



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

RULES OF PROCEDURE OF THE GENERAL CONFERENCE

as adopted by the General Conference
on 9 December 1985

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INDUSTRIAL DEVELOPMENT ORGANIZATION**

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CONTENTS

<i>Rule</i>		<i>Page</i>
I. GENERAL		
1.	Authority for the present rules and interpretation	1
2.	Definitions	1
II. SESSIONS		
A. Regular sessions		
3.	Frequency of sessions	2
4.	Place of sessions	2
B. Special sessions		
5.	Convening of sessions	2
6.	Dates of sessions	3
7.	Place of sessions	3
C. Regular and special sessions		
8.	Additional costs	3
9.	Notification of opening date	3
10.	Closing dates of sessions	4
11.	Adjournment of sessions	4
III. AGENDA		
12.	Preparation and distribution of provisional agenda	4
13.	Contents of provisional agenda for a regular session	5
14.	Supplementary items	6
15.	Contents of provisional agenda for a special session	6
16.	Explanatory memoranda and supporting statements	7
17.	Adoption of the agenda	7
18.	Additional items	7
19.	Amendment and deletion of items	8
20.	Debate on inclusion of items	8
21.	Agenda items requiring ninety days' advance consideration	8
22.	Consultation with the United Nations and specialized and related agencies	8
23.	Distribution of pre-session documentation relating to proposed agenda items	9

<i>Rule</i>	<i>Page</i>
24. In-session documentation	10
25. Availability of documentation for discussion of agenda items . . .	10
 IV. PARTICIPATION AND REPRESENTATION 	
A. Representation of Members	
26. Composition of delegations	10
B. Credentials	
27. Submission of credentials	11
28. Credentials Committee	11
29. Provisional admission to a session	12
C. Other participants	
30. Participation by others than representatives of Members	12
31. Representation	13
32. General rights of participation	13
D. Written statements	
33. Distribution of written statements submitted by representatives	14
 V. OFFICERS 	
34. Temporary President	14
35. Election of officers	14
36. Term of office and replacement	15
37. Absence of the President	15
38. General powers of the President	16
39. Voting rights of the President	16
 VI. ORGANS OF THE CONFERENCE 	
A. General Committee	
40. Composition	16
41. Officers	17
42. Functions	17
43. Participation by Members and other participants requesting the inclusion of items in the agenda	18
B. Main Committees and other sessional bodies	
44. Main Committees	18
45. Drafting Committee	19
46. Other sessional committees and working groups	19
47. Allocation of agenda items to sessional bodies	19
48. Officers	20

<i>Rule</i>	<i>Page</i>
49. Applicable rules	20
50. Reports	21
C. Subsidiary organs	
51. Establishment, composition and terms of reference	21
52. Work programme	21
53. Applicable rules	22
VII. SECRETARIAT	
54. Duties of the Director-General	22
55. Duties of the Secretariat	22
56. Statements by the Secretariat	23
57. Reports of the Director-General on the activities of the Organization	23
VIII. FINANCIAL, STAFF AND HEADQUARTERS REGULATIONS	
58. Financial regulations	23
59. Staff regulations	24
60. Regulations concerning the Headquarters Seat	24
IX. LANGUAGES	
61. Languages of the Conference	24
62. Interpretation	24
63. Languages of documents, records and reports	25
64. Publication in languages other than the languages of the Conference	25
X. RECORDS AND REPORTS	
65. Summary records	25
66. Sound recordings	26
67. Final Act of the Conference	26
68. Distribution of resolutions and other formal decisions	27
XI. PUBLIC AND PRIVATE MEETINGS	
69. General principles	27
70. Communiqués on private meetings	27
XII. MINUTE OF SILENT PRAYER OR MEDITATION	
71. Invitation to silent prayer or meditation	27

XIII. CONDUCT OF BUSINESS AT PLENARY MEETINGS

72.	Schedule of meetings	28
73.	Quorum	28
74.	Speeches.....	28
75.	Precedence	29
76.	Points of order	29
77.	Closing the list of speakers	29
78.	Right of reply	29
79.	Adjournment of debate	30
80.	Closure of debate	30
81.	Suspension or adjournment of meeting	30
82.	Priority of motions.....	31
83.	Basic proposals	31
84.	Other proposals	31
85.	Withdrawal of proposals and motions	32
86.	Decisions on competence	32
87.	Proposals involving expenditure.....	32
88.	Reconsideration of proposals	33
89.	Invitation to technical advisers.....	33

XIV. DECISION-MAKING

90.	Consensus	33
91.	Voting rights	34
92.	Majority required	34
93.	Methods of voting	36
94.	Explanation of vote or position	36
95.	Conduct during voting.....	36
96.	Division of proposals.....	37
97.	Amendments	37
98.	Order of voting on amendments.....	37
99.	Order of voting on proposals	38
100.	Elections	38
101.	Balloting	38
102.	Elections to the Board and the Programme and Budget Committee.....	39
103.	Appointment of the Director-General.....	40
104.	Procedure for the appointment of the Director-General.....	40

XV. ADMISSION OF NEW MEMBERS

105.	Applications	41
106.	Consideration of applications.....	41

<i>Rule</i>	<i>Page</i>
107. Notification of decision and effective date of membership	42
108. First budgetary contribution of a new Member	42
 XVI. CONVENTIONS AND INTERNATIONAL AGREEMENTS 	
109. Notification of a proposal for adoption of a convention or an international agreement	43
110. Consultation with the United Nations, specialized and related agencies and other organizations	43
111. Consideration and provisional adoption by the Conference of draft texts	44
112. Final adoption by the Conference and opening of a convention or international agreement for signature	44
113. Authentic texts and certified copies	45
114. Ratification, acceptance, approval or accession	45
115. Depositary and registration	46
116. Reporting on conventions and agreements	46
 XVII. AMENDMENT OF THE CONSTITUTION 	
117. Circulation of proposed amendments to the Constitution	46
118. Consideration by the Conference of proposed amendments to the Constitution	47
 XVIII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE 	
119. Amendment	47
120. Suspension	48
APPENDIX A	49
APPENDIX B	50

RULES OF PROCEDURE OF THE GENERAL CONFERENCE

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 Organization;

“Regular session” means the biennial session of the Conference contemplated by Article 8.2 (a) of the Constitution;

“Special session” means any other session of the Conference, whether convened pursuant to a request by the Board or by a majority of all Members;

“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 Conference pursuant to Article 7.3 of the Constitution;

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

“Director-General” means the 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

A. *Regular sessions*

Rule 3

Frequency of sessions

The Conference shall hold a regular session every two years unless it decides otherwise.¹

Rule 4

Place of sessions

Regular sessions shall be held at the seat of the Organization, unless otherwise determined by the Conference.²

B. *Special sessions*

Rule 5

Convening of sessions

1. Special sessions of the Conference shall be convened by the Director-General at the request of the Board or of a majority of all Members.³

¹Sentence reproducing textually Article 8.2 (a), first sentence, of the Constitution.

²Sentence reproducing textually Article 8.2 (b), first sentence, of the Constitution.

³Sentence based directly on Article 8.2 (a), second sentence, of the Constitution.

2. Any Member may request the Director-General to convene a special session of the Conference. The Director-General shall immediately inform the other Members of the request, as well as of the estimated costs and relevant administrative considerations, and inquire whether they concur in it. If within thirty days of the inquiry a majority of all Members concur in the request, the Director-General shall convene a special session of the Conference in accordance with rules 6, 7 and 9.

Rule 6

Dates of sessions

Special sessions shall be held as soon as possible and in any event not later than ninety days after the receipt by the Director-General of a request for such a session from the Board or from a majority of all Members, or of the concurrence of such majority as provided in rule 5.2, at a date set by the Director-General.

Rule 7

Place of sessions

The Board shall determine the place where a special session is to be held.⁴ This may be done by written procedure when the Board is not in session.

C. Regular and special sessions

Rule 8

Additional costs

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 9

Notification of opening date

1. The Director-General shall notify all Members, other States and organizations referred to in rule 30, as well as the President of the Board

⁴Sentence reproducing textually Article 8.2 (b), second sentence, of the Constitution.

and the chairmen of the Programme and Budget Committee and of any subsidiary organs of the Conference, of the opening date of each session, the place and expected duration thereof.

2. Such notification shall be sent:

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

(b) In the case of a special session, at least thirty days in advance of the opening date of the session.

Rule 10

Closing dates of sessions

On the recommendation of the General Committee,⁵ the Conference shall, at the beginning of each session, fix a closing date for the session.

Rule 11

Adjournment of sessions

The Conference 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 12

Preparation and distribution of provisional agenda

1. The Board shall prepare the provisional agenda for each session of the Conference⁶ on the basis of a list of items proposed for inclusion in the provisional agenda in conformity with rule 13 or 15, submitted to it by the Director-General, together with 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 Conference or other organs of the Organization.

⁵The composition of the General Committee is provided for in rule 40.

⁶Based directly on Article 9.4 (g) of the Constitution.

2. The provisional agenda shall be distributed together with the notification of the opening and the expected closing dates of the session, to be sent pursuant to rule 9.

Rule 13

Contents of provisional agenda for a regular session

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

(a) All items whose inclusion has been decided by the Conference at a previous session;

(b) The annual reports of the Director-General on the activities of the Organization and such other reports⁷ or items as the Director-General deems it necessary to submit to the Conference;

(c) The report of the Board on its activities since the preceding regular session of the Conference and such other reports or items as the Board may submit to the Conference;

(d) Reports from subsidiary organs of the Conference and any items proposed by them;

(e) All resolutions, reports and agenda items which the United Nations and United Nations organs have referred or proposed to the Organization in accordance with the agreement establishing the relationship between the Organization and the United Nations;

(f) Reports from specialized and related agencies and from other intergovernmental organizations with which UNIDO has concluded a relationship agreement pursuant to Article 19.1 (a) of the Constitution, and items proposed by them, where the agreement establishing the relationship with the organization concerned so provides;

(g) Any item proposed by a Member;

(h) Any report to be submitted to the United Nations requiring approval by the Conference;

(i) The programme of work and budget proposals for the next financial period, as adopted by the Board;

(j) Report by the Board on the audited accounts of the Organization for the preceding financial period;

(k) Recommendations of the Board for the establishment⁸ of the scale of assessments;

⁷See rule 57.

⁸See rule 21.

(l) Any other financial matters requiring action by the Conference or that should be brought to its attention;

(m) Any draft convention or international agreement,⁸ or draft recommendation for either, or any draft Financial, Staff or Headquarters Regulation,⁸ proposed for adoption by the Conference;

(n) Election of members of the Board;

(o) Election of members of the Programme and Budget Committee;

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

(q) Any proposed amendments to the Constitution;⁸

(r) Any other items required by the Constitution;

(s) Opening and expected closing dates and place of the next regular session of the Conference.

2. In order to be considered by the Board for inclusion in the provisional agenda, all proposals for agenda items must be submitted to the Director-General at least 120 days before the opening date of the session of the Conference.

Rule 14

Supplementary items

A Member, the Board, the Director-General or the United Nations may, not later than thirty days before the opening date of the session, request the inclusion of supplementary items in the agenda for a regular session. Subject to rule 21, such items shall be placed on a supplementary list which shall be sent at least twenty days before the opening date of the session, together with the supporting statements referred to in rule 16 and such observations as the Director-General may wish to offer, to all those to whom notification of the session was sent pursuant to rule 9.

Rule 15

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 any item proposed by the Board, or as required for the filling of any vacancy pursuant to rule 102.2 or 103.1, or for the consideration of any applications for membership in accordance with rule 106.

Rule 16

Explanatory memoranda and supporting statements

1. Except for those referred to in sub-paragraphs 1(a) and 1(c) of rule 13, and except for the annual reports of the Director-General on the activities of the Organization, each proposal for inclusion of an agenda item shall be accompanied by an explanatory memorandum.
2. Furthermore, proposals for supplementary or additional items shall, except if made by the Board, be accompanied by a supporting statement from the authority initiating it, indicating the urgency of consideration of the item and the reasons that precluded its submission before preparation of the provisional agenda by the Board.

Rule 17

Adoption of the agenda

At each session the provisional agenda and the supplementary list, if any, together with the report of the General Committee thereon, shall be submitted to the Conference for approval as soon as possible after the opening of the session and, on approval by the Conference with or without amendment by a majority of the Members present and voting, shall become the agenda of that session.

Rule 18

Additional items

1. *Regular sessions:*

(a) Subject to rule 21, additional items of an important and urgent character, proposed by a Member, the Board, the Director-General or the United Nations for inclusion in the agenda less than thirty days before the opening date of a regular session or during a regular session, may be placed on the agenda if, upon the recommendation of the General Committee, the Conference so decides by a majority of Members present and voting;

(b) At the request of any Member, the Conference shall not, unless it decides otherwise by a two-thirds majority of the Members present and voting, consider any additional item until three days have elapsed since it was placed on the agenda.

2. *Special sessions:* Subject to rule 21, additional items of an important and urgent character, proposed by one of the authorities referred to in

paragraph 1 above for inclusion in the agenda less than thirty days before the opening date of a special session or during a special session, may be added to the agenda if after consideration by the General Committee the Conference so decides by a two-thirds majority of the Members present and voting.

Rule 19

Amendment and deletion of items

Items on the agenda may be amended or deleted by the Conference by a majority of the Members present and voting.

Rule 20

Debate on inclusion of items

Debate on the inclusion of an item in the agenda when that item has been recommended for inclusion by the General Committee, shall be limited to three speakers in favour of, and three against, the inclusion. The President may limit the time to be allowed to speakers under the present rule.

Rule 21

Agenda items requiring ninety days' advance consideration

No proposal for the amendment of the Constitution⁹ or for the adoption by the Conference of a convention or an international agreement¹⁰ or of the Financial or Staff regulations, or of any Headquarters Regulations, or of amendments thereto shall be placed on the agenda of any session unless copies of the text of the proposal and of the required documentation have been circulated to all Members at least ninety days in advance of the opening date of the session.

Rule 22

Consultation with the United Nations and specialized and related agencies¹¹

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

⁹See also rule 117.

¹⁰See also rule 109.

¹¹For consultation on proposed international conventions or agreements, see rule 110.

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 Conference 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 Conference, 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 Conference to the implications of the proposal for co-ordination with such other organization or organizations.

Rule 23

Distribution of pre-session documentation relating to proposed agenda items

1. Reports, explanatory memoranda and other supporting documents required for consideration of items on the provisional agenda shall be distributed by the Director-General in all languages of the Conference 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 forty-five days before the opening date of a regular session and, in the case of a special session, not later than twenty days before its opening date.

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 supplementary list and in any event not later than ten days before the opening date of a regular session.

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 Conference, 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 for the delay and an indication of the dates on which they are expected to be distributed.

Rule 24

In-session documentation

When during a session of the Conference, extensive documents to be prepared by the Secretariat additional to those referred to in rule 23 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 25

Availability of documentation for discussion of agenda items

The Conference shall not proceed, unless it decides otherwise in a case of urgency by a two-thirds majority of the Members present and voting, to the discussion of any item on the agenda until at least forty-eight hours have elapsed after the documents referred to in rule 23 have been made available to all Members.

IV. PARTICIPATION AND REPRESENTATION

A. Representation of Members¹²

Rule 26

Composition of delegations

1. Each Member shall be represented by one or more representatives, who may be assisted by alternates, advisers and experts.
2. Each delegation shall have a head of delegation.
3. Any alternate, adviser or expert may act as representative upon instruction of the head of his delegation.

¹²By virtue of rules 49 and 53, the rules relating to representation of Members (rule 26), other participants (rules 30 to 32), officers (rules 34 to 39), the Secretariat (rules 54 to 57) and the conduct of business and decision-making at plenary meetings (rules 72 to 104) are also applicable, *mutatis mutandis*, to the proceedings of sessional bodies and subsidiary organs of the Conference. Accordingly, the term "Conference", wherever used in the present rules, includes sessional bodies and subsidiary organs of the Conference, unless the context indicates otherwise.

B. Credentials

Rule 27

Submission of credentials

1. The credentials of representatives and the names and titles of the other persons constituting the Member's delegation shall be submitted to the Director-General if possible not less than one week before the opening of the session which the delegation will attend. Any later change in the composition of the delegation also shall be submitted to the Director-General.
2. The credentials of representatives shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the Member concerned. A Permanent Representative to the Organization does not require special credentials if his letter of accreditation to the Organization specifies that he is authorized to represent his Government at sessions of the Conference, it being understood that this does not preclude that Government from accrediting another person as its representative by means of special credentials.
3. The credentials of representatives desiring to sign a convention or an agreement adopted by the Conference and opened for signature at the Conference during or at the close of the session they are attending,¹³ should include the powers required for this purpose, issued by one of the Authorities specified in paragraph 2 above. When speedy action is required, signature may be effected by the representative of the Member concerned or the head of its diplomatic mission accredited to the Government of the country where the signature is to take place, subject to the deposit with the Director-General of a written statement issued by the head of the diplomatic mission certifying that such action is being taken in accordance with the required powers conferred by his Government and that the necessary formal instrument will be forthcoming.

Rule 28

Credentials Committee

A Credentials Committee of nine members shall be appointed at the beginning of the Conference on the proposal of the President. Its composition shall be based on that of the Credentials Committee of the

¹³See rule 112.1.

United Nations General Assembly at its most recent session. It shall examine the credentials of representatives and report without delay to the Conference which shall decide any question arising.

Rule 29

Provisional admission to a session

Any representative to whose admission a Member has made objection shall be seated provisionally with the same rights as other representatives until the Credentials Committee has reported and the Conference has given its decision.

C. Other participants¹²

Rule 30

Participation by others than representatives of Members

1. Representatives of States not Members of the Organization, but Members of the United Nations or of any of its specialized agencies or of the International Atomic Energy Agency and representatives of States which enjoy observer status in the General Assembly of the United Nations, may attend the Conference and participate in its deliberations on any matter of direct concern to them, without the right to vote.
2. In accordance with the relationship agreement with the United Nations, representatives of the United Nations and United Nations organs may participate when duly authorized by a competent intergovernmental organ or by the Secretary-General of the United Nations.
3. Representatives of the following shall be permitted to participate, without the right to vote, in deliberations of the Conference on matters of particular concern to them:
 - (a) The specialized and related agencies of the United Nations system;
 - (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.

4. 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 Conference on matters of particular concern to them.

Rule 31

Representation

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

Rule 32

General rights of participation¹⁴

Except as otherwise decided by the Conference, the representatives of participants other than Members:

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

(b) May not introduce proposals;

(c) May intervene, with the permission of the President, in the debates in plenary meetings of the Conference and, with the permission of the Chairman, in meetings of the Main Committees on matters of particular concern to them, provided that, in accordance with the agreements establishing the relationship with the organization concerned, representatives of intergovernmental organizations referred to in paragraphs 2 and 3 (a), (b) and (c) of rule 30 shall be afforded full opportunity for presenting the views of their organization on questions within the scope of its activities;

(d) May be given an opportunity to reply in accordance with rule 78;

(e) May participate in working groups, as appropriate and when authorized by the Conference or the committee having established the working group concerned.

¹⁴Rule included to give effect to Article 4.3 of the Constitution.

D. Written statements

Rule 33

Distribution of written statements submitted by representatives

1. Written statements submitted by representatives of one or more Members shall, if of relevance to the work of the Organization and upon consent of the President of the Conference, 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 Conference.
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 Conference, be distributed by the Secretariat to all delegations in the quantities and in the languages in which the statements are made available at the conference site. Such statements are not to be translated or reproduced by the Secretariat, nor transported by it to the conference site. Furthermore, statements by a governmental or non-governmental organization shall be on a subject in which the organization concerned has a special competence.

V. OFFICERS¹²

Rule 34

Temporary President

At the opening of each session of the Conference, the President of the previous regular session or, in his absence, the head of the delegation from which the President of that session was elected or, in his absence, the Director-General shall preside until the Conference has elected a President for the session.

Rule 35

Election of officers

1. At each regular session the Conference shall, with due regard for equitable geographical representation, elect, from among the representatives of Members, the following officers: a President and nine Vice-Presidents, as

well as a Chairman for each Main Committee provided for in rule 44;¹⁵ when a Drafting Committee is established, a Vice-President shall serve as its Chairman.

2. The office of the President shall be subject to geographical rotation as established in Appendix A to the present rules.

3. The nine Vice-Presidents shall be elected so as to ensure the representative character of the General Committee.

4. For the purposes of paragraphs 2 and 3 above, due account shall be taken of any decisions of the Conference regarding the inclusion of new Members in the lists of States contained in Annex I to the Constitution.¹⁶

Rule 36

Term of office and replacement

1. All officers shall hold office until their successors are elected at the next regular session of the Conference.

2. If an officer resigns or ceases to be able to perform his functions or to be a representative of a Member, or if the State of which he is a representative ceases to be a Member, the Conference 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, a Vice-President shall serve as Acting President until a new President has been elected for the unexpired term of office.

Rule 37

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.

¹⁵For the election of other officers of the Main Committees and of the officers of other sessional bodies, see rule 48.

¹⁶See rule 106.2.

Rule 38

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 Conference, 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 Conference 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 Conference 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 Conference 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 Conference.

Rule 39

Voting rights of the President

Without prejudice to rule 91, the President, or a Vice-President acting as President, shall not cast any vote.

VI. ORGANS OF THE CONFERENCE

A. General Committee

Rule 40

Composition

1. The officers elected pursuant to rule 35 shall constitute the General Committee. The chairman or another designated representative of any sessional body not represented on the General Committee and the Director-General, *ex officio*, may participate in its proceedings, without the right to vote.

2. If any member of the General Committee is to be absent from one of its meetings, he may designate another member of his delegation to participate and vote in his place. The chairman of any sessional body represented on the General Committee may also designate a vice-chairman to participate in the proceedings of the General Committee without the right to vote.

Rule 41

Officers

The President, or in his absence one of the Vice-Presidents designated by him, shall serve as Chairman.

Rule 42

Functions

1. *Functions relating to the adoption of agenda and the allocation of agenda items*—The General Committee shall:

(a) At the beginning of each session, examine the provisional agenda, together with any supplementary list, and make recommendations to the Conference with regard to each item proposed concerning its inclusion in the agenda, the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future session;

(b) In the same manner in accordance with rule 18, examine requests for the inclusion of additional items in the agenda and make recommendations thereon to the Conference;

(c) Propose to the Conference the establishment of Main Committees and of any other sessional bodies of the Conference;

(d) Propose to the Conference the allocation of items between the plenary meetings, the Main Committees and any other sessional bodies, in such a way as to ensure that all items inscribed on the agenda can be adequately dealt with during the session. Items relating to the same category of subjects should be referred to the body dealing with that category of subjects;

(e) In considering matters relating to the agenda of the Conference, the General Committee shall not discuss the substance of any item, except insofar as this bears upon the question of whether it should recommend the inclusion of the item in the agenda; the rejection of the request for inclusion or the inclusion of the item in the provisional agenda of a future

session; or the question of what priority should be accorded to an item whose inclusion has been recommended or how it should be allocated.

2. *Review of progress of the work of the Conference*—The General Committee shall meet as required throughout the session to review the progress of the work of the Conference and its sessional bodies and to make recommendations for furthering such progress. It shall also meet at such other times during the session as the President deems necessary or upon the request of any of its Members.

3. *Other functions*—In addition to performing other functions specified in the present rules, the General Committee shall:

(a) Assist the President and the Conference in drawing up the agenda for each plenary meeting and in determining the priority of the items;

(b) Generally assist the President in expediting the conduct of the business of the Conference and in ensuring the co-ordination of its work in the plenary meetings, Main Committees and other sessional bodies;

(c) Make recommendations to the Conference concerning the closing date of the session.

Rule 43

Participation by Members and other participants requesting the inclusion of items in the agenda

A Member which has no representative in the General Committee and which has requested the inclusion of an item in the agenda shall be entitled to attend any meeting of the General Committee at which its request is discussed, and to participate, without vote, in the discussion of that item. The General Committee may also invite other participants which have proposed the inclusion of items in the agenda, to be heard by the General Committee on the inclusion of such items.

B. Main Committees and other sessional bodies

Rule 44

Main Committees

The Conference, upon recommendation of the General Committee, may establish one or more Main Committees, on which each Member participating in the Conference may be represented.

Rule 45

Drafting Committee

1. Where an item has been included in the agenda for a session which requires consideration by the Conference of a draft text, such as a draft convention or international agreement, or regulation, proposed for adoption by the Conference, it may establish a drafting committee which shall be chaired by a Vice-President elected pursuant to paragraph 1 of rule 35 and consist of a sufficient number of other members, selected so that each language in which any instrument to be adopted by the Conference is to be authentic will be adequately represented, and with due regard for equitable geographical distribution.

2. The Drafting Committee shall give advice on drafting as requested by the Conference or any Main Committee. Subject to any general instructions of the Conference, it shall co-ordinate and review the drafting of all texts referred to it and shall report, as appropriate, either to the Conference or the Main Committee concerned.

Rule 46

Other sessional committees and working groups

In addition to the committees provided for in rules 40, 44 and 45, the Conference may establish, with due regard for the principle of equitable geographical representation, such other sessional committees and working groups as it deems necessary for the performance of its functions. Each committee may set up sub-committees and working groups, to the extent permitted by available conference servicing facilities.

Rule 47

Allocation of agenda items to sessional bodies

The Conference, upon the recommendation of the General Committee, shall allocate items on the agenda between the plenary meetings, the Main Committees and any other sessional bodies. Main Committees and other sessional bodies shall not introduce new items on their own initiative.

Rule 48

Officers

1. Each Main Committee shall, unless it decides otherwise, elect three Vice-Chairmen and a Rapporteur.¹⁷
2. Each other sessional body shall elect such officers as it considers necessary, in addition to any that may have been elected for it by the organ establishing it.
3. The officers shall be elected on the basis of equitable geographical representation, experience and personal competence.

Rule 49

Applicable rules

The rules relating to representation of Members (rule 26), other participants (rules 30 to 32), officers (rules 34 to 39), the Secretariat (rules 54 to 57) and the conduct of business and decision-making at plenary meetings (rules 72 to 104) shall be applicable, *mutatis mutandis*, to the proceedings of committees and working groups, except as otherwise provided or as the Conference may otherwise decide, and except that:

(a) Each Member participating in the Conference may be represented by one representative on each Main Committee and on any other sessional body of which it is a member;

(b) The chairmen of sessional bodies other than Main Committees may exercise the right to vote;

(c) The chairman of a Main Committee may declare a meeting open and permit the debate to proceed when representatives of at least one quarter of the Members participating in the current session of the Conference are present. The chairman of any sessional body of limited membership may do so when representatives of a majority of its members are present;

(d) Decisions of committees and working groups shall be taken by a majority of the members present and voting, but, except in the course of consideration of draft texts of a proposed convention or international agreement, or a regulation, the reconsideration of a proposal at the current session shall require a two-thirds majority of the Members present and voting.

¹⁷For the election of the chairmen of the Main Committees, see rule 35.

Rule 50

Reports

Reports submitted by sessional bodies of the Conference 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.

C. *Subsidiary organs*

Rule 51

Establishment, composition and terms of reference

The Conference 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.¹⁸ In determining the composition of a subsidiary organ, the Conference 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 Conference shall determine the terms of reference of its subsidiary organs and shall at each regular session examine the desirability of continuing the existence of any subsidiary organ.

Rule 52

Work programme

Subject to any decisions of the Conference, each subsidiary organ, taking into consideration the date of the session of the Conference to which its report is to be submitted, and bearing in mind the task assigned to it by the Conference, may adopt its own priorities within the framework of the work programme established by the Conference, and, in consultation with the Director-General, meet as may be necessary.

¹⁸Sentence based directly on Article 7.3 of the Constitution.

Rule 53

Applicable rules

The rules relating to the procedure of sessional committees of the Conference, other than the Main Committees, shall apply to the proceedings of subsidiary organs unless the Conference or the subsidiary organ concerned decides otherwise.

VII. SECRETARIAT¹²

Rule 54

Duties of the Director-General

1. The Director-General shall act in that capacity in all meetings of the Conference.¹⁹ 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 Conference and shall be responsible for all necessary arrangements for meetings of the Conference, including the preparation and distribution of documents in the languages of the Conference, in accordance with rules 12, 23, 24 and 63 to 68.
3. Unless the Conference 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 Conference.

Rule 55

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 Conference;
- (c) Make and arrange for the keeping of sound recordings of meetings;

¹⁹Sentence reproducing textually Article 11.6 (part of first sentence) of the Constitution.

- (d) Provide summary records of plenary meetings of the Conference;
- (e) Report the proceedings of the Conference in the *Journal* of the United Nations Industrial Development Organization issued during sessions of the Conference;
- (f) Publish and circulate any report or final act of the Conference as well as any official records;
- (g) Arrange for the custody of the documents and records of the Conference in the archives of the Organization;
- (h) Generally perform all other work that the Conference may require in connection with its proceedings.

Rule 56

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 74, make oral as well as written statements to the Conference concerning any question under consideration by it.

Rule 57

Reports of the Director-General on the activities of the Organization

The Director-General shall submit to the Conference his annual reports on the activities of the Organization and such other reports as may be required.²⁰

VIII. FINANCIAL, STAFF AND HEADQUARTERS REGULATIONS

Rule 58

Financial regulations

On the basis of proposals submitted by the Director-General the Conference shall consider and approve regulations for the financial administration of the Organization²¹ and shall from time to time, as required, consider and approve amendments to these regulations.

²⁰Rule based on Article 11.6 of the Constitution.

²¹Rule based on Article 8.3 (c) of the Constitution.

Rule 59

Staff regulations

The Conference, upon the recommendation of the Board, shall establish regulations concerning the conditions of service of the staff of the Secretariat²² and shall from time to time, upon the recommendation of the Board, consider and approve amendments to these regulations.

Rule 60

Regulations concerning the Headquarters Seat

The Conference, upon the recommendation of the Board, shall establish regulations operative within the Headquarters Seat, to the extent required for the purpose of establishing therein conditions in all respects necessary for the full execution of the functions of the Organization.²³

IX. LANGUAGES

Rule 61

Languages of the Conference

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

Rule 62

Interpretation

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

²²Rule based on Article 11.5 of the Constitution.

²³Rule based on Article III, Section 8, of the Agreement between the United Nations with the Republic of Austria regarding the Headquarters of the United Nations Industrial Development Organization, signed on 13 April 1967.

Rule 63

Languages of documents, records and reports

1. The following documentation shall be published or circulated simultaneously in the languages of the Conference:
 - (a) Any summary records of meetings, in accordance with rule 65;
 - (b) All resolutions and other formal decisions of the Conference;
 - (c) Any reports submitted by the General Committee, a Main Committee or other sessional body,²⁴ as well as any report or final act of the Conference;
 - (d) The *Journal* of the United Nations Industrial Development Organization, issued during sessions of the Conference;
 - (e) Any other official document of the Conference.
2. Any convention or international agreement adopted by the Conference shall be published in the language or languages in which it is authentic.

Rule 64

Publication in languages other than the languages of the Conference

Documents of the Conference, and its sessional bodies²⁴ shall, if the Conference so decides, be published in any language other than the languages of the Conference.

X. RECORDS AND REPORTS

Rule 65

Summary records

1. Summary records of the plenary meetings of the Conference containing a summary of statements on substantive issues shall be prepared by the Secretariat and distributed in final form in all languages of the Conference as soon as possible to all Members and to any other participants in those meetings, who may, within seven days after either their receipt or the closure of the session whichever is later, submit corrections to their

²⁴By virtue of rule 53, this provision applies also to subsidiary organs of the Conference.

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 Conference.

2. Any disagreement concerning such corrections shall be decided by the President of the Conference after consulting the sound recordings of the proceedings.

3. Statements made at the Conference shall not be reproduced *in extenso* either as separate documents or in or attached to any summary record or report of a sessional body²⁴ unless, in exceptional cases, they are relevant to the work of the Organization and served or are to serve as bases for discussion, and a decision to reproduce them has been taken by the Conference or the organ concerned after consideration of a statement by the Director-General of the estimated costs of reproduction.

Rule 66

Sound recordings

Sound recordings of plenary meetings of the Conference and of meetings of the Main Committees and any Drafting Committee shall be made and kept by the Secretariat. Unless otherwise decided by the organ establishing it, or by the sessional body concerned, no such recordings shall be made of meetings of any other sessional bodies.²⁴ Upon request, a Member may obtain a copy of sound recordings at its own expense.

Rule 67

*Final Act of the Conference*²⁵

1. Conventions or international agreements shall normally be adopted by a resolution of the Conference, to which the text of the convention or international agreement is annexed.

2. The Conference may approve and open for signature a Final Act, the draft of which shall be prepared by the Secretariat and submitted by it to the Drafting Committee, which shall report thereon to the Conference.

²⁵For reports of sessional bodies and subsidiary organs, see rule 50.

Rule 68

Distribution of resolutions and other formal decisions

The texts of all resolutions, recommendations and other formal decisions adopted by the Conference shall be distributed by the Secretariat to all Members and other participants as soon as possible after the close of the session.

XI. PUBLIC AND PRIVATE MEETINGS

Rule 69

General principles

1. The plenary meetings of the Conference and the meetings of the Main Committees shall be held in public unless the organ concerned decides otherwise.
2. Meetings of other organs of the Conference shall be held in private unless the Conference or the organ concerned decides otherwise.
3. Members of the general public and representatives of the news media shall not be admitted to private meetings.

Rule 70

Communiqués on private meetings

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

XII. MINUTE OF SILENT PRAYER OR MEDITATION

Rule 71

Invitation to silent prayer or meditation

Immediately after the opening of the first plenary meeting and immediately preceding the closing of the final plenary meeting of each session of the Conference, the President shall invite the representatives to observe one minute of silence dedicated to prayer or meditation.

XIII. CONDUCT OF BUSINESS AT PLENARY MEETINGS¹²

Rule 72

Schedule of meetings

Meetings shall be held in accordance with the daily schedule recommended by the General Committee and approved by the Conference.

Rule 73

Quorum

The President may declare a meeting open and permit the debate to proceed when representatives of at least one third of the Members participating in the current session of the Conference are present. The presence of representatives of a two-thirds majority of the Members participating in the current session of the Conference shall be required for any decision to be taken.

Rule 74

Speeches

1. No one may address the Conference without having previously obtained the permission of the President. Subject to rules 75, 76 and 78 to 81, the President 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 Conference and the President may call a speaker to order if his remarks are not relevant to the question under discussion.
3. The Conference may limit the time allowed to speakers and the number of times the representative of each participant 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 78 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 75

Precedence

The President of the Board or the Chairman or Rapporteur of a Main Committee or a representative designated by any other sessional body, 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 76

Points of order

Subject to rule 95, 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 present and voting. A representative may not, in raising a point of order, speak on the substance of the question under discussion.

Rule 77

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 Conference, declare the list closed. When there are no more speakers, the President shall, with the consent of the Conference, declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 80.

Rule 78

Right of reply

1. Notwithstanding rule 77, the President shall accord the right of reply to the representative of any Member participating in the Conference who requests it. Other participants may be granted the opportunity to make a reply.²⁶

²⁶See rule 32 (d).

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 79

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 82, be put to the vote immediately.

Rule 80

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 82, be put to the vote immediately.

Rule 81

Suspension or adjournment of meeting

Subject to rule 94, 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 82, be put to the vote immediately.

Rule 82

Priority of motions

Subject to rule 75, the motions indicated below shall have priority in the following order over all proposals or other motions before the Conference:

- (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 83

Basic proposals

1. A proposal for adoption by the Conference of a convention or international agreement, or a regulation, shall, if the Board so recommends or the Conference so decides, constitute the basic proposal for consideration by the Conference under the relevant agenda item.
2. Unless the Conference decides otherwise, it shall give priority to the consideration of basic proposals over all other proposals submitted under the same agenda item.
3. Without prejudice to the right of any Member to submit amendments in accordance with the present rules, the Director-General may establish a target date, in advance of the date on which the Conference is to be convened, by which any amendments relating to the basic proposals should be submitted to the Secretariat. Amendments so submitted shall receive priority in their processing by the Secretariat and their consideration by the Conference.

Rule 84

Other proposals

Other proposals shall normally be submitted in writing to the Director-General, who shall circulate copies thereof to all delegations in the languages of the Conference. As a general rule, proposals shall not be discussed until copies thereof have been circulated to the delegations of all Members participating in the Conference and they shall not be put to the

vote until the day after such circulation has taken place. Subject to the consent of the Conference, 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 85

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

Rule 86

Decisions on competence

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

Rule 87²⁷

Proposals involving expenditure

1. 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 approved by the Conference 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 approved by the Conference until the Programme and Budget Committee and subsequently the Board, meeting concurrently with the Conference, have had an opportunity to act in accordance with Article 14.2 and 14.3 of the Constitution. The Board shall submit its decisions to the Conference. The approval by the Conference of such resolutions, decisions and amendments shall require a two-thirds majority of all Members.^{28, 29}

²⁷Rule based on Article 14.4 (b) and 14.6 of the Constitution.

²⁸See also rule 92.1 (c).

²⁹Paragraph reproducing textually Article 14.6 of the Constitution.

2. Proposed amendments to the programme of work and the corresponding regular budget and operational budget adopted by the Board shall be subject to the procedure set out in paragraph 1 above.

Rule 88

Reconsideration of proposals

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Conference, by a two-thirds majority of the Members 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 89

Invitation to technical advisers

The Conference 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 Conference and answer questions from representatives relating thereto.

XIV. DECISION-MAKING¹²

Rule 90

Consensus

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

Rule 91³⁰

Voting rights

Each Member shall have one vote in the Conference, provided that if any Member 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, that Member's right to vote is suspended, unless the Conference is satisfied that the failure to pay is due to conditions beyond the control of the Member and therefore decides to permit the Member to vote.

Rule 92

Majority required

1. *Two-thirds majority of all Members*—Decisions of the Conference on the following matters shall require a two-thirds majority of all Members:

(a) Any change of the seat of the Organization;³¹

(b) Approval of proposed amendments to the Constitution;³²

(c) Approval of all resolutions, decisions or amendments involving expenditures as provided for in Article 14.6 of the Constitution.

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

(a) Approval of membership in the Organization;³³

(b) Adoption of conventions or international agreements with respect to any matter within the competence of the Organization;³⁴

(c) Approval of the programme of work and the corresponding regular budget and operational budget adopted and submitted to it by the Board;³⁵

³⁰Rule based on Article 8.6, first sentence, and on Article 5.2 of the Constitution.

³¹See Article 20.1 of the Constitution.

³²*Ibid.*, Article 23.2 (b) and 23.3 (b).

³³*Ibid.*, Article 3 (b).

³⁴*Ibid.*, Article 8.3 (d).

³⁵*Ibid.*, Articles 8.3 (c), and 14.4 (a).

(d) Approval of any supplementary or revised estimates, adopted by the Board and submitted by it to the Conference, for the regular budget or operational budget;³⁶

(e) Establishment of the scale of assessments for apportionment of the regular budget expenditures;³⁷

(f) Approval of a relationship agreement concluded with the United Nations in accordance with Article 63 of the Charter of the United Nations;³⁸

(g) The procedural matters provided for in rules 18, 25, 88 and 120.

3. *Simple majority of all Members*—Any decision of the Conference to request the Director-General to convene a special session shall be taken by a majority of all Members.³⁹

4. *Simple majority of the Members present and voting*—Decisions of the Conference on matters other than those specified in paragraphs 1, 2 or 3 above or in rule 103, 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.⁴⁰

5. Decisions of the Conference 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.

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

³⁶*Ibid.*, Articles 8.3 (c) and 14.5.

³⁷*Ibid.*, Article 15.1.

³⁸*Ibid.*, Article 18.

³⁹Based on Article 8.2 (a), second sentence, of the Constitution.

⁴⁰Rule based directly on Article 8.6, second sentence, of the Constitution.

Rule 93

Methods of voting

1. Except as provided in paragraph 2 below, the Conference 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 participating in the Conference, 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 Conference 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 may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the Members.
3. The vote of each Member participating in a roll-call or a recorded vote shall be inserted in the record of or report on the meeting.

Rule 94

Explanation of vote or position

1. Representatives 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 Conference, the representatives of a Member 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 95

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 96

Division of proposals

A representative may move that parts of a proposal be voted on separately. If another representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives 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 97

Amendments

A proposal shall be considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 98

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 Conference 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 Conference decides, in accordance with rule 96, 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 99

Order of voting on proposals

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference 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 100

Elections

1. All elections shall be held by secret ballot unless, in the absence of any objection, the Conference 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 Conference shall immediately proceed to the election.

Rule 101

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 102

Elections to the Board and the Programme and Budget Committee

1. At each session the Conference shall elect, from among the Members, the necessary number of members of the Board and of the Programme and Budget Committee (hereinafter “the Committee”) to ensure that these organs are constituted in accordance with Articles 9 and 10, respectively, of the Constitution.⁴¹

2. Should a member cease to belong to the Board or the Committee before its term of office has expired, the Conference shall at its next regular or special session, whichever comes first, elect a new member for the remainder of the unexpired term.

3. A single election shall be held to fill simultaneously all vacancies and impending vacancies on the Board and the Committee. The ballot paper shall specify those elective places that are to be filled in each geographical group in the order that these groups are referred to in Articles 9.1 and 10.1 of the Constitution. At each session the President shall indicate to the

⁴¹Article 9.1 and 9.2 of the Constitution provides that the Board shall consist of 53 Members of the Organization elected by the Conference, which shall give due regard to the principle of equitable geographical distribution. Members of the Board shall hold office from the close of the regular session of the Conference at which they are elected until the close of the regular session of the Conference four years thereafter, except that those elected at the first session shall hold office from the time of their election and one half of them shall hold office only until the close of the regular session two years thereafter. Members of the Board may be re-elected. Article 10.1 and 10.2 of the Constitution provides that the Committee shall consist of 27 members elected by the Conference, which shall give due regard to the principle of equitable geographical distribution. Members of the Committee shall hold office from the close of the regular session of the Conference at which they are elected until the close of the regular session two years thereafter. Members of the Committee may be re-elected.

Conference, before it proceeds to the election, which elective places must be filled. If after the first ballot one or more elective places remain to be filled, further ballots shall be held in accordance with paragraphs 2 and 3 of rule 101.

Rule 103

Appointment of the Director-General⁴²

1. The Director-General shall be appointed by the Conference upon recommendation of the Board for a period of four years. He may be reappointed for a further term of four years, after which he shall not be eligible for re-appointment.
2. When the term of office of the Director-General is due to expire, the appointment of a new Director-General shall be placed on the agenda of the regular session of the Conference immediately preceding the expiry of the term of office. If the office of the Director-General becomes vacant for other reasons between sessions of the Conference, the appointment of a new Director-General shall be placed on the agenda of the next regular or special session, whichever comes first.
3. When the Board has submitted its recommendation on the appointment of the Director-General, the Conference shall consider the recommendation at a private meeting and vote upon it by secret ballot.
4. The Conference shall also consider a draft contract, submitted to it at the same time by the Board for approval, establishing the terms and conditions of appointment of the Director-General, including the salary and other emoluments attached to the office. When approved by the Conference, the contract of appointment shall be signed by the new Director-General and by the President of the Conference, acting in the name of the Organization.

Rule 104

Procedure for the appointment of the Director-General

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

⁴²Rule based on Articles 11.2 and 9.4 (f) of the Constitution.

2. The Conference shall consider any candidate recommended to it by the Board, and shall decide thereon by a secret ballot. A decision to appoint shall require a simple majority of those present and voting, but no fewer than two fifths of the Members participating in the current session of the Conference.

3. If a candidate recommended by the Board does not obtain the majority specified in paragraph 2 above, the Board shall reconsider the matter and present a new recommendation to the Conference.

XV. ADMISSION OF NEW MEMBERS

Rule 105

Applications

1. Any one of the States referred to in Article 3 (*b*) of the Constitution, which desires to become a Member of the Organization, shall submit an application to the Director-General. Such application shall be accompanied by a declaration, made in a formal instrument, that the State in question associates itself with the objectives and principles of the Organization and is willing to become a party to the Constitution and accepts the obligations contained therein.⁴³

2. The Director-General shall, for information, send a copy of the application to all Members.

Rule 106

Consideration of applications

1. The Conference shall at its next regular or special session, whichever comes first, consider the application and the Board's recommendation on it.⁴⁴ The Director-General shall for this purpose include an item in the provisional agenda of the session, in accordance with rule 13 or 15, as

⁴³Rule based on Article 3 of the Constitution.

⁴⁴See Article 3 (*b*) of the Constitution.

appropriate. If a recommendation pursuant to Article 3(b) of the Constitution is made by the Board during a session of the Conference, it shall be considered during that session.

2. If the application is approved,⁴⁵ or if one of the States referred to in Article 3(a) of the Constitution becomes a Member, and if the State in question is not included in any of the lists of States contained in Annex I to the Constitution, the Conference shall decide, after appropriate consultations, in which of those lists the new Member is to be included. Any such changes in these lists shall be promptly reported by the Director-General to the Secretary-General of the United Nations as the depositary of the Constitution.

3. If the Board does not recommend the applicant State for membership or postpones consideration of the application, the Conference may, after full consideration of the Board's report, refer the matter back to the Board, together with a full record of the discussion in the Conference, for further consideration and recommendation or report.

Rule 107

Notification of decision and effective date of membership

The Director-General shall inform the applicant State of the decision taken by the Conference on its application. If the application is approved,⁴⁵ the State's membership shall become effective on the date on which, in accordance with its Article 25.2(c), the Constitution enters into force in respect of that State.

Rule 108

First budgetary contribution of a new Member

A new Member shall make a contribution to the budget of the Organization for the year during which it becomes a Member. The amount of such contribution shall be determined by the Conference at the session during which the State's application for membership is approved.

⁴⁵See rule 92.2 (a) for the majority required for approval by the Conference of applications for membership.

XVI. CONVENTIONS AND INTERNATIONAL AGREEMENTS

Rule 109

Notification of a proposal for adoption of a convention or an international agreement

In order to secure proper consultation among Members and adequate preparations prior to the Conference, the Director-General shall notify all Members and other participants of any proposal for a convention or international agreement, submitted for adoption by the Conference in accordance with Article 8.3 (d) of the Constitution, in sufficient time in advance of the session of the Conference at which the proposal is to be considered, and in any event not later than the time when the provisional agenda for that session is to be distributed pursuant to rule 12. Such notification shall be accompanied by:

- (a) Any draft text and explanatory memorandum submitted with the proposal by the authority initiating it;
- (b) Any reports on the matter by the Director-General; and
- (c) A request for such comments and information on the matter as Members may wish to make available prior to the session of the Conference.

Rule 110

Consultation with the United Nations, specialized and related agencies and other organizations

The Director-General shall, at the same time that he requests Members to comment on the proposed convention or international agreement, consult the United Nations, specialized and related agencies and, at his discretion, other intergovernmental or governmental organizations with which UNIDO has concluded a relationship agreement pursuant to Article 19.1 (a) of the Constitution and non-governmental and other organizations with which relations have been established pursuant to Article 19.1 (b) of the Constitution in respect of any provision of the proposal that may affect the activities of such organizations, and shall bring their views to the attention of the Conference together with any comments received from Governments.

Rule 111

Consideration and provisional adoption by the Conference of draft texts

1. The Conference may decide to take as the basis for its discussion any draft texts submitted with the proposal for adoption of a convention or an international agreement, and any written comments thereon received from Members prior to the opening of the Conference, in which case these texts shall be treated as basic proposals under rule 83.
2. At any stage of its discussion of draft articles of a proposed convention or an international agreement, the Conference may refer one or more draft articles to a drafting committee. Furthermore, the provisions of a convention or international agreement, as provisionally adopted by the Conference, may be referred to a drafting committee for the preparation of a final draft text.

Rule 112

Final adoption by the Conference and opening of a convention or international agreement for signature

1. Upon receipt of the final draft text prepared by the Drafting Committee, the Conference may, by a two-thirds majority of the Members present and voting,⁴⁶ finally adopt a convention or international agreement and decide that it be opened for signature⁴⁷ at the Conference during or at the close of the current session and for a specified period of time thereafter, after which it may, in accordance with its provisions, remain open for signature for an additional period at the address of the depositary.⁴⁸
2. For adoption by the Conference of any recommendation under Article 8.3 (d) of the Constitution a simple majority of the Members present and voting shall be sufficient.
3. The Conference may recommend that Members should, within the period of one year from the close of the session of the Conference at which conventions or international agreements were adopted, bring those to the attention of their competent authorities for appropriate action; and that

⁴⁶See rule 92.2 (b).

⁴⁷See rule 27.3 for the requirement of submission of adequate full powers by representatives desiring to sign a convention or international agreement adopted by the Conference.

⁴⁸See rule 115.

Members should inform the Director-General of the measures taken in accordance with the recommendation of the Conference, with particulars of the authority or authorities regarded as competent and of the action taken by them.

Rule 113

Authentic texts and certified copies

1. Two copies of every convention or international agreement adopted by the Conference shall be authenticated by the signatures of the President of the Conference and of the Director-General. One of these copies shall be deposited with the depositary Government or Organization. The second copy shall be kept in the archives of the Organization even if the latter is not designated itself as the depositary of the convention or international agreement.⁴⁸
2. The depositary shall transmit as soon as possible a certified copy of the convention or international agreement to each Member and to such other States as may become parties to the convention or international agreement.

Rule 114

Ratification, acceptance, approval or accession

1. The receipt of a certified copy of a convention or an international agreement adopted by the Conference shall constitute due notice to each Member, and to any other State eligible to become a party, that its consideration thereof is invited with a view to acceptance. Each Member or other eligible State accepting shall communicate its acceptance by depositing the requisite instrument with the depositary, who shall promptly inform the other States concerned, and the Director-General if applicable, in accordance with rule 115.2.
2. Instruments of ratification, acceptance, approval or accession shall be issued by one of the authorities specified in rule 27 for the issuance of credentials and the required powers, it being understood that an instrument that does not meet this requirement may be accepted provisionally under the conditions specified in paragraph 3 (last sentence) of rule 27 for provisional acceptance of a signature.

Rule 115

Depositary and registration

1. Every convention or international agreement adopted by the Conference shall contain a provision designating a depositary for the convention or agreement and authorizing the depositary to effect the registration of the convention or international agreement with the Secretariat of the United Nations pursuant to Article 102 of the Charter of the United Nations and the Regulation adopted by the General Assembly to give effect to that Article.
2. In addition to notifying the States concerned, the depositary shall notify the Director-General if applicable of all matters affecting such conventions or international agreements.

Rule 116

Reporting on conventions and agreements

The Director-General shall report to the Conference at each regular session on:

- (a) Any agreements entered into by him on behalf of the Organization pursuant to Article 19.1 (a) of the Constitution;
- (b) Any arrangements established with non-governmental and other organizations pursuant to Article 19.1 (b) of the Constitution;
- (c) The entry into force, the cessation of being in force or the amendment of any convention or international agreement adopted by the Conference under Article 8.3 (d) of the Constitution together with updated lists of the parties to each convention or international agreement so adopted and any other relevant information, including that received by the Director-General pursuant to rules 112.3 and 118.4;
- (d) Action taken with a view to achieving the objectives of the conventions and international agreements and their effective implementation.

XVII. AMENDMENT OF THE CONSTITUTION

Rule 117

*Circulation of proposed amendments to the Constitution*⁴⁹

The text of any amendments to the Constitution proposed after the second regular session of the Conference shall be promptly communicated

⁴⁹Rule based directly on Article 23.1 of the Constitution.

by the Director-General to all Members and shall not be considered by the Conference until ninety days after the dispatch of the Director-General's communication.

Rule 118

Consideration by the Conference of proposed amendments to the Constitution

1. Any proposal for amendment of the Constitution shall only be considered by the Conference if it has been recommended to it by the Board in accordance with Article 23.2 (a) or Article 23.3 (a), as the case may be, of the Constitution.⁵⁰
2. The text of any draft amendments provisionally adopted by the Conference shall be referred to a drafting committee established pursuant to rule 45, which shall prepare the final draft text of the amendments and embody them, together with any necessary consequential amendments to the Constitution, in a draft instrument of amendment, the text of which shall be circulated to all Members and not be finally decided upon by the Conference until forty-eight hours have elapsed after its circulation to all Members.
3. On receipt of the text prepared by the Drafting Committee, the Conference may, subject to paragraph 2 above, proceed to take a final vote of approval of the instrument of amendment of the Constitution by a two-thirds majority of all Members,⁵¹ and decide that it be opened for signature in accordance with the provisions of rule 112.1.
4. The provisions of rules 112.1, 113, 114 and 116 shall apply *mutatis mutandis* to any instrument of amendment of the Constitution adopted by the Conference.

XVIII. AMENDMENT AND SUSPENSION OF THE RULES OF PROCEDURE

Rule 119

Amendment

Subject to rule 1, the present rules may be amended by a decision of the Conference, taken by a majority of the Members present and voting, after the General Committee has reported on the proposed amendment.

⁵⁰Sentence based on Article 23.2 (a) and 23.3 (a) of the Constitution.

⁵¹See rule 92.1 (b).

Rule 120

Suspension

Subject to rule 1, any of the present rules may be suspended, by a decision of the Conference taken by a two-thirds majority of the Members 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 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 taken to achieve administrative simplification and budgetary savings in the conduct of its sessions, or with the rights of States participating in the Conference but temporarily absent from a given meeting.

APPENDIX A

ROTATION OF THE PRINCIPAL OFFICE OF THE CONFERENCE

The following rotation within a cycle of five regular sessions of the Conference shall be provided for with respect to the elections to the principal office of the Conference.

<i>First Election (1985)</i>	<i>Second Election (1987)</i>	<i>Third Election (1989)</i>	<i>Fourth Election (1991)</i>	<i>Fifth Election (1993)</i>
		President		
List D	African States in List A	Asian States in List A	List C	List B

APPENDIX B

RULES FOR THE CONDUCT OF VOTING BY SECRET BALLOT

1. Before the ballot begins, the President after consultation with the General Committee shall appoint three tellers from among Member delegations present. He shall hand them the list of Members 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 according to name cards on the tables (including tables of Members 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. Member delegations will be called in turn by the Secretary of the meeting, in the alphabetical order of the names of Member States in English, beginning with the Member State 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 each Member State's vote, one of the tellers shall sign or initial the list in the margin opposite the name of the Member State in question.
7. After the last Member State 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 Member delegations 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 appointment of the Director-General by the Conference, the counting shall be held in the conference room in the presence of representatives of Members participating in the Conference.

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 State 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 Member States 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.

