

DRAFT RULES OF PROCEDURE

CHAPTER I - AGENDA

Rule 1

The Conference may amend the agenda at any time or give priority to certain items.

CHAPTER II - REPRESENTATION AND CREDENTIALS

Rule 2

Delegations shall consist of not more than five duly accredited representatives and five alternate representatives and as many advisors, experts and persons of similar status as may be required.

Rule 3

The credentials of representatives and the names of other members of delegations shall be submitted to the Executive Secretary without delay. The credentials may take the form of a document signed by the Head of the State or of a note signed by the Minister for Foreign Affairs or the principal resident representative to the United Nations.

Rule 4

Upon written notice to the Executive Secretary by the chairman of the delegations an alternate representative may act as a representative.

Rule 5

A Credentials Committee shall be appointed as soon as possible after the commencement of the Conference. It shall consist of nine members who shall be appointed by the Conference upon the proposal of the President. The Committee shall examine the credentials of representatives and report to the Conference upon them without delay.

Rule 6

Pending the decision of the Conference upon the report of the Credentials Committee all representatives shall be entitled provisionally to take their seats in the Conference.

CHAPTER III - OFFICERS

Rule 7

The Conference shall elect a President and five Vice-Presidents from the chairmen of the delegations. The Vice-Presidents shall be elected on the basis of ensuring the representative character of the General Committee.

/Rule 8

Rule 8

If the President is absent from a meeting or any part thereof, a Vice-President nominated by him shall preside.

Rule 9

If the President ceases to be a representative of a delegation or is so incapacitated that he can no longer hold office, a new President shall be elected.

Rule 10

A Vice-President acting as President shall have the same powers and duties as the President.

Rule 11

The President or a Vice-President acting as President shall participate in the proceedings of the Conference as such and not as a representative of a delegation.

CHAPTER IV - GENERAL COMMITTEE

Rule 12

There shall be a General Committee of twelve members, no two of whom shall be drawn from the same delegation, and which shall be so constituted as to ensure its representative character. It shall comprise the President of the Conference who shall preside, the Vice-Presidents and the Chairmen of the principal committees of the Conference.

Rule 13

If a Vice-President of the Conference finds it necessary to be absent during a meeting of the General Committee, he may designate a member of his delegation as his substitute. A Chairman of a Committee shall, in case of absence, be represented by the Vice-Chairman of that Committee. A Vice-Chairman shall not have the right to vote if he is of the same nationality as another member of the General Committee.

Rule 14

The General Committee shall assist the President in the general conduct of the business of the Conference and in the co-ordination of the work of the Committees.

CHAPTER V - SECRETARIAT

Rule 15

The Executive Secretary shall act in that capacity at all meetings. He may appoint another member of the staff to take his place at any meeting.

Rule 16

The Executive Secretary shall provide and direct such staff as is required by the Conference, shall be responsible for making all necessary arrangements for meetings and generally shall perform all other work which  
/the Conference

the Conference may require.

Rule 17

The Executive Secretary or his deputy may at any time make oral or written statements concerning any question under consideration.

CHAPTER VI - CONDUCT OF BUSINESS

Rule 18

A majority of the states entitled to vote in the Conference shall constitute a quorum.

Rule 19

In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of each plenary meeting of the Conference, and at such meetings shall direct the discussions, accord the right to speak, put questions to the vote, announce decisions, rule on points of order and, subject to these rules of procedure, have complete control of the proceedings. The President may also call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 20

During the discussion of any matter a representative may raise a point of order. In this case the President shall immediately state his ruling. If his ruling is challenged, the President shall immediately submit it to the Conference for decision and it shall stand unless overruled.

Rule 21

During the discussion of any matter a representative may move the adjournment of the debate. Any such motion shall have priority. In addition to the proposer of the motion, one representative may be allowed to speak in favour of, and two representatives against, the motion.

Rule 22

A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. In addition to the mover of the motion, not more than one representative may be granted permission to speak in favour of the motion and not more than two representatives may be granted permission to speak against the motion, after which the motion shall be put to the vote immediately.

Rule 23

During the course of a debate the President may announce the list of speakers and, with the consent of the Conference, declare the list closed. He may, however, accord a right of reply to any representative if a speech delivered after he has declared the list closed makes this desirable.

Rule 24

Rule 24

The Conference may limit the time allowed to each speaker.

Rule 25

Proposals and amendments shall normally be introduced in writing and handed to the Executive Secretary who shall circulate copies to all representatives. As a general rule any such proposal shall not be discussed or put to the vote at any meeting unless copies of it have been circulated to all representatives not later than twelve hours before the commencement of the meeting. This requirement may be waived at the discretion of the President or the Chairman concerned.

Rule 26

If two or more proposals are moved relating to the same question, the Conference shall first vote on the most far-reaching proposal and then on the next most far-reaching proposal and so on. The Conference shall, after each vote, decide whether or not it wishes to vote on the next proposal. The most far-reaching proposal means the proposal the adoption of which would result in the greatest change from the existing situation.

Rule 27

When an amendment is moved to a proposal, the amendment shall be put to the vote first, and if it is adopted, the amended proposal shall then be put to the vote.

Rule 28

When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal, then, if necessary, on the amendment next furthest removed, and so on until all the amendments have been put to the vote.

Rule 29

The Conference may, at the request of a representative, decide to put a proposal or resolution to the vote in parts. If this is done, the text resulting from the series of votes shall be put to the vote as a whole.

CHAPTER VII - VOTING

Rule 30

Decisions of the Conference shall be made by a majority of the Members of the United Nations present and voting.

Rule 31

For the purposes of these rules the phrase "Members present and voting" means Members casting an affirmative or negative vote. Members which abstain from voting shall be considered as not voting.

Rule 32

Rule 32

The Conference shall normally vote by show of hands. If any representative requests a roll call, a roll call shall be taken in the English alphabetical order of the names of the Members.

Rule 33

After the President has announced the beginning of a vote, no representative shall interrupt the vote except on a point of order in connection with the actual conduct of the vote. Explanations of their votes by representatives may, however, be permitted by the President either before or after the vote.

Rule 34

All elections shall be decided by secret ballot.

Rule 35

If, when only person or state is to be elected, no candidate obtains in the first ballot the necessary majority, a second ballot shall be taken, confined to the candidates obtaining the largest number of votes. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

Rule 36

When two or more elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the required majority shall be elected. If the number of candidates obtaining such majority is less than the number of persons or states to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, the number of the candidates being not more than twice as many as the places remaining to be filled.

Rule 37

If a vote is equally divided upon matters than elections, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

CHAPTER VIII - LANGUAGES

Rule 38

Chinese, English, French, Russian and Spanish shall be the official languages of the Conference. English and French shall be the working languages.

Rule 39

Speeches made in either of the working languages shall be interpreted into the other working language.

Rule 40

Rule 40

Speeches made in any of the other three official languages shall be interpreted into both working languages.

Rule 41

Any representative may make a speech in a language other than the official languages. In this case he shall himself provide for interpretation into one of the working languages. Interpretation into the other working language by an interpreter of the Secretariat may be based on the interpretation given in the first working languages.

CHAPTER IX - RECORDS

Rule 42

Verbatim records of the plenary meetings of the Conference and of the meetings of its principal committees in the working languages shall be kept by the Secretariat.

Rule 43

Summary records of the plenary meetings of the Conference and of the meetings of its principal committees in the working languages shall be kept by Secretariat. They shall be sent as soon as possible to all representatives who shall inform the Secretariat not later than twenty-four hours after the circulation of the summary record of any changes they wish to have made.

Rule 44

Sub-Committees may decide upon the form of their records.

CHAPTER X - PUBLICITY OF MEETINGS

Rule 45

The plenary meetings of the Conference and the meetings of its Committees shall be held in public unless the body concerned decides that exceptional circumstances required that a particular meeting be held in private.

Rule 46

The meetings of sub-committees shall be held in private.

Rule 47

At the close of any private meeting the chairman of the body concerned may issue a communique to the press through the Executive Secretary.

CHAPTER XI - COMMITTEES AND SUB-COMMITTEES

Rule 48

Such committees and sub-committees as may be necessary for the performance of the functions of the Conference may be established.

Rule 49

Each committee and sub-committee shall elect its own officers.

Rule 50

Rule 50

A Chairman of a Committee or a Vice-Chairman acting as Chairman shall participate in the proceedings of the Committee as such and not as a representative of a delegation.

Rule 51

The provisions of rules 19 to 36 shall be applied in the proceedings of committees and sub-committees.

Rule 52

A majority of the representatives upon a committee or sub-committee shall constitute a quorum.

Rule 53

Committees and sub-committees may, by agreement, decide to adopt rules of procedure regarding interpretations or translations of a more simple character than those laid down in these rules.

CHAPTER XII - PARTICIPATION OF THE SPECIALIZED  
AGENCIES AND NON-GOVERNMENTAL ORGANIZATIONS

Rule 54

Representatives of the specialized agencies may participate without vote in the work of the Conference in accordance with the agreements of relationship concluded between them and the Economic and Social Council.

Rule 55

The Conference shall accord to non-governmental organizations approved by the Economic and Social Council the same rights and privileges as are accorded to them by the Council itself.

CHAPTER XIII - AMENDMENTS

Rule 56

These Rules of Procedure may be amended by a decision of the Conference after a committee has reported on the proposed amendment.

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