



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

RULES OF PROCEDURE OF THE PROGRAMME AND BUDGET COMMITTEE

as adopted by the Programme and Budget Committee
on 12 May 1986 and 10 April 1989

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RULES OF PROCEDURE OF THE PROGRAMME AND BUDGET COMMITTEE

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 italicized 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;

“Committee” means the Programme and Budget Committee of the United Nations Industrial Development Organization;

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

A “member of the Committee” means a member of the Programme and Budget Committee 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

Sessions

1. The Committee shall hold one regular session each year.
2. Additional sessions shall be convened by the Director-General at the request of the Board or the Committee.¹
3. The Committee may also meet during sessions of the Conference or of the Board as provided in Article 14.6 of the Constitution.

Rule 4

Convening of additional sessions

1. Additional sessions of the Committee shall be held as soon as possible and in any event not later than thirty days after the receipt by the Director-General of a request for a session from the Board or the Committee.
2. Any member of the Board or of the Committee may request the Director-General to convene an additional session of the Committee. The Director-General shall immediately inform the other members of either the

¹Paragraph reproducing textually Article 10.3 (a), second sentence, of the Constitution.

Board or the Committee, as the case may be, of any such 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 the members of the body concerned concur in the request. If within twenty-one days of the inquiry the required majority of members of the Board or of the Committee, as the case may be, explicitly concurs in the request, the Director-General shall convene an additional session of the Committee.

Rule 5

Place of sessions

1. Sessions of the Committee shall be held at the seat of the Organization, unless otherwise determined by the Board.² This may be done by written procedure when the Board is not in session.
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 6

Notification of opening date of sessions

The Director-General shall notify all members of the Committee and any others entitled to participate in sessions of the Committee in accordance with rules 61 and 62, as well as the President of the Conference and the President of the Board, of the opening date of each session of the Committee, the place and expected duration thereof. Such notification shall be sent as early as possible in advance of the session and in respect of regular sessions not later than six weeks before the opening date of the session.

Rule 7

Adjournment of sessions

The Committee 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.

²Sentence reproducing textually Article 10.3 (b) of the Constitution.

III. AGENDA

Rule 8

Preparation and distribution of provisional agenda

1. The provisional agenda for each session of the Committee shall be prepared by the Director-General, in consultation with the Chairman of the Committee and in conformity with rule 9. 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 Committee or other organs of the Organization.

2. The provisional agenda and supporting documents shall be distributed together with the notification of the opening date of the session to be sent pursuant to rule 6.

Rule 9

Contents of provisional agenda

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

(a) All items which the Committee has previously decided to include in the provisional agenda or which the Conference or Board has assigned to the Committee;³

(b) Any other matter that under the Constitution or Financial Regulations requires the Committee's attention or action, including the draft programme of work and corresponding budget proposals for the next fiscal period prepared by the Director-General,⁴ any proposals for the establishment of the scale of assessments,⁵ and any items pertaining to the Committee's report on its activities⁶ to the Board;

(c) Date and place of the next session of the Committee.

2. It shall also include any items referred to the Committee or proposed by:

(a) Any Member, whether or not that Member is represented on the Committee;

³Based on Article 10.4 (c) of the Constitution.

⁴Constitution, Articles 10.4 (a) and 14.2.

⁵*Ibid.*, Articles 10.4 (b) and 15.1.

⁶*Ibid.*, Article 10.4 (d).

(b) The Director-General;

(c) 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, where the relationship agreement between UNIDO and such organization so provides and subject to such preliminary consultations as may be necessary.

3. Each proposal for the inclusion of an agenda item, including proposals for supplementary items under rule 10, shall be accompanied by an explanatory memorandum setting out detailed reasons for the proposal and, if possible, by basic documents or by a draft resolution.

4. In order to be considered for inclusion in the provisional agenda for a regular session of the Committee, all proposals for agenda items and supporting documents must reach the Director-General at least eight weeks before the opening date of the session.

Rule 10

Supplementary items

After the distribution of the provisional agenda and until two days before the opening date of the session, any authority entitled to propose agenda items under paragraph 2 of rule 9 may request the inclusion of supplementary items in the agenda for the session. Such requests shall, except if made by the Conference or the Board, be accompanied, in addition to the documentation referred to in paragraph 3 of rule 9, by a supporting statement from the authority making the request, indicating the urgency of consideration of the proposed items and the reasons that precluded its submission before the provisional agenda for the session was prepared. The Director-General shall communicate to the Committee any requests for the inclusion of supplementary items received before the commencement of a session, together with the supporting documentation and such observations as he may wish to offer.

Rule 11

Requests for in-session documentation

When during a session of the Committee, extensive documents to be prepared by the Secretariat additional to those distributed with the

provisional agenda and with any proposals for supplementary items⁷ are requested by a member of the Committee, 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 12

Adoption of the agenda

1. At the beginning of each session, the Committee shall adopt its agenda for the session on the basis of the provisional agenda and any supplementary items proposed in accordance with rule 10.
2. Any of the authorities which has requested the inclusion of an item in the agenda under paragraph 2 of rule 9 or rule 10, shall be entitled to be heard by the Committee 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 Chairman may limit the time to be allowed to speakers under this rule.
4. The Committee shall normally include in its agenda for the session only items for which adequate documentation, as required under paragraph 1 of rule 8, paragraph 3 of rule 9 and rule 10, has been circulated to members at least six weeks before the beginning of the session.

Rule 13

Revision of the agenda

During a session, the Committee may revise the agenda for the session by adding, deleting, deferring or amending items, provided that no item assigned to it by the Conference or the Board be omitted.

IV. REPRESENTATION

Rule 14

Representation of members of the Committee

The delegation of each member of the Committee shall be composed of one duly designated representative, who may be accompanied by such alternate representatives and advisers as may be required.

⁷See rules 9.3 and 10.

Rule 15

Designation of representatives of members of the Committee

1. In designating their representatives to serve on the Committee, Members shall take into account their personal qualifications and experience.⁸
2. The names and titles of persons constituting the delegation of a member of the Committee shall be submitted in writing to the Director-General.

Rule 16

Provisional admission to a session

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

V. OFFICERS AND BUREAU OF THE COMMITTEE

Rule 17

Elections

1. Each year, at the commencement of its regular session, the Committee shall elect from among the representatives of its members a Chairman and three Vice-Chairmen and from among the delegations of its members a Rapporteur.
2. Until the Committee has elected its Chairman, the Chairman elected the previous term, or in his absence, the head of the delegation from which that Chairman was elected, or, in his absence, the Director-General shall preside.
3. The offices of the Chairman, the three Vice-Chairmen and Rapporteur shall be subject to equitable geographical rotation within a five-year cycle in accordance with appendix A to the present rules.

⁸Rule based directly on Article 10.1, last sentence, of the Constitution.

Rule 18

Bureau of the Committee

The Chairman, the three Vice-Chairmen and the Rapporteur shall constitute the Bureau of the Committee. In addition to exercising such other functions as are specified in the present rules, the Bureau shall assist the Chairman in the general conduct of the business of the Committee and in ensuring the co-ordination of its work in the plenary meetings and any sessional sub-committees and working groups established under rule 53. The chairmen of such sub-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 sub-committee or working group concerned are being considered.

Rule 19

Term of office and replacement

1. The Chairman, the Vice-Chairmen and the Rapporteur shall hold office until their successors are elected. None of them may hold office, however, 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 Committee, or if the State of which he is a representative ceases to be a member of the Committee, it shall as soon as possible elect a new officer. If the office thus vacated is that of the Chairman, the Bureau shall designate one of the Vice-Chairmen to serve as Acting Chairman until a new Chairman has been elected for the unexpired term of office.

Rule 20

Absence of the Chairman

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

VI. SECRETARIAT

Rule 21

Duties of the Director-General

1. The Director-General shall act in that capacity in all meetings of the Committee and of any sessional body set up by it.⁹ He may designate a member of the Secretariat to act in his place at any such meetings.
2. The Director-General shall provide and direct the staff required by the Committee and its sessional bodies, if any, and shall be responsible for all necessary arrangements for meetings of these organs, including the preparation and simultaneous distribution of documents in the languages of the Committee at least six weeks in advance of the sessions of the Committee, in accordance with rules 8 to 12.
3. Unless the Committee 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 Committee.
4. The Director-General shall keep the members of the Committee informed of any questions which may be of interest to the Committee.

Rule 22

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 Committee and its sessional bodies;
- (c) Make and arrange for the keeping of sound recordings of meetings;
- (d) Issue the *Journal* of the United Nations Industrial Development Organization during sessions of the Committee;

⁹Sentence based directly on Article 11.6 of the Constitution.

(e) Publish and circulate the records of the sessions of the Committee, including the reports, resolutions and other formal decisions adopted by the Committee, and the relevant documentation;

(f) Arrange for the custody of the documents and records of the Committee in the archives of the Organization;

(g) Generally perform all other work that the Committee may require in connection with its proceedings.

Rule 23

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 26, make oral as well as written statements to the Committee and any sessional bodies established by it concerning any question under consideration by them.

VII. CONDUCT OF BUSINESS

Rule 24

Quorum

The presence of a majority of the members of the Committee i.e. 14 shall constitute a quorum.

Rule 25

General powers of the Chairman

1. In addition to exercising the powers conferred upon him elsewhere by the present rules, the Chairman shall preside at the meetings of the Committee, 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 Committee 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 Chairman may propose to the Committee 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 Chairman, in the exercise of his functions, remains under the authority of the Committee.

Rule 26

Speeches

1. No one may address the Committee without having previously obtained the permission of the Chairman. Subject to rules 27, 28 and 30 to 33, the Chairman shall call upon speakers in the order in which they signify their desire to speak.

2. All interventions shall be confined to the question before the Committee and the Chairman may call a speaker to order if his remarks are not relevant to the question under discussion.

3. The Committee 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 30 shall be observed, and the Chairman 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 Chairman shall call him to order without delay.

Rule 27

Precedence

The President of the Conference, the President of the Board, or the Chairman or Rapporteur of any sub-committee or working group established by the Committee, may be accorded precedence for the purpose of explaining a report, conclusions or recommendations submitted by the body concerned and for the purpose of replying to questions.

Rule 28

Points of order

Subject to rule 46, a representative may at any time raise a point of order, which shall be decided immediately by the Chairman in accordance with the present rules. A representative may appeal against the ruling of the Chairman. The appeal shall immediately be put to the vote, and the Chairman's ruling shall stand unless overruled by the Committee. A representative may not, in raising a point of order, speak on the substance of the question under discussion.

Rule 29

Closing the list of speakers

In the course of a debate, the Chairman may announce the list of speakers and, with the consent of the Committee, declare the list closed. When there are no more speakers, the Chairman shall, with the consent of the Committee, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 32.

Rule 30

Right of reply

1. Notwithstanding rule 29, the Chairman shall accord the right of reply to the representative of any member of the Committee participating in the session who requests it. Other participants may be granted the opportunity to make a reply.¹⁰
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 31

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

¹⁰See rule 64(c).

be accorded only to two representatives in favour of and to two opposing the adjournment, after which the motion shall, subject to rule 34, be put to the vote immediately.

Rule 32

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 34 be put to the vote immediately.

Rule 33

Suspension or adjournment of meeting

Subject to rule 46, 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 34, be put to the vote immediately.

Rule 34

Priority of motions

Subject to rule 28, the motions indicated below shall have priority in the following order over all proposals or other motions before the Committee:

- (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 35

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 Committee. As a general rule, proposals shall not be discussed until copies thereof have been circulated to the delegations of all

members of the Committee 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 Committee, the Chairman 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 36

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 Committee. A proposal or a motion thus withdrawn may be reintroduced by any representative of a member of the Committee with its original priority, provided he does so promptly and it has not been substantially changed.

Rule 37

Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Committee, by a two-thirds majority of the members of the Committee 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.

Rule 38

Decisions on competence

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

Rule 39

Proposals involving expenditure

1. The Director-General shall prepare and submit to the Committee at the time specified in the financial regulations a draft programme of work

for the following biennium, together with the corresponding financial estimates for those activities to be financed from the regular budget, and the proposals and financial estimates for those activities to be financed from voluntary contributions to the Organization.¹¹

2. The Committee shall consider the proposals of the Director-General and submit to the Board its recommendations on the proposed programme of work and corresponding estimates for the regular budget and the operational budget.

3. No resolution, decision or amendment involving expenditure, which requires consideration by the Committee in accordance with Article 14.6 of the Constitution, shall be considered by the Committee unless it is accompanied by an estimate of expenditures prepared by the Director-General. The Committee shall submit its recommendations on such resolutions, decisions or amendments to the Board.

Rule 40

Invitation to technical advisers

The Committee 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 Chairman, such person may make a statement concerning the technical aspects of a question under consideration by the Committee and answer questions from representatives relating thereto.

VIII. DECISION-MAKING

Rule 41

Consensus

1. The Committee 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 Committee shall be voted on if a representative so requests.

¹¹Paragraph based on Article 14.1 of the Constitution.

Rule 42

Voting rights

1. Each member of the Committee shall have one vote, provided that if any Member, being also a member of the Committee, 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 Committee 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 Committee, to vote.¹²
2. The Chairman, or a Vice-Chairman acting as Chairman, shall not cast any vote.

Rule 43

Majority required

1. *Two-thirds majority of the members present and voting*—Decisions of the Committee shall require a two-thirds majority of the members present and voting.
2. For the purpose of the present rules, the phrase “members present and voting” means members of the Committee participating in the session and casting an affirmative or negative vote. Members of the Committee who abstain from voting shall be regarded as not voting.

Rule 44

Methods of voting

1. Except as provided in rule 51, the Committee shall normally vote by show of hands, but any representative of a member of the Committee may request a roll-call, which shall then be taken in the English alphabetical order of the names of the members of the Committee participating in the session, beginning with the delegation whose name is drawn by lot by the Chairman. The name of each such member shall be called in all roll-calls, and its representative shall reply “yes”, “no” or “abstention”.

¹²Rule based on Article 10.6, first sentence, and Article 5.2 of the Constitution.

2. When the Committee 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 Committee may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the members of the Committee.

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

Rule 45

Explanation of vote or position

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

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

Rule 46

Conduct during voting

After the Chairman 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 Chairman, the voting shall be considered completed and the result as final.

Rule 47

Division of proposals

A representative of a member of the Committee may move that parts of a proposal be voted on separately. If another representative of a member of the Committee 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 Committee 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 48

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. Unless specified otherwise, the provisions regarding proposals in the present rules shall be considered to be applicable to amendments.
2. Unless the Committee decides otherwise, an amendment may be subject to sub-amendments.

Rule 49

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 Committee 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 Committee decides, in accordance with rule 47, 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 50

Order of voting on proposals

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Committee decides otherwise, be voted on in the order in which they were submitted. The Committee 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 51

Elections

1. All elections shall be held by secret ballot unless the Committee 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 of a member of the Committee, after which the Committee shall immediately proceed to the election.

Rule 52

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 two-thirds majority of members of the Committee present and voting, 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 Chairman shall reduce their number to that required by drawing lots.

3. If in such a restricted ballot a remaining vacancy cannot be filled because no candidate has obtained the required two-thirds majority, the

candidate having obtained the largest number of votes and a majority of the votes cast in the restricted ballot shall be elected. If the vacancy still cannot be filled, the Chairman shall decide between the remaining candidates by drawing lots.

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

IX. SESSIONAL BODIES

Rule 53

Sub-committees and working groups

1. At each session, the Committee may set up from among its members sessional sub-committees or working groups, as it deems necessary for the performance of its functions, with due regard to the principle of equitable geographical representation and taking into account the availability of conference servicing facilities. Sessional sub-committees and working groups shall report to the Committee.

2. Unless otherwise decided by the Committee, sessional sub-committees and working groups shall elect their own officers. These officers shall be elected on the basis of equitable geographical representation, experience and personal competence.

3. The rules contained in chapters IV to VIII shall be applicable, *mutatis mutandis*, to the proceedings of sessional sub-committees and working groups, except as otherwise provided or as the Committee may otherwise decide, and except that:

(a) The presence of representatives of a majority of the members of any sessional sub-committee or working group shall constitute a quorum;

(b) Subject to rule 41, decisions of sessional sub-committees and working groups shall be taken by a majority of the members present and voting.

Rule 54

Reports

Reports submitted by sessional sub-committees or working groups shall 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 55

Languages of the Committee

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

Rule 56

Interpretation

1. Speeches made in a language of the Committee shall be interpreted into the other such languages.
2. A representative may speak in a language other than a language of the Committee if he provides for interpretation into one such language. In such case, interpretation into the other languages of the Committee by interpreters of the Secretariat may be based on the interpretation provided by the representative.

Rule 57

Languages of documents and reports

1. All supporting documents to agenda items of the Committee shall be issued simultaneously in the languages of the Committee.
2. All resolutions and other formal decisions of the Committee, as well as its reports to the Board and reports of any sessional bodies of the Committee, shall be made available simultaneously in the languages of the Committee.

Rule 58

Sound recordings

Sound recordings of the meetings of the Committee shall be made and kept by the Secretariat in accordance with the practice of the Organization.

Unless otherwise decided by the Committee or by the body concerned, no such recordings shall be made of meetings of sessional bodies of the Committee. Upon request, a member of the Committee may obtain a copy of particular recordings at its own expense.

Rule 59

Reports of the Committee

Unless the Committee decides otherwise, the draft of any report to be submitted by it to the Board¹³ shall be prepared and submitted to the Committee by the Rapporteur, who may be assisted by representatives designated with due regard to equitable geographical representation. Unless the Committee decides otherwise, the Rapporteur, after consultation with the designated representatives, may authorize corrections to and editorial changes in the report adopted by the Committee.

Rule 60

Distribution of reports, resolutions and other formal decisions

The text of all resolutions and other formal decisions adopted by the Committee, as well as of its reports to the Board,¹³ shall be distributed by the Secretariat to all members of the Committee and to any other participants in the session, and thereafter, as soon as possible after the close of the session, to all other Members of the Organization and to any others entitled to participate in sessions of the Committee.

XI. PARTICIPATION OF NON-MEMBERS OF THE COMMITTEE

Rule 61

Participation of Members not represented on the Committee

1. Members not represented on the Committee shall have the right to attend all sessions of the Committee.

¹³Constitution, Article 10.4 (d). For reports of any sessional bodies of the Committee, see rule 54.

2. Any Member invited to participate shall not have the right to vote, but may submit proposals that may be put to the vote at the request of any member of the Committee.

Rule 62

Participation of representatives of the United Nations, specialized and related agencies, governmental, intergovernmental and non-governmental organizations and observers

1. In accordance with the relationship agreements concluded between the United Nations Industrial Development Organization and the organizations concerned, representatives of the United Nations, appropriate United Nations bodies, specialized and related agencies, and governmental and intergovernmental organizations shall be entitled to attend sessions of the Committee and to participate, without the right to vote, in its deliberations on questions within the scope of their activities.

2. The Committee may also decide on participation of non-governmental organizations with which appropriate relations have been established according to Article 19.1 (b) of the Constitution, and invite observers, within the meaning of Article 4 of the Constitution, to attend any session during which matters of direct concern to them are on the agenda.

Rule 63

Representation of non-members of the Committee

Participants other than members of the Committee shall be represented by designated representatives whose names and titles shall be submitted to the Director-General not later than before the opening of the session which the representatives are to attend.

Rule 64

General rights of participation of non-members of the Committee

Except as otherwise decided by the Committee, the representatives of participants other than members of the Committee:

- (a) Except as provided in rule 61, may not introduce proposals;

(b) May participate, with the permission of the Committee, in its debates on matters of particular concern to them or within the scope of their activities, as indicated in rules 61 and 62;

(c) May be given, in the case of participants referred to in rule 61, an opportunity to reply in accordance with rule 30;

(d) May attend any sessional bodies of the Committee, as appropriate and as authorized by the Committee.

Rule 65

Privacy of meetings

1. The meetings of the Committee shall be held in private, unless otherwise determined by the Committee.
2. Members of the general public and representatives of the news media shall not be admitted to private meetings.

XII. WRITTEN STATEMENTS

Rule 66

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 Chairman of the Committee 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 Committee.
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 Chairman of the Committee, 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 Committee. Furthermore, statements by a governmental or non-governmental organization shall be on a subject in which the organization concerned has a special competence.

XIII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 67

Amendment

Subject to rule 1, the present rules may be amended by a decision of the Committee after the Bureau has reported on the proposed amendment.

Rule 68

Suspension

Subject to rule 1, any of the present rules may be suspended by a decision of the Committee, 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 Committee objects. 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 States participating in the session of the Committee but temporarily absent from a given meeting.

APPENDIX A

ROTATION OF THE OFFICES OF THE COMMITTEE

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

| <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> |
|---|---|---|--|---|
| Chairman | | | | |
| List C | African States in List A | List B | Asian plus Yugoslavia in List A | List D |
| Vice-Chairmen | | | | |
| African States in List A | List B | Asian States plus Yugoslavia in List A | List D | List C |
| List B | Asian States plus Yugoslavia in List A | List D | List C | African States in List A |
| List D | List C | African States in List A | List B | Asian States plus Yugoslavia in List A |
| Rapporteur | | | | |
| Asian States plus Yugoslavia in List A | List D | List C | African States in List A | List B |

The above cycle shall be repeated after five elections.

APPENDIX B

RULES FOR THE CONDUCT OF VOTING BY SECRET BALLOT

1. Before the ballot begins, the Chairman after consultation with the Bureau shall appoint three tellers from among the members of the Committee present. He shall hand them the list of members of the Committee entitled to vote and, where applicable, the list of candidates.
2. At the request of the Chairman, conference officers shall distribute ballot-papers and envelopes to all members of the Committee according to name cards on the tables (including tables of members of the Committee 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 Committee 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 Committee 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 Committee, 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 Committee called has voted, the Chairman 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 Committee 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-paper "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 Chairman 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 Chairman 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.
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 Committee 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 Chairman, he shall announce the results of the ballot including:
 - Number of members of the Committee 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 Chairman 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.

