



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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# RULES OF PROCEDURE OF THE INDUSTRIAL DEVELOPMENT BOARD

as adopted by the Industrial Development Board  
on 10 December 1985 and 18 October 1988

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OF THE  
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Vienna, 1988

UNIDO/3/Rev.1  
18 November 1988

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# **RULES OF PROCEDURE OF THE INDUSTRIAL DEVELOPMENT BOARD**

## **I. GENERAL**

### **Rule 1**

#### *Authority for the present rules and interpretation*

1. The present rules of procedure are adopted under the authority of, and are subject to, the Constitution of the United Nations Industrial Development Organization. In the event of a conflict between any provision of the present rules and any provision of the Constitution, the Constitution shall prevail.
2. The description of the present rules in the table of contents and in their italicised headings, which were inserted for reference purposes only, should be disregarded in the interpretation of the rules.

### **Rule 2**

#### *Definitions*

As used in the present rules:

“Constitution” means the Constitution of the United Nations Industrial Development Organization;

“Organization” means the United Nations Industrial Development Organization;

“Conference” means the General Conference of the United Nations Industrial Development Organization;

“Board” means the Industrial Development Board of the United Nations Industrial Development Organization;

“Subsidiary organ” means a standing or *ad hoc* intersessional subsidiary body established by the Board pursuant to Article 7.3 of the Constitution;

A “Member” means a member of the United Nations Industrial Development Organization;

A “member of the Board” means a member of the Industrial Development Board of the United Nations Industrial Development Organization;

“Director-General” means Director-General of the United Nations Industrial Development Organization;

“Related agencies” refers to certain intergovernmental organizations, other than the specialized agencies, that have a relationship agreement or an established relationship with the United Nations.

## II. SESSIONS

### Rule 3

#### *Regular sessions*

1. The Board shall hold at least one regular session each year at such dates as determined by it at the previous session.<sup>1</sup> One regular session shall in any event be held sufficiently in advance of each regular session of the Conference, to prepare the provisional agenda for the Conference,<sup>2</sup> to adopt the programme of work and the corresponding regular budget and operational budget for the following fiscal period,<sup>3</sup> and to adopt the report of the Board for submission to the Conference,<sup>4</sup> so as to enable the Conference to consider the report(s) of the Board on its activities during the two-year period elapsed since the immediately preceding regular session of the Conference.

2. Five members of the Board or the Director-General may request an alteration of the date of a regular session. The Director-General shall forthwith communicate the request to the other members of the Board, together with appropriate observations, including financial implications, if any. If within fourteen days of the inquiry a majority of the members of the Board explicitly concurs in the request, the Director-General shall convene the Board accordingly.

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<sup>1</sup>Sentence based directly on Article 9.3 (a) of the Constitution.

<sup>2</sup>*Ibid.*, Article 9.4 (g).

<sup>3</sup>*Ibid.*, Article 14.3.

<sup>4</sup>*Ibid.*, Article 9.4 (c).



#### **Rule 4**

##### *Convening of special sessions*

1. Special sessions of the Board shall be convened by the Director-General at the request of a majority of all members of the Board.<sup>5</sup>
2. Any member of the Board may request the Director-General to convene a special session of the Board. The Director-General shall immediately inform the other members of the Board of the request and of the items proposed for consideration in the request, as well as of the estimated costs and relevant administrative considerations, and inquire whether they concur in it. If within twenty-one days of the inquiry a majority of all members of the Board explicitly concurs in the request, the Director-General shall convene a special session of the Board in accordance with rules 6 to 8.

#### **Rule 5**

##### *Ad hoc meetings during sessions of the Conference*

The Board may also meet during sessions of the Conference as provided in Article 14.6 of the Constitution.

#### **Rule 6**

##### *Dates of special sessions*

Special sessions of the Board normally shall be held within forty-five days of the receipt by the Director-General of a request for such a session from a majority of all members of the Board or of the concurrence of such majority as provided in paragraph 2 of rule 4, at a date set by the Director-General in consultation with the President of the Board, taking into account such observations as may have been made in the request for a special session.

#### **Rule 7**

##### *Place of sessions*

1. Sessions of the Board shall be held at the seat of the Organization, unless otherwise determined by the Board.<sup>6</sup> This may be done by written procedure when the Board is not in session.

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<sup>5</sup>Sentence reproducing textually Article 9.3 (a), second sentence, of the Constitution.

<sup>6</sup>Sentence reproducing textually Article 9.3 (b), second sentence, of the Constitution.

2. The actual additional costs directly or indirectly involved in holding a session away from the seat of the Organization shall be borne by the host Government.

### **Rule 8**

#### *Notification of opening date of sessions*

1. The Director-General shall notify all members of the Board and any other participants referred to in rule 75, as well as the President of the Conference, the Chairman of the Programme and Budget Committee and the Chairmen of any other subsidiary organs of the Board, of the opening date of each session of the Board, the place and expected duration thereof.

2. Such notification shall be sent:

(a) In the case of a regular session, at least forty-five days in advance of the opening date of the session;

(b) In the case of a special session, immediately after the date has been set by the Director-General in accordance with rule 6, and in any event not later than fourteen days before the opening date of the session.

### **Rule 9**

#### *Adjournment of sessions*

The Board may decide in the course of any session to adjourn temporarily and resume its meetings at a later date, provided that such decision will not result in expenditures in excess of those budgeted for the session or that the expenditures involved can otherwise be absorbed.

## **III. AGENDA**

### **Rule 10**

#### *Preparation and distribution of provisional agenda*

1. The Director-General shall draw up the provisional agenda for each session of the Board on the basis of items proposed for inclusion in the provisional agenda or referred to the Board in conformity with rule 11 or rule 13. Substantive items on the provisional agenda shall be accompanied

by annotations indicating briefly the history of each item, the proposed documentation, the substance of the matter to be discussed and any earlier relevant decisions by the Board or other organs of the Organization.

2. *Regular sessions*—The Director-General shall submit to the Board at each regular session the provisional agenda for the following regular session. After the Board has considered the provisional agenda for the following session, that agenda, incorporating any amendments made by the Board, shall be communicated by the Director-General to all members of the Board and other participants to whom notification of the session is to be sent pursuant to rule 8.

3. *Special sessions*—The provisional agenda for a special session shall be distributed together with the notification of the opening date of the session, to be sent pursuant to rule 8.

## **Rule 11**

### *Contents of provisional agenda for a regular session*

1. The provisional agenda for each regular session of the Board shall include:

(a) All items which the Board has previously decided to include in the provisional agenda or which have been referred to the Board by the Conference;

(b) All reports submitted to the Board or items proposed by:

- (i) The Programme and Budget Committee;
- (ii) Any other subsidiary organ of the Board;
- (iii) Any Member whether or not that Member is represented on the Board;
- (iv) The Director-General;
- (v) The United Nations, an appropriate United Nations body, a specialized or related agency or an intergovernmental organization with which UNIDO has concluded a relationship agreement pursuant to Article 19.1 (a) of the Constitution, including all items referred to the Board through the Director-General in accordance with such relationship agreement.

(c) The draft programme of work and corresponding budget proposals for the next financial period, prepared by the Director-General, together with any recommendations thereon from the Programme and Budget Committee;

(d) Any drafts prepared by the Programme and Budget Committee for the establishment of the scale of assessments;

(e) Any other financial matters which under the Constitution or the Financial Regulations require the Board's attention or action or which the Director-General deems it necessary to place before the Board, including any advice or proposals on such matters submitted to the Board by the Programme and Budget Committee;

(f) Any applications for admission to membership in the Organization;

(g) Any proposed amendments to the Constitution;

(h) Any other items required by the Constitution;

(i) Opening and closing dates and place of the next regular session of the Board.

2. In order to be considered for inclusion in the provisional agenda for a regular session of the Board, all proposals for agenda items and supporting documents<sup>7</sup> must reach the Director-General at least sixty days before the opening date of the session.

## **Rule 12**

### *Supplementary items*

The inclusion of supplementary items in a provisional agenda that has been considered by the Board may be proposed by any authority entitled to propose items under paragraph 1 of rule 11. The request for inclusion of a supplementary item shall, except if made by the Conference, be supported by a statement from the authority initiating it, indicating the urgency of consideration of the proposed item and the reasons that precluded its submission before consideration of the provisional agenda by the Board. The Director-General shall communicate to the Board any requests for the inclusion of supplementary items received before the commencement of a regular session, together with the supporting statements and such observations as he may wish to offer.

## **Rule 13**

### *Contents of provisional agenda for a special session*

The provisional agenda for a special session shall consist only of those items proposed for consideration in the request for the holding of the session and such other items as may be required to enable the Board to discharge its functions under the Constitution.

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<sup>7</sup>See rule 14.

## **Rule 14**

### *Explanatory memoranda*

All proposals for agenda items submitted under subparagraph 1 (b) of rule 11, or contained in a request for the holding of a special session, shall be accompanied by an explanatory memorandum.

## **Rule 15**

### *Distribution of pre-session documentation relating to proposed agenda items*

1. Documents required for consideration of items on the provisional agenda shall be distributed by the Director-General in the languages of the Board to all recipients of the provisional agenda, as far as possible at the same time as the provisional agenda and in any event not later than the time when the notification of the opening date of the session is to be distributed pursuant to rule 8.
2. Documents required for consideration of supplementary items shall be distributed in the same manner, as far as possible at the same time as the Director-General's communication to the Board of any request for the inclusion of such items.
3. When, due to the nature of the subjects dealt with, the non-availability of the relevant reports, or other reason beyond the Director-General's control, the time limits for documents distribution specified in paragraphs 1 and 2 above cannot be observed, the Director-General shall circulate, with the provisional agenda, or in annotations to the proposed agenda items therein, a report on the state of preparedness, in the languages of the Board, of all documents for the session. Where necessary, that report shall indicate which documents will not be available for distribution in accordance with paragraphs 1 and 2 above, with an explanation of the delay and an indication of the dates on which they are expected to be distributed.

## **Rule 16**

### *In-session documentation*

When during a session of the Board extensive documents to be prepared by the Secretariat additional to those referred to in rule 15 are requested, the Director-General shall, before a decision is taken thereon, submit an estimate of the cost of their production and of the time required before the requested documents can be made available.

## **Rule 17**

### *Adoption of the agenda for a regular session*

1. At the beginning of each regular session, the Board shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 12.
2. Any of the authorities which has requested the inclusion of an item in the agenda under paragraph 1 of rule 11 or rule 12 shall be entitled to be heard by the Board on the inclusion of the item in the agenda for the session.
3. Debate on the inclusion of an item in the agenda shall be limited to three speakers in favour of, and three against, the inclusion. The President of the Board may limit the time to be allowed to speakers under this rule.
4. The Board normally shall include in its agenda for the session only items for which adequate documentation, as required under rules 12, 14 and 15, has been circulated to members of the Board at least forty-five days before the beginning of the regular session.

## **Rule 18**

### *Allocation of agenda items*

1. The Board shall allocate items between its plenary meetings and any sessional committees and working groups set up in accordance with rule 62, and may refer items to:
  - (a) Any of its subsidiary organs set up in accordance with rule 63, for examination and report at a subsequent session of the Board;
  - (b) The Director-General for study and report at a subsequent session of the Board.
2. The Board shall endeavour to allocate the items on its agenda in such a way as to ensure that adequate consideration can be given to them during the session. Items relating to the same category of subjects shall be referred to the sessional committee or working group dealing with that category of subjects. Sessional committees and working groups shall not introduce new items on their own initiative.

### **Rule 19**

#### *Consultation with the United Nations, specialized and related agencies*

1. Where an item proposed for inclusion in the agenda for a session contains a proposal for new activities to be undertaken by the Organization on matters that are of direct concern to the United Nations, or one or more of the specialized or related agencies other than UNIDO, the Director-General shall enter into consultation with the organization or organizations concerned and report to the Board on the means of achieving a co-ordinated use of the resources of the respective organizations.
2. When such a proposal is put forward in the course of a session of the Board, the Director-General shall, after such consultation as may be possible with the representatives at the session of the other organization or organizations concerned, draw the attention of the Board to the implications of the proposal for co-ordination with such other organization or organizations.

### **Rule 20**

#### *Revision of the agenda*

During a regular session, the Board may revise the agenda for the session by adding, deleting, deferring or amending items.

## **IV. REPRESENTATION**

### **Rule 21**

#### *Representation of members of the Board*

1. The delegation of each member of the Board shall be composed of one or more duly designated representatives, who may be accompanied by such alternate representatives and advisers as may be required.
2. Each delegation shall have a head of delegation.
3. The names and titles of persons constituting the delegation of a member of the Board shall be submitted in writing to the Director-General.

## **Rule 22**

### *Provisional admission to a session*

Any representative of a member of the Board to whose admission another member of the Board has made objection shall be seated provisionally with the same rights as other representatives until the Board has given its decision.

## **V. OFFICERS AND BUREAU OF THE BOARD**

### **Rule 23**

#### *Elections*

1. Each year, at the commencement of its first regular session, the Board shall elect a President, three Vice-Presidents and a Rapporteur from among the representatives of its members.
2. Until the Board has elected its President, the President elected the previous year or in his absence the head of the delegation from which that President was elected, or, in his absence, the Director-General shall preside. In electing its officers, the Board shall have due regard to the principle of equitable geographical representation.
3. The offices of the President, the three Vice-Presidents and the Rapporteur shall be subject to equitable geographical rotation within a five-year cycle in accordance with appendix A to the present rules.

### **Rule 24**

#### *Term of office and replacement*

1. The President, the Vice-Presidents and the Rapporteur shall hold office until their successors are elected. None of them may hold office after the expiration of the term of office of the Member of which he is a representative.
2. If an officer resigns or ceases to be able to perform his functions or to be a representative of a member of the Board, or if the State of which he is a representative ceases to be a member of the Board, the Board shall as soon as possible elect a new officer with due regard to equitable geographical representation. If the office thus vacated is that of the President, the Bureau shall designate one of the Vice-Presidents to serve as Acting President until a new President has been elected for the unexpired term of office.



## **Rule 25**

### *Absence of the President*

1. If the President is to be absent from a meeting or any part thereof, he shall designate a Vice-President to take his place.
2. A Vice-President acting as President shall have the same powers and duties as the President.

## **Rule 26**

### *Voting rights of the President*

Without prejudice to rule 50, the President, or a Vice-President acting as President, shall not cast any vote.

## **Rule 27**

### *Bureau of the Board*

The President, the three Vice-Presidents and the Rapporteur shall constitute the Bureau of the Board. In addition to exercising such other functions as are specified in the present rules, the Bureau shall assist the President in the general conduct of business of the Board and in ensuring the co-ordination of its work in the plenary meetings and any sessional committees and working groups established under rule 62. The chairmen of such committees and working groups not represented on the Bureau may be invited to attend the meetings of the Bureau when questions of special interest to the committee or working group concerned are being considered.

## **VI. SECRETARIAT**

### **Rule 28**

#### *Duties of the Director-General*

1. The Director-General shall act in that capacity in all meetings of the Board and its sessional bodies.<sup>8</sup> He may designate a member of the Secretariat to act in his place at any such meetings.

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<sup>8</sup>Rule based directly on Article 11.6 of the Constitution.

2. The Director-General shall provide and direct the staff required by the Board, its sessional bodies and subsidiary organs and shall be responsible for all necessary arrangements for meetings of these organs, including the preparation and distribution of documents in the languages of the Board at least forty-five days in advance of the sessions of the Board, in accordance with rule 15.

3. Unless the Board meets entirely within premises of the Organization or, by invitation, of another intergovernmental organization, the Director-General shall, whenever required, conclude with the host State a Conference agreement specifying the arrangements to be made and the obligations to be undertaken by the host State and the Secretariat in connection with the session of the Board.

4. The Director-General shall keep the members of the Board informed of any questions which may be of interest to the Board.

## **Rule 29**

### *Duties of the Secretariat*

The Secretariat shall, in accordance with the present rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate, reproduce and circulate the documents of the Board, its sessional bodies and subsidiary organs;
- (c) Make and arrange for the keeping of sound recordings of meetings;
- (d) Provide summary records of plenary meetings of the Board;
- (e) Report the proceedings of the Board in the *Journal* of the United Nations Industrial Development Organization issued during sessions of the Board;
- (f) Publish and circulate the records of the sessions, including the reports, resolutions and other formal decisions adopted by the Board and the relevant documentation;
- (g) Arrange for the custody of the documents and records of the Board in the archives of the Organization;
- (h) Generally perform all other work that the Board may require in connection with its proceedings.

### **Rule 30**

#### *Statements by the Secretariat*

The Director-General, or a member of the Secretariat designated by him for that purpose, may at any time, subject to rule 34, make oral as well as written statements to the Board, its sessional bodies or any of its subsidiary organs concerning any question under consideration by them.

## **VII. CONDUCT OF BUSINESS AT PLENARY MEETINGS**

### **Rule 31**

#### *Schedule of meetings*

Meetings shall be held in accordance with the daily schedule recommended by the Bureau and approved by the Board.

### **Rule 32**

#### *Quorum*

The presence of representatives of a majority of the members of the Board shall constitute a quorum.

### **Rule 33**

#### *General powers of the President*

1. In addition to exercising the powers conferred upon him elsewhere by the present rules, the President shall preside at the plenary meetings of the Board, declare the opening and closing of each such meeting, direct the discussions, ensure observance of the present rules, accord the right to speak, put questions to the Board for decision and announce such decisions. He shall rule on points of order and, subject to the present rules, have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Board the closing of the list of speakers, a limitation on the time allowed to speakers and on the number of times the representatives of each participant in the session may speak on a question, the adjournment or closure of the debate on the question under discussion, and the suspension or adjournment of a meeting.
2. The President, in the exercise of his functions, remains under the authority of the Board.

## **Rule 34**

### *Speeches*

1. No one may address the Board without having previously obtained the permission of the President. Subject to rules 35, 36 and 38 to 41, the President shall call upon speakers in the order in which they signify their desire to speak, and the President may call a speaker to order if his remarks are not relevant to the question under discussion.
2. The Board may limit the time allowed to speakers and the number of times the representatives of each participant in the session may speak on a question. Permission to speak on a motion to set such limits shall be accorded only to two representatives in favour of and to two opposing such limits, after which the motion shall be put to the vote immediately. In any event, the limitations specified in rule 38 shall be observed, and the President shall limit each intervention on a procedural question to a maximum of five minutes. When the debate is limited and a speaker exceeds his allotted time, the President shall call him to order without delay.

## **Rule 35**

### *Precedence*

The Chairman, Vice-Chairman or Rapporteur of a sessional committee or working group, or a representative designated by any subsidiary organ may be accorded precedence for the purpose of explaining a report, conclusions or recommendations submitted by the organ concerned and for the purpose of replying to questions.

## **Rule 36**

### *Points of order*

Subject to rule 54, a representative may at any time raise a point of order, which shall immediately be decided by the President in accordance with the present rules. A representative may appeal against the ruling of the President. The appeal shall immediately be put to the vote, and the President's ruling shall stand unless overruled by a majority of the members of the Board present and voting. A representative may not, in raising a point of order, speak on the substance of the question under discussion.

### **Rule 37**

#### *Closing the list of speakers*

In the course of a debate, the President may announce the list of speakers and, with the consent of the Board, declare the list closed. When there are no more speakers, the President shall, with the consent of the Board, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 40.

### **Rule 38**

#### *Right of reply*

1. Notwithstanding rule 37, the President shall accord the right of reply to the representative of any Member participating in the session who requests it. Other participants may be granted the opportunity to make a reply.<sup>9</sup>
2. Replies made pursuant to the present rule:

(a) Shall be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant item if that is sooner;

(b) Shall be limited to two per item for any delegation at a given meeting, the first of which is not to exceed five minutes and the second three minutes.

### **Rule 39**

#### *Adjournment of debate*

A representative may at any time move the adjournment of the debate on the question under discussion. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall, subject to rule 42, be put to the vote immediately.

### **Rule 40**

#### *Closure of debate*

A representative may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall, subject to rule 42, be put to the vote immediately.

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<sup>9</sup>See rule 77 (d).

## **Rule 41**

### *Suspension or adjournment of meeting*

Subject to rule 54, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 42, be put to the vote immediately.

## **Rule 42**

### *Priority of motions*

Subject to rule 36, the motions indicated below shall have priority in the following order over all proposals or other motions before the Board:

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the question under discussion;
- (d) To close the debate on the question under discussion.

## **Rule 43**

### *Submission and circulation of proposals*

Proposals shall normally be submitted in writing to the Director-General, who shall circulate copies thereof to all delegations in the languages of the Board. As a general rule, proposals shall not be discussed until copies thereof have been circulated to the delegations of all members of the Board participating in the session; and they shall not be put to the vote until the day after such circulation has taken place. Subject to the consent of the Board, the President may, however, permit the discussion and consideration of proposals even though these proposals have not been circulated or have only been circulated the same day.

## **Rule 44**

### *Withdrawal of proposals and motions*

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended by decision of the Board. A proposal or a motion thus withdrawn may be reintroduced by any representative of a member of the Board with its original priority, provided he does so promptly and it has not been substantially changed.

## **Rule 45**

### *Decisions on competence*

Any motion calling for a decision on the competence of the Board to discuss any matter or to adopt a proposal submitted to it shall be decided immediately before the matter is discussed further.

## **Rule 46**

### *Proposals involving expenditure*

1. The Director-General shall prepare and submit to the Board, through the Programme and Budget Committee, at the time specified in the financial regulations, a draft programme of work for the following biennium, together with the corresponding estimates for those activities to be financed from the regular budget and proposals and financial estimates for those activities to be financed from voluntary contributions to the Organization.<sup>10</sup>

2. No resolution, decision or amendment involving expenditure, which has not already been considered in accordance with Article 14.2 and 14.3 of the Constitution, shall be considered by the Board unless it is accompanied by an estimate of expenditures prepared by the Director-General. No resolution, decision or amendment in respect of which expenditures are anticipated by the Director-General shall be considered by the Board until the Programme and Budget Committee has had an opportunity to act in accordance with Article 14.2 of the Constitution. The Programme and Budget Committee shall submit its recommendations to the Board, and the Board shall submit its decisions to the Conference.

## **Rule 47**

### *Reconsideration of proposals*

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Board, by a two-thirds majority of the members of the Board present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing reconsideration, after which the motion shall be put to the vote immediately.

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<sup>10</sup>Paragraph based directly on Article 14.1 of the Constitution.

### **Rule 48**

#### *Invitation to technical advisers*

The Board may by consensus invite to one or more of its meetings any person whose technical advice it considers useful for its work. At the invitation of the presiding officer, such person may make a statement concerning the technical aspects of a question under consideration by the Board and answer questions from representatives relating thereto.

## **VIII. DECISION-MAKING**

### **Rule 49**

#### *Consensus*

1. The Board shall make every effort to ensure that all its substantive decisions are taken by consensus.
2. Notwithstanding any measures that may be taken in compliance with paragraph 1 above, a proposal or motion before the Board shall be voted on if a representative of a member of the Board so requests.

### **Rule 50**

#### *Voting rights*

Each member of the Board shall have one vote, provided that if any Member, being also a member of the Board, is in arrears in the payment of its financial contributions to the Organization and the amount of the arrears equals or exceeds the amount of the assessed contributions due from it for the preceding two fiscal years, the right to vote of the member in question is suspended, unless the Board is satisfied that the failure to pay is due to conditions beyond the control of the Member and therefore decides to permit the Member, being also a member of the Board, to vote.<sup>11</sup>

### **Rule 51**

#### *Majority required*

1. *Two-thirds majority of all members of the Board*—Recommendations of the Board to the Conference for approval of proposed amendments to the

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<sup>11</sup>Rule based on Article 9.6, first sentence, and Article 5.2 of the Constitution.



Constitution relating to Articles 6, 9, 10, 13, 14 or 23 or to Annex II of the Constitution shall require a two-thirds majority of all members of the Board.<sup>12</sup>

2. *Two-thirds majority of the members of the Board present and voting*—Decisions of the Board on the following matters shall require a two-thirds majority of the members present and voting:

(a) Adoption of the programme of work and the corresponding regular budget and operational budget, in accordance with Article 14.3 of the Constitution;

(b) Adoption of any supplementary or revised estimates for the regular budget or operational budget, in accordance with Article 14.5 of the Constitution;

(c) Recommendations relating to the establishment of the scale of assessments for apportionment of the regular budget expenditures, in accordance with Article 15.1 of the Constitution;

(d) The procedural matters provided for in rules 47 and 80.

3. *Simple majority of all members of the Board*—Any decision of the Board to request the Director-General to convene a special session of the Board shall be taken by a majority of all members of the Board, in accordance with Article 9.3 (a) of the Constitution.

4. *Simple majority of the members of the Board present and voting*—Decisions of the Board on matters other than those specified in paragraphs 1, 2 or 3 above or in rule 61, including the determination of additional questions or categories of questions to be decided by a two-thirds majority, shall be made by a majority of the members present and voting, in accordance with Article 9.6 of the Constitution.

5. Decisions of the Board on amendments to proposals relating to matters referred to in paragraphs 1 to 4 above, and on parts of such proposals put to the vote separately, shall likewise require the majorities specified in those paragraphs.

6. If a vote is equally divided on a decision requiring a simple majority, a second vote shall be taken at a subsequent meeting which shall be held within forty-eight hours of the first vote. If this vote also results in equality, the proposal or motion shall be regarded as rejected.

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<sup>12</sup>Sec Article 23.3 (a) of the Constitution.

7. For the purpose of the present rules, the phrase “members present and voting” means members of the Board participating in the session and casting an affirmative or negative vote. Members of the Board who abstain from voting shall be regarded as not voting.

## **Rule 52**

### *Methods of voting*

1. Except as provided in paragraph 2 below, the Board normally shall vote by show of hands, but any representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members of the Board participating in the session, beginning with the delegation whose name is drawn by lot by the President. The name of each such member shall be called in all roll-calls, and its representative shall reply “yes”, “no” or “abstention”.

2. When the Board votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. Any representative of a member of the Board may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the members of the Board.

3. The vote of each member of the Board participating in a roll-call or a recorded vote shall be inserted in the record of or report on the meeting.

## **Rule 53**

### *Explanation of vote or position*

1. Representatives of the members of the Board may make brief statements consisting solely of explanations of vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representatives of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon, except if it has been amended.

2. When the same matter is considered successively in several organs of the Board, the representatives of members of the Board should, as far as possible, explain their votes only in one such organ unless those votes differ.

3. Similarly, explanatory statements of position may be made in connection with a decision taken without a vote.

## **Rule 54**

### *Conduct during voting*

After the President has announced the commencement of voting, the voting shall not be interrupted until the result has been announced, except on a point of order in connection with the actual conduct of the voting. After the result of the voting has been announced by the President, the voting shall be considered completed and the result as final.

## **Rule 55**

### *Division of proposals*

A representative of a member of the Board may move that parts of a proposal be voted on separately. If another representative of a member of the Board objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives of members of the Board in favour of and to two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

## **Rule 56**

### *Amendments*

1. A proposal shall be considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.
2. Unless the Board decides otherwise, amendments may be subject to sub-amendments.

## **Rule 57**

### *Order of voting on amendments*

1. When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Board shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more

amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

2. When the Board decides, in accordance with rule 55, to consider an extensive text in convenient portions (such as paragraphs or articles), each of these shall be treated as a separate proposal for the purpose of paragraph 1 above.

### **Rule 58**

#### *Order of voting on proposals*

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Board decides otherwise, be voted on in the order in which they were submitted. The Board may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

### **Rule 59**

#### *Elections*

1. All elections shall be held by secret ballot unless, in the absence of any objection, the Board decides to proceed without taking a ballot on an agreed candidate or list of candidates.

2. When candidates are to be nominated, each nomination shall be made by only one representative, after which the Board shall immediately proceed to the election.

### **Rule 60**

#### *Balloting*

1. When one or more elective places are to be filled at one time under the same conditions, each delegation entitled to vote may cast a vote for as many candidates as there are places to be filled, and those candidates, in a number

not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

2. If the number of candidates so elected is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, the voting being restricted to the unsuccessful candidates having obtained the largest number of votes in the previous ballot, but not exceeding twice the number of places remaining to be filled. However, in case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number; if a tie again results among more than the required number of candidates, the President shall reduce their number to that required by drawing lots.

3. If in such a restricted ballot a remaining vacancy cannot be filled because the votes for the candidates for it are equally divided, the President shall decide between them by drawing lots.

4. Secret ballots shall be held in accordance with appendix B to the present rules.

## **Rule 61**

### *Procedure for the appointment of the Director-General*

1. Except as otherwise provided herein, the rules covering elections in the Board as appropriate, shall apply.

2. A candidate for the post of Director-General shall be nominated in writing by his/her Government to the President of the Board. To be eligible for consideration, nominations of candidates must be received by the President of the Board at the latest two months prior to the opening date of the last regular session of the Board before the session of the Conference which is to appoint the Director-General. The President shall request the Secretariat to circulate such candidatures to all Members without delay. A candidature may be withdrawn at any stage by the candidate or by the nominating Government.

3. The consideration by the Board of the nominations shall be in private meetings.

4. All decisions as to candidates shall be taken by secret ballot.

5. A first series of ballots, not exceeding the number of candidates, shall be taken among all the candidates. If any candidate receives a two-thirds majority of the votes of all members of the Board, that candidate shall be recommended to the Conference.

6. If no candidate is recommended on the basis of the first series of ballots, after appropriate consultations a second series shall be held among all the candidates, with a two-thirds majority of the members present and voting required for a recommendation. After each ballot, the candidate receiving the fewest votes shall be removed from consideration during the remainder of the second series of ballots and balloting shall continue until no more than two candidates remain, whereupon no more than two further ballots shall be taken.

7. If no candidate is recommended on the basis of the second series of ballots, after appropriate consultations a third series shall be held among all the candidates, with a simple majority of all members of the Board required for a recommendation. After each ballot, the candidate receiving the fewest votes shall be removed from consideration during the remainder of the third series of ballots and balloting shall continue until no more than two candidates remain, whereupon no more than two further ballots shall be taken.

8. If no candidate is recommended on the basis of the third series of ballots, a fourth series of no more than three ballots shall be held between the two remaining candidates, with a simple majority of the members present and voting required for a recommendation.

9. If no candidate is recommended on the basis of the fourth series of ballots, additional candidates may then be nominated. The process of balloting as described in paragraphs 5 to 8 above shall be followed again.

## **IX. SESSIONAL BODIES AND SUBSIDIARY ORGANS**

### **Rule 62**

#### *Sessional committees and working groups*

1. At each session, the Board may set up from among its members, sessional committees and working groups, with due regard to the principle of equitable geographical representation, and refer to them any questions on the agenda for study and report. Sessional committees and working groups shall report to the Board.

2. The sessional committees and working groups may set up subcommittees and sub-groups, to the extent necessary for the effective discharge of their functions and taking into account the availability of conference servicing facilities. The members of such subcommittees and sub-groups shall be designated by the committee or working group concerned from among members of the Board, with due regard to the principle of equitable geographical representation.

3. The Chairman of a sessional committee of the whole shall be one of the Vice-Presidents, designated by the Board upon the recommendation of the President. Each sessional committee of the whole shall, unless it decides otherwise, elect three Vice-Chairmen and a Rapporteur. Other sessional committees and working groups shall elect such officers as they consider necessary, unless otherwise decided by the Board. The officers shall be elected on the basis of equitable geographical representation, experience and personal competence.

4. The rules contained in chapters IV to VIII and XII shall be applicable, *mutatis mutandis*, to the proceedings of sessional committees, working groups and any of their subsidiary bodies, except as otherwise provided or as the Board or sessional committee or working group concerned may otherwise decide, and except that:

(a) The chairmen of sessional committees, other than sessional committees of the whole, and of working groups may exercise the right to vote;

(b) Subject to rule 49, decisions of sessional committees and working groups shall be taken by a majority of the members of the Board present and voting, except that the reconsideration of a proposal at the same session shall require the majority established by rule 47.

### Rule 63

#### *Subsidiary organs*

1. The Board may establish, with due regard for the principle of equitable geographical representation, such standing or *ad hoc* subsidiary organs, including technical committees, as it considers necessary.<sup>13</sup> Subsidiary organs shall report to the Board.

2. Any Member, whether or not it is represented on the Board, may become a member of any subsidiary organ of the Board. In determining the composition of a subsidiary organ, the Board shall take fully into account the desirability of including in its membership Members with a special interest in the subject-matter to be dealt with by it. The Board shall determine the terms of reference of its subsidiary organs and shall periodically examine the desirability of continuing the existence of any subsidiary organ.

3. The rules of procedure of subsidiary organs shall be those applicable to sessional committees of the Board, subject to such modifications as the Board

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<sup>13</sup>Sentence based directly on Article 7.3 of the Constitution.

may decide upon in the light of the nature of and proposals by the subsidiary organ concerned. Each subsidiary organ shall elect its own officers, unless otherwise decided by the Board.

4. Each subsidiary organ, taking into consideration the date of the regular session of the Board and bearing in mind the items referred to it by the Board, may adopt its own priorities within the framework of the work programme established by the Board and, in consultation with the Director-General, meet as may be necessary.

#### **Rule 64**

##### *Reports*

Reports submitted by sessional committees or working groups or by subsidiary organs of the Board should be concise and contain precise information confined to a description of the work done by the body concerned, to the conclusions it has reached, to its decisions and to the recommendations made to the organ to which the report is addressed.

## **X. LANGUAGES AND RECORDS**

#### **Rule 65**

##### *Languages of the Board*

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Board.

#### **Rule 66**

##### *Interpretation from languages of the Board*

Speeches made in a language of the Board shall be interpreted into the other such languages.

#### **Rule 67**

##### *Interpretation from other languages*

A representative may speak in a language other than a language of the Board if he provides for interpretation into one such language. In such case, interpretation into the other languages of the Board by interpreters of the Secretariat may be based on the interpretation provided by the representative.



## **Rule 68**

### *Languages of documents, records and reports*

1. All supporting documents to agenda items of the Board and its subsidiary organs, and summary records, shall be issued simultaneously in the languages of the Board.
2. All resolutions and other formal decisions of the Board, as well as its reports to the Conference and reports submitted by any of its sessional committees or working groups, or by a subsidiary organ of the Board, shall be made available in the languages of the Board. During sessions of the Board, the *Journal* of the United Nations Industrial Development Organization shall also be issued in the languages of the Board.

## **Rule 69**

### *Summary records*

1. Summary records of plenary meetings of the Board, as authorized by the Conference, shall be prepared by the Secretariat and distributed as soon as possible in final form in the languages of the Board. Delegations may, within seven days after receipt of these summary records or the closure of the session, whichever is later, submit corrections to their statements in writing to the Secretariat. All corrections requested by delegations within the time limit indicated above shall be consolidated in a single corrigendum issued for all plenary meetings during a session of the Board.
2. Any disagreement concerning such corrections shall be decided by the President of the Board after consulting the sound recordings of the proceedings.
3. Statements made at meetings of the Board, its sessional committees, or of a subsidiary organ, shall not be reproduced *in extenso* either as separate documents or in or attached to any summary record or report of the body concerned, unless, in exceptional cases, they are relevant to the work of UNIDO and served or are to serve as bases for discussion, and a decision to reproduce them has been taken by the body concerned after consideration of a statement by the Director-General of the estimated costs of reproduction.

## **Rule 70**

### *Sound recordings*

Sound recordings of the meetings of the Board, its sessional committees and working groups shall be made and kept by the Secretariat in accordance

with the practice of the Organization. Unless otherwise decided by the organ establishing it, no such recordings shall be made of meetings of subcommittees or sub-groups. Upon request, a Member may obtain a copy of particular recordings of public meetings at its own expense.

### **Rule 71**

#### *Reports of the Board*

Unless the Board decides otherwise, the draft of any report to be submitted by it to the Conference<sup>14</sup> shall be prepared and submitted to the Board by the Rapporteur, who may be assisted by representatives designated with due regard to equitable geographical distribution. Unless the Board decides otherwise, the Rapporteur, after consultation with the designated representatives, may authorize corrections to and editorial changes in the report adopted by the Board.

### **Rule 72**

#### *Distribution of reports, resolutions and other formal decisions*

The text of all resolutions, recommendations and other formal decisions adopted by the Board and its sessional bodies shall be distributed by the Secretariat to all members of the Board and other participants in those sessions. The printed text of such resolutions, recommendations and other formal decisions, as well as of the reports of the Board to the Conference, shall be distributed as soon as possible after the close of each session to all Members and to any others entitled to participate in the meetings concerned.

## **XI. PUBLIC AND PRIVATE MEETINGS**

### **Rule 73**

#### *General principles*

1. The meetings of the Board, its sessional committees of the whole and subsidiary organs shall be held in public unless the body concerned decides otherwise.

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<sup>14</sup>See Article 9.4 (c) of the Constitution; for reports of sessional bodies and subsidiary organs, see rule 64.

2. Meetings of other sessional committees and working groups, and of any subcommittees or sub-groups thereof, shall be held in private unless the Board or the body concerned decides otherwise.
3. Members of the general public and representatives of the news media shall not be admitted to private meetings.

#### **Rule 74**

##### *Communiqué on private meetings*

At the close of a private meeting, the body concerned may issue a communiqué to the press through the Secretariat.

## **XII. PARTICIPATION OF NON-MEMBERS OF THE BOARD**

#### **Rule 75**

##### *Participation by others than members of the Board*

1. Pursuant to Article 9.7 of the Constitution, a Member not a member of the Board shall be invited to participate, without the right to vote, in the deliberations of the Board on any matter of particular concern to that Member.<sup>15</sup> Such a Member may submit proposals which may be put to the vote at the request of any member of the Board.
2. States which are not Members, but which are Member States of the United Nations, or which enjoy observer status in the General Assembly of the United Nations, shall, upon request, be invited to participate without the right to vote, in the deliberations of the Board on any matter of particular concern to the State in question, unless the Conference has decided otherwise.
3. In accordance with the relationship agreement with the United Nations, representatives of the United Nations or of an organ of the United Nations shall be invited to participate when duly authorized by a competent organ or by the Secretary-General of the United Nations.
4. Representatives of the following shall be permitted to participate, without the right to vote, in deliberations of the Board on matters of particular concern to them:
  - (a) The specialized and related agencies of the United Nations system;

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<sup>15</sup>Based on Article 9.7 of the Constitution.

(b) Intergovernmental and governmental organizations with which UNIDO has concluded a relationship agreement pursuant to Article 19.1 (a) of the Constitution;

(c) Non-governmental organizations with which relations have been established pursuant to Article 19.1 (b) of the Constitution and whose participation has been approved by the Board;

(d) Any other intergovernmental organizations that have been designated on a continuing basis by the Economic and Social Council of the United Nations under rule 79 of its rules of procedure.

5. Pursuant to Article 4.3 of the Constitution, representatives of organizations and national liberation movements invited in accordance with Article 4.1 of the Constitution and which have not been referred to in any of the preceding parts of the present rule, shall be permitted to participate, without the right to vote, in deliberations of the Board on matters of particular concern to them.

#### **Rule 76**

##### *Representation of non-members of the Board*

Participants other than members of the Board shall be represented by duly designated representatives whose names and titles shall be submitted to the Director-General.

#### **Rule 77**

##### *General rights of participation of non-members of the Board<sup>16</sup>*

Except as otherwise decided by the Board and subject to rule 75, the representatives of participants other than members of the Board:

(a) May not make any procedural motion or request, raise points of order or appeal against rulings of the President;

(b) Except as provided under paragraph 1 in rule 75, may not introduce proposals;

(c) May intervene, with the permission of the President, in the debates in plenary meetings of the Board and, with the permission of the Chairman, in debates in sessional committees and subsidiary organs of the Board on matters of particular concern to them. Representatives for the organizations referred to under paragraph 4 (c) of rule 75 may, upon the invitation of the President or

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<sup>16</sup>Rule included to give effect to Article 4.3 of the Constitution.

Chairman, as the case may be, and subject to the approval of the Board, its sessional committee or subsidiary organ concerned, make oral statements on matters within the scope of their activities;

(d) May be given an opportunity to reply in accordance with rule 38;

(e) May participate in working groups, as appropriate and as authorized by the Board or other organ having established the working group concerned.

### **XIII. WRITTEN STATEMENTS**

#### **Rule 78**

##### *Distribution of written statements by representatives*

1. Written statements submitted by representatives of one or more Members shall, if of relevance to the work of the Organization, upon consent of the President of the Board be distributed by the Secretariat to all delegations in the quantities and in the languages in which the statements are made available to it at the site of the session of the Board.

2. Written statements submitted by other participants shall, if of relevance to the items on the agenda of the session and upon instruction of the President of the Board, be distributed by the Secretariat to all delegations in the quantities and in the languages in which the statements are made available at the site of the session of the Board. Furthermore, statements by a governmental or non-governmental organization shall be on a subject in which the organization concerned has a special competence.

### **XIV. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE**

#### **Rule 79**

##### *Amendment*

Subject to rule 1, the present rules may be amended by a decision of the Board, taken by a majority of the members of the Board present and voting, after the Bureau has reported on the proposed amendment.

## **Rule 80**

### *Suspension*

Subject to rule 1, any of the present rules may be suspended by a decision of the Board, taken by a two-thirds majority of the members of the Board present and voting, provided that twenty-four hours' notice of the proposal for the suspension has been given, which may be waived if no representative of a member of the Board objects; subsidiary organs may by consensus waive rules pertaining to them. Any such suspension shall be limited to a specified and stated purpose and to a period required to achieve that purpose, and shall not be inconsistent with any decisions of the Conference or Board taken to achieve administrative simplification and budgetary savings in the conduct of its meetings, or with the rights of the States participating in the session but temporarily absent from a given meeting.

## APPENDIX A

### ROTATION OF THE OFFICES OF THE BOARD

The following rotation within a cycle of five elections shall be provided for with respect to the election of the Bureau of the Board.

<i>First Election (1985)</i>	<i>Second Election (1986)</i>	<i>Third Election (1987)</i>	<i>Fourth Election (1988)</i>	<i>Fifth Election (1989)</i>
<b>President</b>				
List B	*Asian States plus Yugoslavia in List A	List D	List C	*African States in List A
<b>Vice-Presidents</b>				
Asian States plus Yugoslavia in List A	List D List C *African States in List A	List C African States in List A List B	African States in List A List B *Asian States plus Yugoslavia in List A	List B *Asian States plus Yugoslavia in List A List D
List D List C				
<b>Rapporteur</b>				
African States in List A	List B	Asian States plus Yugoslavia in List A	List D	List C

The above cycle shall be repeated after five elections.

\*In April 1986, concurrence was reached among the African and Asian Member States in List A to exchange among themselves the principal offices of the President and Vice-President for the years 1986 and 1989.

## APPENDIX B

### RULES FOR THE CONDUCT OF VOTING BY SECRET BALLOT

1. Before the ballot begins, the President after consultation with the Bureau shall appoint three tellers from among the members of the Board present. He shall hand them the list of members of the Board entitled to vote and, where applicable, the list of candidates.
2. At the request of the President, conference officers shall distribute ballot-papers and envelopes to all members of the Board according to name cards on the tables (including tables of members of the Board who are not present at the time of distribution). Ballot-papers, which should be in different colours for different purposes of election, and the envelopes shall be without distinguishing marks.
3. The tellers shall satisfy themselves that the ballot-box is empty.
4. Members of the Board will be called in turn by the Secretary of the meeting, in the alphabetical order of the names of members in English, beginning with the member of the Board sitting at the far right of the front row in the conference room as seen from the rostrum.
5. When their names are called, delegations shall come to the rostrum and place the envelopes containing their ballot-papers in the ballot-box.
6. To indicate the recording of the vote of each member of the Board, one of the tellers shall sign or initial the list in the margin opposite the name of the member in question.
7. After the last member of the Board called has voted, the President shall declare the ballot closed and announce that the envelopes are to be counted. The teller referred to in paragraph 6 above shall then read from his list the names of those members of the Board who did not place their ballot-papers in the ballot-box. Conference officers shall collect the ballot-papers and the envelopes from the tables of those delegations and hand them to the teller who shall mark the ballot-papers "absent".
8. The tellers shall open the ballot-box and check the number of envelopes. If the number is greater or less than that of the voters checked off the list, the President shall be informed and shall then declare the vote invalid and announce that it is necessary to re-open the ballot.



9. After the number of envelopes has been verified against the number of voters, the President shall ask the tellers to count the votes and to report to him on the matter of the election as soon as they conveniently can.

10. The three tellers shall count the votes in a separate room with the assistance of the legal adviser, as well as three recorders and two secretaries of the Secretariat. However, in the case of the recommendation of the Board on the appointment of the Director-General, the counting shall be held in the conference room in the presence of the members of the Board.

11. Blank ballot-papers shall be considered to be abstentions.

12. The following shall be considered invalid:

(a) Ballot-papers on which there are more names than elective places to be filled;

(b) Ballot-papers in which the voters have revealed their identity, in particular, by apposing their signature or mentioning the name of the member of the Board they represent;

(c) Ballot-papers which do not give a clear reply to the question asked.

13. Envelopes containing none or more than the required number of ballot-papers shall be recorded as invalid.

14. A candidate is entitled to only one vote per ballot-paper, even if his name appears more than once thereon.

15. When the counting of the votes is completed and the tellers have reported to the President, he shall announce the results of the ballot including:

Number of members of the Board entitled to vote at the session;

Number absent;

Number of votes for or against the proposal or names of the candidates and number of votes secured by each of them, in descending order of the number of votes;

Number of invalid votes;

Number of abstentions;

Number of votes constituting the required majority.

16. The President shall announce the decision resulting from the vote. In particular, he shall declare elected those candidates who have obtained the required majority.

17. Immediately after the announcement of the results of the ballot, the ballot-papers shall be destroyed in the presence of the tellers.

18. The lists on which the tellers have recorded the results of the vote shall, after signature by the tellers, constitute the official record of the ballot, and shall be deposited in the archives of the Organization.

