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SUGGESTED RULES OF PROCEDURE OF THE
PREPARATORY COMMITTEE OF THE INTERNATIONAL CONFERENCE
ON TRADE AND EMPLOYMENT

CHAPTER I - AGENDA

Rule 1

The provisional agenda for each meeting shall be drawn up by the Executive Secretary in consultation with the Chairman and shall be communicated to the representatives as soon as possible after its preparation.

Rule 2

The first item upon the provisional agenda of any meeting shall be the adoption of the agenda.

Rule 3

The Preparatory Committee may decide to review, add to or delete from the agenda.

CHAPTER II - REPRESENTATION AND CREDENTIALS

Rule 4

Each member of the Preparatory Committee shall be represented by an accredited representative.

Rule 5

Each representative may be accompanied by such alternate representatives and advisers as he may require.

Rule 6

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary within one week of the opening meeting of the Preparatory Committee. The Chairman and the Vice-Chairman shall examine the credentials of representatives without delay and submit a report thereon to the Preparatory Committee for approval.

CHAPTER III - CHAIRMAN AND VICE-CHAIRMEN

Rule 7

The Preparatory Committee shall elect from its representatives Chairman, a First Vice-Chairman and a Second Vice-Chairman, who shall all hold office for the duration of the Preparatory Committee's existence.

Rule 8

If the Chairman is absent from a meeting, or any part thereof, the First Vice-Chairman, or in the latter's absence, the Second Vice-Chairman, shall preside.

Rule 9

If the Chairman ceases to represent a member of the Preparatory Committee, or is so incapacitated that he can no longer hold office, the First Vice-Chairman shall become Chairman. If the First Vice-Chairman ceases to represent a member of the Preparatory Committee, or is so incapacitated that he can no longer hold office, the Second Vice-Chairman shall take his place.

Rule 10

A vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Rule 11

The Chairman or a Vice-Chairman acting as Chairman shall participate in the meetings of the Preparatory Committee as such and not as the representative of the member by whom he was accredited. The Preparatory Committee shall permit an alternate representative to represent that member in the meetings of the Preparatory Committee and to exercise its right of vote.

CHAPTER IV - SECRETARIAT

Rule 12

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

Rule 13

The Executive Secretary shall provide and direct such staff as is required by the Preparatory Committee or by any of its committees or sub-committees.

Rule 14

The Executive Secretary, or his deputy acting on his behalf, may at any time upon the invitation of the Chairman of the Preparatory Committee or of the chairman of a committee or sub-committee, make either oral or written statements concerning any question under consideration.

Rule 15

The Executive Secretary shall be responsible for making all necessary arrangements for meetings of the Preparatory Committee and of its committees and sub-committees.

LONDON.
E/10/1/2.
Page 4.

CHAPTER V - CONDUCT OF BUSINESS.

Rule 16.

A majority of the members of the Preparatory Committee shall constitute a quorum.

Rule 17.

In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Preparatory Committee, shall direct the discussion, ensure the observance of these Rules, and shall accord the right to speak, put questions to the vote and announce decisions. The Chairman may also call a speaker to order if his remarks are not relevant to the subject under discussion.

Rule 18.

The chairman of a committee or a rapporteur appointed by a committee to present its report may be accorded precedence for the purpose of explaining the report.

Rule 19.

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

Rule 20.

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 one representative against the motion.

Rule 21

A representative may at any time move the closure of the debate whether or not any other representative has signified his wish to speak. Not more than two representatives may be granted permission to speak against the closure.

Rule 22

The Chairman shall take the sense of the Preparatory Committee on a motion for closure. If the Preparatory Committee is in favour of the closure, the Chairman shall declare the debate closed.

Rule 23

The Preparatory Committee may limit the time allowed to each speaker.

Rule 24

Proposed resolutions, amendments and substantive motions shall be introduced in writing and handed to the Executive Secretary who shall circulate copies to the representatives. Unless the Preparatory Committee decide otherwise, no such proposal shall be discussed or put to the vote at any meeting of the Preparatory Committee unless copies of it have been distributed to the representatives at least twenty-four hours before the meeting concerned.

Rule 25

Proposed principal motions and draft resolutions shall have precedence in the order of their submission.

Rule 26

Parts of a proposed motion or of a draft resolution shall be voted on separately at the request of any representative, unless the mover of the motion or resolution objects.

Rule 27

When an amendment revises, adds to or deletes from 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

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

Rule 29

It shall not be necessary for any proposed motion or draft resolution submitted by a representative on the Preparatory Committee to be seconded before being put to a vote.

CHAPTER VI - VOTING

Rule 30

Each member of the Preparatory Committee shall have one vote.

Rule 31

Decisions of the Preparatory Committee shall be made by a majority of the members present and voting.

Rule 32

The Preparatory Committee shall normally vote by show of hands except when any representative requests a roll call which shall then be taken in the English alphabetical order of the names of the members.

Rule 33

The vote of each member participating in any roll call and any abstentions shall be inserted in the record.

Rule 34

When the Preparatory Committee is deciding a question relating to individuals, a secret ballot shall be taken.

Rule 35

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

Rule 36

If the Preparatory Committee is equally divided when a vote is taken on a question other than an election, a second vote shall be taken at the next meeting. If the Preparatory Committee is then again equally divided, the proposal shall be regarded as rejected.

CHAPTER VII - LANGUAGES

Rule 37

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

Rule 38

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

Rule 39

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

Rule 40

Any representative may make a speech in a language other than an official language. In this case he himself must 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 language.

Rule 41

Verbatim records shall be drawn up in the working languages. A translation of the whole or any part of any verbatim record into any of the other official languages shall be furnished if requested by any representative.

Rule 42

Summary records shall be drawn up in the working languages. A translation of the whole or any part of any summary record into any of the other official languages shall be furnished if requested by any representative.

Rule 43

The Journal of the Preparatory Committee shall be issued in the working languages.

Rule 44

All resolutions, recommendations and other formal decisions of the Preparatory Committee shall be made available in the official languages. Upon the request of any representative, any other document of the Preparatory Committee shall be made available in any or all of the official languages.

CHAPTER VIII - RECORDS

Rule 45.

Summary records of the meetings of the Preparatory Committee and its committees shall be kept by the 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 records of any changes they wish to have made.

Rule 46.

Verbatim records of the meetings of the Preparatory Committee and its committees shall be kept by the Secretariat. One copy of the record of each meeting shall be sent as soon as possible to all representatives.

Rule 47.

The verbatim records of public meetings shall be available to the public. The verbatim records of private meetings shall be available to the members of the Economic and Social Council and to any other members of the Preparatory Committee not represented on the Economic and Social Council.

CHAPTER IX - PUBLICITY OF MEETINGS.

Rule 48.

The meetings of the Preparatory Committee shall be held in public unless the Preparatory Committee decides that exceptional circumstances require that a meeting be held in private.

Rule 49.

The meetings of the committees of the Preparatory Committee shall ordinarily be held in public. Each committee may decide that a particular meeting or meetings shall be held in private.

Rule 50.

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

Rule 51

After a private meeting has been held, the Executive Secretary, with the approval of the body concerned, may issue a communiqué to the press.

CHAPTER X - COMMITTEES AND SUB-COMMITTEES

Rule 52

The Preparatory Committee may set up such committees and sub-committees as it deems necessary for the performance of its functions.

Rule 53

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

Rule 54

The provisions of rules 17 to 40 inclusive shall be applied in the proceedings of committees and sub-committees.

Rule 55

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

Rule 56

A committee or sub-committee may appoint a rapporteur to present its report or for any other purpose it deems fit and necessary.

Rule 57

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

Rule 58

Sub-committees shall decide, in consultation with the Secretariat, upon the form of their records and the procedure to be followed with them.
