Election of Forum Officials Selection of Topics for Discussion Announcements	<b>Fourth Plenary Session (Joint Session)</b> Formal Turn Over Approval of the Minutes Entry of Appearance Presentation of Approved Resolutions Floor Discussion and Interpellation Actions on Resolutions Presented Reading of the Approved Resolutions Announcements	<b>Closing Ceremony</b> Report on the Evaluations Presentation of Certificates Turn Over of Approved Resolutions Challenge Response  <b>DISPERSAL HOME SWEET HOME</b>
Off-Session Activities	<b>DINNER</b>	<b>DINNER</b>	
EVENING SESSION	<b>Second Plenary Session</b> Formal Turn Over Approval of the Minutes Formulation of Resolutions Presentation of Resolutions Floor Discussion and Interpellation Actions on Resolutions Presented Announcements	Forum Evaluation  <b>Forum Socials</b>  Collation and Summary of Evaluation Results	

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**RULES OF ELECTION**  
Scout Youth Forums

**Governing and Ruling Authority**

- 1. *Facilitators.* The Organizing Committee shall facilitate the smooth and orderly flow of the election process, with its Chairman as the Presiding Officer. The Committee has the sole authority to attend to, intervene and decide on any disputes pertaining to the election. The decision of the Organizing Committee, as a collegial body is final, irrevocable and executory.
- 2. *Non Intervention Clause.* Professional staff, outfit advisors, adult leaders and any other entity not deemed to be part of the official forum body shall not be allowed to intervene, interfere and/or involve themselves in the conduct of the elections or in any formal plenary of the forum. Should there be any policy or administrative concerns expressed by the same, these shall be coursed through the Forum Adviser and not directly to the forum body.
- 3. *Grievances.* Any questions and grievances coming from the forum body shall be entertained and acted upon immediately by the members of the Organizing Committee during and/or within the election process or before the official proclamation of the winner. Any question and objection raised after the winner had been declared shall not be entertained.

**Representation**

- 1. Each institution/council/region can be represented in the election by a maximum of two (2) nominees.
- 2. The nominee should be part of the official voting delegates only.
- 3. Each nominee will be given two (2) minutes only to express himself and to present his programs and platforms.
- 4. Nominees can only stay at the Plenary Hall to cast their votes. Right after voting, they shall proceed to a designated area in order to start the canvassing and the counting of votes.
- 5. The required number of voting delegates is as follows:

FORUM LEVEL	NUMBER OF REQUIRED VOTING DELEGATES
Council Scout Youth Forum	Two (2) Scouts per institution
Regional Scout Youth Forum	Three (3) Scouts per council
National Scout Youth Forum	Six (6) Scouts per region

- a. The voting delegates shall only be those duly elected from the preceding level of the Scout Youth Forum.
- b. Observers to the Scout Youth Forum do not have any voting right.

- c. Voting powers are not transferable from the official voting delegate to the observer.
6. The provisions of the Organic Law of the Boy Scouts of the Philippines clearly state that ‘boy representative’ shall be elected in all levels of the Scout Youth Forum.

**Manner**

- 1. *General Rule.* The manner of the election process is through secret balloting. In case of a tie, the ties should be resolved via [1] *viva voce* (voice vote or by raising of the hand) or [2] toss coin.
- 2. *Nominations.* The number of nominees must conform to the rules stated in Item 1 of Representation.
- 3. *Number of Nominees in the Ballot.* From the list of nominees, the voting delegate must vote for the corresponding required number of nominees only. For reference, the table below reflects the maximum number of names/nominees at voting delegate may write in the official ballot:

FORUM LEVEL	MAXIMUM NUMBER OF NAMES/NOMINEES
Council Scout Youth Forum	Three (3) nominees per voting delegate
Regional Scout Youth Forum	Six (6) nominees per voting delegate
National Scout Youth Forum	One (1) nominee per voting delegate

- a. Ballots having more than the required number of nominees shall render the ballot null and void.
  - b. Misspelled names are deemed valid.
4. Ballots shall contain serial numbers duly designated by the Organizing Committee. Only ballots with authenticated serial numbers shall be used during the elections. Ballots not containing the same shall render it null and void.
5. The official voting delegates shall be given ten (10) minutes only to cast their votes.
6. After the election, the ballots shall be canvassed and counted in front of the forum body.
7. Immediately after, the Chairman of the Organizing Committee shall proclaim the winner.



**CERTIFICATE OF ELECTION**

This is to certify that the following scouts, whose names are stated below, have been duly elected as Scout Representatives to the

- ☐ Local Council Executive Board
- ☐ Regional Scout Committee
- ☐ National Executive Board

of \_\_\_\_\_ during the conduct of the ☐ Council ☐ Regional Scout Youth Forum held at \_\_\_\_\_ on \_\_\_\_\_.

*Scout Representatives*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Furthermore, this is to certify that an election has been duly conducted for the purpose and that the above-stipulated information are true and correct as reflected in pertinent records of the Scout Youth Forum.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_.

The Organizing Committee:

_____	_____
Chairman	
_____	_____
Vice Chairman	Secretary
_____	_____
Member	Member

Attested:

\_\_\_\_\_  
Forum Adviser