



INTERPOL

*Rules of Procedure of the
General Assembly*

[II.A/RPGA/GA/1996 (2024)]

REFERENCES

Rules of Procedure of the ICPO-INTERPOL General Assembly adopted by the General Assembly at its 65th session (Antalya, Türkiye, 1996) by Resolution AGN/65/RES/2.

Articles 3 and 18 amended by the General Assembly at its 66th session (New Delhi, India, 1997) by Resolution AGN/66/RES/1.

Article 40A added by the General Assembly at its 68th session (Seoul, Republic of Korea, 1999) by Resolution AGN/68/RES/9.

Articles 3 and 17 amended by the General Assembly at its 73rd session (Cancún, Mexico, 2004) by Resolution AG-2004-RES-12.

Articles 7 and 8 amended by the General Assembly at its 73rd session (Cancún, Mexico, 2004) by Resolution AG-2004-RES-11.

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Article 1: Functions of the General Assembly

In conformity with Article 8 of the Organization's Constitution, hereinafter referred to as "the Constitution", the functions of the General Assembly – which is the Organization's supreme governing body – are as follows:

- (a) To assume the responsibilities laid down in the Constitution, which include deciding on applications for membership in conformity with Article 4 of the Constitution and on amendments to the Constitution and to the Organization's General Regulations, hereinafter referred to as "the General Regulations";
- (b) To determine principles and decide on general measures suitable for achieving the Organization's objectives as set out in Article 2 of the Constitution;
- (c) To examine and approve the general programme of activities prepared by the Secretary General for the coming year, in conformity with Articles 26 and 29 of the Constitution;
- (d) To adopt any other regulations deemed necessary, in conformity with Article 44 of the Constitution;
- (e) To elect persons to the various offices mentioned in the Constitution, notably those of the President, the Vice-Presidents and the members of the Executive Committee, in conformity with Article 16 of the Constitution;
- (f) To appoint the Secretary General, in conformity with Article 28 of the Constitution;
- (g) To adopt resolutions and make recommendations to Members on matters with which the Organization is competent to deal, in conformity with Article 17 of the General Regulations;
- (h) To approve the Organization's accounts and determine its financial policy, inter alia by establishing the basis of Members' contributions and by approving the Organization's budget, in conformity with Articles 39 and 40 of the Constitution;
- (i) To examine and approve any agreements to be made with States or other organizations, in conformity with Article 41 of the Constitution.

**CHAPTER I:
SESSIONS**

Article 2: Ordinary sessions

In conformity with Article 10 (first sentence) of the Constitution and Article 2 of the General Regulations, the Organization's General Assembly shall meet in ordinary session every year.

Article 3: Arrangements for holding a session

- (1) The President shall receive offers from any Member to host a session of the General Assembly on its territory. The Executive Committee shall assess the offers received and report to the General Assembly.
- (2) In conformity with Article 12 of the Constitution, the General Assembly shall consider the offers from Members to host a session on their territory and shall decide where its sessions shall be held.
- (3) In conformity with Article 12 of the Constitution, the General Assembly may also decide to hold a session at the seat of the Organization or to hold it by virtual means.
- (4) The General Assembly shall set out the rules and procedures applicable to sessions held by virtual means.
- (5) If circumstances make it impossible or inadvisable to hold a session as initially decided by the General Assembly in application of paragraphs (2) or (3) of the present Article, the Executive Committee shall report to the General Assembly on such circumstances. The Executive Committee shall invite the General Assembly to reconsider the arrangements for holding the session. The Executive Committee may present any new offer by a Member to host the session on its territory to the General Assembly. The Executive Committee may also present any other arrangements either to hold the session at the seat of the Organization or to hold the session by virtual means.
- (6) In urgent cases, when the General Assembly cannot reconsider the arrangements for the upcoming session, the Executive Committee shall take all appropriate measures to ensure that a session of the General Assembly is held. It shall direct the Secretary General to make arrangements for the session to be held and inform the Members immediately of the measures taken.

Article 4: Dates of sessions

In conformity with Article 12 (second sentence) of the Constitution and Article 6 of the General Regulations, the opening and closing dates of the General Assembly session shall be fixed by the President in agreement with the host country and after consulting the Secretary General.

Article 5: Invitations

- (1) In application of Article 7 of the General Regulations, invitations shall be sent at least 120 days before the opening of the session by:
 - (a) the host country to all Members, through diplomatic channels;
 - (b) the Secretary General to all Members.
- (2) Invitations shall also be sent to any countries that have indicated their intention of applying to join the Organization at the General Assembly session. Such countries shall be invited to send representatives who will have observer status until this status changes, in application of the Article 41(1) of the present Rules of Procedure.

Article 6: Invitations to observers

- (1) In conformity with Article 8(1) of the General Regulations, both police bodies which are not members of the Organization and other international organizations may be invited to attend General Assembly sessions as observers.
- (2) The list of observers shall be drawn up by the Executive Committee and submitted to the host country for approval. However, international organizations with which the Organization has concluded an agreement in application of Article 41(1) of the Constitution may send observers to General Assembly sessions without the prior consent of the host country.
- (3) Once the list of observers has been approved, police bodies which are not members of the Organization shall be invited by both the host country and the Secretary General; international organizations shall be invited by the Secretary General.
- (4) Police bodies and international organizations invited as observers shall send the Secretary General the names and titles of the people who will be representing them at the General Assembly session as soon as possible.

Article 7: Delegations

- (1) In conformity with Article 7(1) of the Constitution, the delegation of a Member at a General Assembly session shall consist of not more than ten delegates. Each delegation is led by a head of delegation appointed by the competent governmental authority in his or her country.
- (2) Members who have created sub-bureaus of their National Central Bureau in their country may designate an additional delegate for each sub-bureau.
- (3) Members of the Executive Committee and the delegates chairing committees of the General Assembly shall be part of their national delegation as additional delegates.
- (4) In conformity with Article 16 of the General Regulations, Members shall notify the Secretary General as early as possible of the composition of their delegations. Any changes to the composition of a delegation shall be notified to the Secretary General prior to the General Assembly session by the head of the delegation concerned or by any member of the delegation appointed by him or her to act on his or her behalf.
- (5) The head of a delegation may appoint a member of that delegation to act and vote on his or her behalf, during the session of the General Assembly or at meetings of committees and other groups.

Article 8: Examination of credentials

- (1) The Secretary General shall appoint the General Secretariat officials responsible for the examination of credentials. These officials shall make up the Credentials Bureau and report to the President of the Organization.
- (2) Before the beginning of the session, the head of each delegation, or a member of the delegation appointed by him or her to act on his or her behalf, shall give the Credentials Bureau the credentials he or she has received from the competent governmental authority. Under the terms of Article 7(1) of the Constitution and in conformity with the procedures applying in the country concerned, the credentials allowing him or her to represent his or her country at the General Assembly session must have been issued by the country's Head of State, Head of Government, Minister of Foreign Affairs or Minister in charge of the INTERPOL National Central Bureau, or by any plenipotentiary.

- (3) The Credentials Bureau can accept any form of proof to confirm the validity of credentials.
- (4) Any difficulty or dispute arising in connection with credentials shall be submitted to the President who shall report on the decision he or she has taken at the beginning of the General Assembly session. If credentials are not accepted by the President, the delegations concerned may attend the General Assembly session as observers unless the General Assembly decides otherwise.
- (c) The programme of activities proposed by the Secretary General for the coming year;
- (d) Items whose inclusion has been decided on at the previous session of the General Assembly;
- (e) Items proposed by Members of the Organization;
- (f) Items proposed by the Executive Committee, the Secretary General or the Commission for the Control of INTERPOL's Files.

Article 9: Extraordinary sessions

- (1) In conformity with Article 10 (second sentence) of the Constitution, the General Assembly may meet in extraordinary session at the request of the Executive Committee or of the majority of Members of the Organization.
- (2) Extraordinary sessions shall be held, in principle, at the seat of the Organization or by virtual means.
- (3) In conformity with Article 14, second paragraph, of the General Regulations, after consent has been given by the President an extraordinary session shall be convened by the Secretary General as soon as possible after the request has been made. The extraordinary session shall be held not less than 30 days and not more than 90 days after the request to convene the session.

**CHAPTER II:
AGENDA AND WORKING DOCUMENTS**

Article 10: Preparation of the provisional agenda

In conformity with Article 9 of the General Regulations, the provisional agenda for a General Assembly session shall be drawn up by the Executive Committee and communicated to the Members of the Organization, the Secretary General, the Commission for the Control of INTERPOL's Files and observers, at least 45 days before the date of the opening of the session.

Article 11: Contents of the provisional agenda

The provisional agenda shall include:

- (a) The Secretary General's progress report;
- (b) The Secretary General's financial report and the draft budget;

Article 12: Requests for inclusion of an agenda item and finalization of the provisional agenda

- (1) Any of the Organization's Members or bodies may, at least 60 days before the date of the opening of a General Assembly session, request the inclusion of an item in the agenda.
- (2) Any request for inclusion of an agenda item shall be accompanied by a report and, where appropriate, a draft resolution, to be circulated to the Members of the Organization.
- (3) In drawing up the provisional agenda, the Executive Committee shall list the items in order of priority and urgency. Before including an item at the request of a Member or a body, the Executive Committee shall ensure that the request is complete and has been submitted in compliance with the applicable time limits.

Article 13: Approval of the final agenda

- (1) In conformity with Article 12 of the General Regulations, the General Assembly shall adopt the final agenda by a simple majority, as soon as possible after the opening of the session.
- (2) Any written request for modification or withdrawal of an agenda item shall be submitted to the President no later than seven days prior to the date of the opening of the General Assembly session.

Article 14: Communication of working documents

- (1) Any information necessary for the examination of an agenda item, including reports and draft resolutions, shall be made available to the Members of the Organization at least 30 days before the date of the opening of a General Assembly session. Any Member of the Organization may file written observations on the substance or procedure until seven days before the date of the opening of a General Assembly session. Observations shall be circulated without delay.

- (2) However, documents containing proposals to amend the Constitution or the General Regulations shall be communicated no later than 90 days before the date of the opening of the General Assembly session, in conformity with Article 42(2) of the Constitution and Article 55(1) and (2) of the General Regulations.
- (3) Working documents shall not be sent to observers. The latter shall have access at the meeting place to non-confidential working documents which the President may consider it appropriate to put at their disposal. Observers may submit memoranda to the President who shall decide whether and how they shall be circulated.

Article 14A: Additional items

- (1) Any Member or body of the Organization may submit a justified request, including a report and, where appropriate, a draft resolution, for the inclusion of an urgent and important item in the agenda (“additional item”). Requests for inclusion of an additional item must be made to the President, until seven days before the date of the opening meeting of the General Assembly session. However, newly discovered matters that the Member making the request was not aware of, or that did not exist at the expiry of the seven-day limit, should be allowed outside this time limit, under the same conditions as additional items.
- (2) Having ensured the timeliness and completeness of the request, the President shall circulate any request for the inclusion of an additional item to the Members of the Organization. Any additional item shall be placed on the final agenda of the General Assembly if the General Assembly, having considered or received any recommendation by the Executive Committee, so decides by a two-thirds majority of the Members present and voting. Once included, Article 13 of the present Rules applies.

Article 15: Agenda for an extraordinary session

In conformity with Article 15 of the General Regulations, the only item on the agenda for an extraordinary session should be the matter for which it was convened.

**CHAPTER III:
ORGANIZATION OF SESSIONS**

Article 16: Executive Committee meeting

In general, an Executive Committee meeting is held in the country hosting the General Assembly a few days before the start of General Assembly proceedings. At this meeting, the Executive Committee shall draw up the final agenda, in conformity with Article 13 of the present Rules of Procedure.

Article 17: Obligations incumbent upon countries hosting General Assembly sessions

Host countries shall fulfil the obligations set out in the Rules concerning the organization of General Assembly sessions and those deriving from the agreement (signed beforehand by the inviting country) on the ICPO-INTERPOL’s privileges and immunities during the Executive Committee and General Assembly sessions. (*Resolution AGN-2004-RES-12 (Cancún, 2004)*)

Article 18: Seating of delegations

- (1) The host country and its delegates shall be seated in the first place.
- (2) The President shall draw lots (a letter of the alphabet) prior to the General Assembly session, to decide which country’s delegation shall be seated in the second place. Seating for the other delegations shall then follow in French alphabetical order.

Article 19: Alphabetical order

Whenever names are to be listed in alphabetical order, French alphabetical order shall apply.

Article 20: Public access to proceedings

- (1) In conformity with Article 26 of the General Regulations, the proceedings of the General Assembly and the committees shall not be public, unless otherwise decided by the Assembly.
- (2) The President of the Organization shall decide whether to allow the press access to General Assembly sittings.

**CHAPTER IV:
CONDUCT OF BUSINESS**

Article 21: Presiding at General Assembly sessions

- (1) In conformity with Article 18(a) of the Constitution, the President of the Organization shall preside at General Assembly sessions and direct the discussions.
- (2) In conformity with Article 41 of the General Regulations, if, for any reason whatsoever, the President can no longer preside at the General Assembly, his or her place shall temporarily be taken by the senior Vice-President. If several Vice-Presidents have been in office for the same period of time, the one who has served longest on the Executive Committee shall temporarily preside. Should all the Vice-Presidents be absent, the duties of President shall temporarily devolve upon a member of the Executive Committee designated by the other members.
- (3) The Executive Committee shall be represented at the General Assembly by the President and the Vice-Presidents. Members of the Executive Committee shall attend the General Assembly as part of their countries' delegations and, when taking part in discussions, they shall specify whether they are speaking as members of the Executive Committee or as their countries' representatives.

Article 22: Right to speak and list of speakers

- (1) No delegate may address the General Assembly without the President's permission.
- (2) The President shall call upon speakers in the order in which they indicate their desire to speak. During discussions, the President may announce the list of speakers and, with the consent of the Assembly, may declare the list closed. He or she may, however, allow a delegate to reply to a statement that was made after he or she had declared the list closed, if he or she considers this appropriate.
- (3) The President may call a speaker to order if his or her remarks are not relevant to the subject under discussion and may forbid him or her to speak.
- (4) In conformity with Article 27 of the General Regulations, the Assembly may limit the time allowed to each speaker.

Article 23: Observers' right to speak

- (1) Subject to the President's permission, observers may speak during General Assembly plenary sessions on matters within their competence. Similarly, they may also speak at committee meetings subject to the chairman's permission.
- (2) Observers from international organizations may, in accordance with the agreements governing their relations with the Organization concluded in application of Article 41(1) of the Constitution, present their organizations' views on matters connected with their activities.
- (3) Observers may not raise points of order, put procedural motions, appeal against decisions of the President or submit proposals.
- (4) The President may ask observers to leave the conference hall when the General Assembly discusses items which are not relevant to those observers' activities.

Article 24: Statements by the Secretary General or his or her representative

- (1) In conformity with Article 29(4) of the Constitution, the Secretary General shall have the right to take part in the General Assembly's discussions.
- (2) In conformity with Article 32 of the General Regulations, the Secretary General or his or her representative may intervene during the General Assembly's discussions at any time, whether in plenary session or at meetings of committees or other groups.

**CHAPTER V:
POINTS OF ORDER AND PROCEDURAL
MOTIONS**

Article 25: Definitions

- (1) A point of order is a request made to the President asking him or her to use one of the powers inherent in his or her office or expressly conferred on him or her by the present Rules of Procedure. The President shall take a decision immediately. The decision shall not be put to the vote but shall be subject to appeal, in conformity with Article 26 of the present Rules of Procedure.

- (2) A procedural motion is any of the motions referred to under Articles 27, 28, and 29 of the present Rules of Procedure. A procedural motion shall be put to the vote in conformity with the applicable provisions.
- (3) Points of order and procedural motions are distinct from requests for information or clarification and from observations relating to practical aspects of the session's proceedings.

Article 26: Points of order

- (1) A delegate may raise a point of order at any time during the discussions; a ruling shall be given immediately by the President, in conformity with Article 28(1) of the General Regulations.
- (2) Any delegate may appeal against the President's ruling. The Assembly shall vote immediately on the appeal and the President's ruling shall stand unless overruled by a majority of the Members present and voting.
- (3) A delegate raising a point of order may not speak on the substance of the matter under discussion.
- (4) Any motion calling for a decision on the competence of the General Assembly to adopt a proposal submitted to it shall be put to the vote before the vote on the substance of the proposal.
- (5) After the President has announced the commencement of a vote, voting shall not be interrupted until the result has been announced except on a point of order relating to the voting process.

Article 27: Suspension of proceedings

- (1) Suspension of proceedings means the temporary interruption of business.
- (2) In conformity with Article 29 of the General Regulations, if a speaker moves the suspension of proceedings during a discussion, the motion shall be put to the vote immediately.

Article 28: Adjournment of discussions or sittings

- (1) Adjournment of a discussion means halting the discussion on a particular subject and resuming the discussion at a subsequent sitting. Adjournment of a sitting means halting all proceedings until another sitting is convened.

- (2) In conformity with Article 29 of the General Regulations, if a speaker moves that a discussion be adjourned, the motion shall be put to the vote immediately.

Article 29: Closure of discussions

- (1) Closure of a discussion means terminating the discussion on a specific subject until such time as the subject appears on the agenda of a subsequent General Assembly session.
- (2) In conformity with Article 30 of the General Regulations, a delegate may move to close a discussion at any time. Two speakers opposing the closure may then be allowed to speak, after which the Assembly shall vote on the motion. If the Assembly is in favour of the closure, the President shall declare the discussion closed.

Article 30: Order of priority of motions

Subject to the application of Article 26(2) of the present Rules of Procedure, the motions listed below shall take precedence, in the order in which they are listed, over all other proposals or motions:

- (a) motion to suspend proceedings;
- (b) motion to adjourn a sitting;
- (c) motion to adjourn the discussion on a specific subject;
- (d) motion to close the discussion on a specific subject.

Article 31: Withdrawal of motions and proposals

- (1) A motion or proposal may be withdrawn by its sponsor at any time before it has been put to the vote.
- (2) Any delegate may reintroduce a motion or proposal thus withdrawn, with its original priority, provided that he or she does so promptly and that the motion or proposal has not been substantially changed.

Article 32: Proposals with financial implications

If a draft resolution or proposal of any kind is likely to have financial implications, the Executive Committee shall, in conformity with Article 31(3) of the General Regulations, be requested to give its opinion. If the proposal is made during a sitting, the General Assembly's discussion of that proposal shall be adjourned.

Article 33: Reconsideration of proposals already voted on

- (1) If a proposal has been adopted or rejected, it shall not be reconsidered at the same session, unless the General Assembly decides otherwise.
- (2) Permission to speak on a motion to reconsider shall be granted only to two speakers opposing the motion, after which it shall immediately be put to the vote.
- (3) Correction of a clerical or arithmetical error in any document relating to a proposal which has already been adopted shall not require reopening of the discussion on the proposal, if the error is of no consequence.

**CHAPTER VI:
DECISION MAKING AND VOTING**

Article 34: Types of decision

As a rule, the General Assembly takes decisions in plenary session by adopting resolutions, in conformity with Article 17 of the General Regulations. However, certain decisions which the Assembly is called upon to make in application of the Constitution, the General Regulations, appendices to the General Regulations and the present Rules of Procedure, do not require resolutions. In such cases, the outcome of the voting recorded in the summary record of proceedings shall constitute the decision. Inter alia, decisions on appointments to office and on applications for membership of the Organization fall into this category.

Article 35: Voting rights

- (1) In conformity with Article 18(1) of the General Regulations each country represented shall have one vote, subject to Article 52 of the General Regulations.
- (2) In conformity with Article 13 of the Constitution, only one delegate from each country shall be entitled to vote in the General Assembly. It is usually the head of the delegation who votes in plenary session. He or she may delegate his or her voting rights to a member of his or her delegation.
- (3) In conformity with the last sentence of Article 18 of the General Regulations, the representative of one Member may not vote in place of another Member.

Article 36: Suspension of voting rights

- (1) In conformity with Article 52(1) of the General Regulations, a Member's right to vote at General Assembly sessions may be suspended if that Member fails to pay its statutory contributions towards the Organization for the current financial year and the previous financial year. However, this restriction shall not apply to votes taken on proposed amendments to the Constitution.
- (2) The Member concerned may submit a request for a waiver of the suspension of voting rights to the General Assembly, pursuant to the procedure set out by the Secretary General.
- (3) Except in the case of a vote on an amendment to the Constitution, a Member whose voting rights have been suspended may not take part in any of the ballots held during plenary sessions or committee meetings.

Article 37: Counting of votes

- (1) In conformity with Article 14 of the Constitution and Article 19 of the General Regulations, decisions shall be taken by a simple majority except in cases where a two-thirds majority is required by the Constitution. In conformity with Article 20 of the General Regulations, the majority shall be decided by a count of those present and casting an affirmative or negative vote. Only votes actually cast shall be counted, those abstaining shall be considered as not voting.
- (2) In conformity with Article 21 of the General Regulations, when the Constitution requires a "majority of the Members", the calculation of this majority shall be based on the total number of the Members of the Organization, whether or not they are represented at the General Assembly session.

Article 38: Decisions requiring a two-thirds majority

- (1) Decisions amending the Organization's Constitution require a two-thirds majority of the Members of the Organization, in conformity with Article 42 of the Constitution.
- (2) Decisions on the following subjects require a two-thirds majority of Members present and voting:
 - (a) applications for membership, in conformity with Article 4, second paragraph, of the Constitution;

- (b) election of the President of the Organization, in conformity with Article 16, second paragraph, of the Constitution;
- (c) adoption of the General Regulations and its Appendices, in conformity with Article 44 of the Constitution;
- (d) amendments to the General Regulations and its Appendices, in conformity with Article 44 of the Constitution;
- (e) decisions to place an additional item on the agenda of the General Assembly in conformity with Article 14A of the Rules of Procedure of the General Assembly.

Article 39: Voting procedure

- (1) The General Assembly shall, in principle, vote by recorded vote or secret ballot by using an electronic voting system.
- (2) In the case of a recorded vote, the vote or abstention of each Member shall be included in the summary record of proceedings of the session.
- (3) In the case of a vote by secret ballot, the vote or abstention of the Members shall not be recorded; only the final result of the vote shall be announced and included in the summary record of proceedings.
- (4) The President may decide that a decision shall be taken by consensus.
- (5) If the General Assembly cannot or decides not to use the electronic voting system, voting shall be by consensus, show of hands, roll call or secret ballot.
- (6) In the case of a vote by show of hands, if there is a doubt as to the outcome of the vote, the President may request a roll call or a recorded vote.
- (7) A vote by roll call shall replace a recorded vote. The roll call shall be taken in French alphabetical order. The vote or abstention of each Member participating in a roll call shall be included in the summary record of proceedings of the session.
- (8) After voting has ended, delegates may take brief statements, solely to explain why they voted as they did. The sponsor of a proposal shall not explain his or her vote on that proposal, unless it was amended before the voting.

Article 40: Secret ballot

- (1) Voting by secret ballot shall be compulsory in the following cases:
 - (a) the election of the President, of the Vice-Presidents and of Delegates on the Executive Committee, in conformity with Article 23, first paragraph, of the General Regulations;
 - (b) the appointment of the Secretary General, in conformity with Article 42, first paragraph, of the General Regulations;
 - (c) the decision to terminate the term of office of an Executive Committee member before it is due to expire, in conformity with Article 24 of the Constitution, or to remove the Secretary General from office, in conformity with Article 28, third paragraph, of the Constitution.
- (2) If a delegation proposes a vote by secret ballot on any other matter, the General Assembly shall first vote on the proposal of the delegation. If the General Assembly decides to vote on a given matter by secret ballot, no other voting method may be requested or prescribed.
- (3) If the General Assembly is required to vote or decides to vote by secret ballot without using an electronic voting system, the secret ballot shall be held under the supervision of the Elections Board referred to in Article 47 of the present Rules of Procedure. The Elections Board shall count the votes. The General Assembly may proceed with its business while waiting for the President to announce the results of the ballot.
- (4) The President shall announce the results of the ballot in the following order:
 - (a) number of countries represented at the General Assembly and entitled to vote;
 - (b) number of abstentions;
 - (c) number of invalid papers;
 - (d) number of votes expressed;
 - (e) number of votes constituting the majority required;
 - (f) number of votes in favour and number against or, depending on the ballot, number of votes obtained by each candidate, in decreasing order.

Article 40A: Electronic voting

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Article 41: Applications for membership

- (1) Applications for membership require a two-thirds majority of the General Assembly for acceptance, in conformity with Article 4 (last paragraph) of the Constitution.
- (2) The representatives of countries whose applications for membership have been accepted shall no longer be observers at the General Assembly; they shall take their places as delegates of full Members of the Organization. Representatives of countries whose applications for membership have not been accepted may continue to attend the General Assembly session as observers, unless the Assembly decides otherwise.

Article 42: Voting on resolutions

- (1) In conformity with Article 24 of the General Regulations, draft resolutions shall be voted on in their entirety, it being understood that only one draft resolution may be voted on at a time. A delegate may move that paragraphs of a draft resolution be voted on separately, in which case the complete text shall subsequently be put to the vote.
- (2) In conformity with Article 31(1) of the General Regulations, the General Assembly may not vote on a draft resolution unless copies of it, in all the working languages referred to in Article 61 of the present Rules of Procedure, have been circulated. A “draft resolution” is understood to be:
 - (a) either a document submitted directly to the General Assembly in plenary session;
 - (b) or a document which has been submitted beforehand to a committee; in this case, the preliminary draft resolution may be amended by the committee.
- (3) Amendments and counterproposals may be discussed immediately, unless a majority requests that written copies of them be distributed first. Discussions shall be strictly limited to the text affected by the proposal or amendment.
- (4) In conformity with Article 25(1) of the General Regulations, if an amendment to a draft resolution is proposed, the amendment shall be voted on first. Before proceeding with the vote, the President shall read out the amendments if written copies of them have not been circulated.

- (5) If there are several amendments the President shall put them to the vote separately, commencing with the ones farthest removed in substance from the original proposal. If the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote.
- (6) If one or more amendments are adopted, the draft resolution, as amended, shall then be put to the vote. Voting shall take place solely on the amended text. If an amendment has been accepted by the original sponsor, that amendment shall be deemed to be an integral part of the original proposal and no separate vote shall be required thereon.

Article 43: Consultations with committees of the General Assembly

- (1) In conformity with Article 56 of the General Regulations, the General Assembly shall take a decision on proposals for amendment of the Constitution or the General Regulations, or for the adoption or amendment of Appendices to the General Regulations, after consultation with the relevant committees of the General Assembly.
- (2) A committee to be consulted shall be assigned the proposal on its provisional agenda by the General Secretariat, in accordance with its mandate. If the proposal for amendment is relevant to more than one committee, the matter shall be assigned to more than one committee.
- (3) Once the matter is assigned to a committee, the committee shall be given copies of the proposal submitted to the General Assembly.
- (4) Committees shall consider the proposal in accordance with their Terms of Reference and report their findings to the General Assembly.

Article 44: Voting on amendments to the Constitution

- (1) In conformity with Article 42(2) of the Constitution, any proposal to amend the Constitution – whether it is a proposal from a Member or from the Executive Committee – shall be communicated by the Secretary General to the Organization’s Members at least 90 days before submission to the General Assembly for consideration.

- (2) The General Assembly shall vote on the draft amendment after consulting the relevant committees of the General Assembly, in conformity with Article 43 of the present Rules of Procedure.
- (3) In conformity with Article 42(3) of the Constitution, amendments to the Constitution cannot be adopted without the approval of a two-thirds majority of the Organization's Members.
- (4) The procedure for adopting resolutions referred to in Article 42 of the present Rules of Procedure shall apply, mutatis mutandis, to the adoption of amendments to the Constitution.

Article 45: Voting on amendments to the General Regulations

- (1) In conformity with Article 55 of the General Regulations, an amendment to the General Regulations may be proposed:
 - (a) by a Member of the Organization, provided the proposal has been sent to the General Secretariat at least 120 days before the opening of the General Assembly session;
 - (b) by the Executive Committee or the Secretary General;
 - (c) during a General Assembly session, in case of urgent necessity, provided that a written, reasoned proposal is submitted jointly by three Members, and provided that the proposal is not an amendment which has already been submitted and rejected during the session.
- (2) Except in the circumstances referred to in (1,c) above, any proposed amendment to the General Regulations, whether submitted by a Member, by the Executive Committee or by the Secretary General, shall be communicated by the Secretary General to the Organization's Members at least 90 days before being submitted to the General Assembly for consideration.
- (3) The General Assembly shall vote on such draft amendments after consulting the relevant committees of the General Assembly, in conformity with Article 43 of the present Rules of Procedure.
- (4) In conformity with Article 44 of the Constitution, amendments to the General Regulations and the adoption or amendment of an appendix to those Regulations shall require approval by a two-thirds majority.

- (5) The procedure for adopting resolutions referred to in Article 42 of the present Rules of Procedure shall apply, mutatis mutandis, to the adoption of amendments to the General Regulations and to the adoption or amendment of an appendix to those Regulations.

**CHAPTER VII:
PROCEDURE FOR ELECTION AND
APPOINTMENT**

Article 46: Nominations for election to the Executive Committee

- (1) The General Secretariat shall inform the Organization's Members:
 - (a) at least six months before the opening of the General Assembly session, of any seats becoming vacant on the Executive Committee;
 - (b) as soon as possible, of any other seat that becomes vacant on the Executive Committee before the elections, besides those specified in paragraph (a).
- (2) Members shall submit to the General Secretariat nominations for vacant seats:
 - (a) under paragraph 1(a) of the present Article, no later than 45 days before the opening of the General Assembly session;
 - (b) under paragraph 1(b) of the present Article, within the deadline which is set by the General Secretariat.

No nomination received by the General Secretariat after the deadline shall be deemed valid.
- (3) Members wishing to put forward nominations shall ensure that the following conditions are met:
 - (a) The Members enjoy full voting rights pursuant to Article 40 of the General Regulations;
 - (b) The nominations are put forward by Members as a formal submission, specifying the vacant post(s) concerned, and the names, official positions and relevant experience of their nominees;
 - (c) Their nominees hold official positions within the Member's national administration;
 - (d) Their nominees are included in their delegations to the General Assembly;

- (e) Their nominees are able to communicate effectively in at least one of the working languages of the Organization, referred to in Article 54(1) of the General Regulations;
 - (f) Their nominees are able to attend all Executive Committee sessions and to devote the necessary time to discharging their duties as Executive Committee members;
 - (g) The nominations are accompanied by an official written acceptance by the nominees put forward, certifying that they fulfil the requirements laid down in this Article.
- (4) The General Secretariat shall record all the nominations received for the vacant seats on the Executive Committee. It shall inform the Members of all the nominations received and recorded.
- (5) The Members shall ensure that campaigning activities are conducted ethically with due regard for the highest standards of good conduct in electoral matters. The General Assembly shall establish the rules of conduct for election campaigning activities.

Article 47: Elections Board

- (1) In conformity with Article 40 of the General Regulations, an Elections Board shall be established by the General Assembly at the start of each session.
 - (2) The Elections Board shall consist of at least three Members elected by a show of hands.
 - (3) Members who have put forward nominations for election to the Executive Committee, for appointment as Secretary General, or for any other elective office, may not be elected to the Elections Board.
 - (4) The Members elected to the Elections Board shall designate one of their delegates to sit on the Elections Board. The Members elected to the Elections Board and the names of their delegates shall be recorded in the summary record of proceedings of the session.
 - (5) The Elections Board shall elect its own Chairperson.
 - (6) The Elections Board shall meet to scrutinize the nominations submitted by Members and to ensure that they are valid with regard to the following requirements:
 - (a) The date of receipt of nominations complies with Article 46(2);
 - (b) The nominations are put forward by Members in conformity with the requirements laid down in Article 46(3);
 - (c) The nominations are put forward with due regard for the principle of geographical distribution in conformity with Articles 15, second paragraph, 16, third paragraph, and 17, second paragraph, of the Constitution;
 - (d) The nominations comply with the rules regarding re-election, in conformity with Articles 17, first paragraph, and 19 of the Constitution.
- (7) The Elections Board shall submit the list of valid nominations in alphabetical order to the General Assembly. It shall draw the attention of the General Assembly to the nominations that do not meet the aforementioned requirements. The nominations shall subsequently be put to the vote.

Article 48: Procedure for electing members of the Executive Committee

- (1) The election of members of the Executive Committee shall take place by secret ballot during the last plenary session of the General Assembly according to the method set out in Articles 14 and 16, second paragraph, of the Constitution and in the present Rules.
- (2) The President shall read out to the General Assembly the list of valid nominations, as drawn up by the Elections Board, for each vacant seat.
- (3) After verifying that the delegations have voted, the President shall announce the ballot closed and announce the result of the vote.

Article 49: Termination of the term of office of an Executive Committee member

- (1) The term of office of an Executive Committee member ends after the closing of the General Assembly session during which the member is replaced.
- (2) In conformity with Article 23, first paragraph, of the Constitution, an Executive Committee member's term of office is deemed to end before it is due to expire, in the following circumstances:
 - (a) Resignation from the Executive Committee, subject to written notification by the member of the Executive Committee to the competent governmental authority;

- (b) Cessation of the official position within the national administration of his or her country;
 - (c) Death of the Executive Committee member in office;
 - (d) Any circumstances that prevent Executive Committee members from carrying out their duties on the Executive Committee, such as physical or mental disabilities or personal or professional incapacity;
 - (e) Removal from his or her post on the Executive Committee by the competent governmental authority.
- (3) Notifications, as referred to in Article 23, second paragraph, of the Constitution, shall be made in writing and shall take effect on the date of receipt by the Secretary General.
 - (4) In conformity with Article 24 of the Constitution, the General Assembly shall vote by secret ballot to decide on the early termination of the term of office of an Executive Committee member.
 - (5) New members shall be elected in accordance with the applicable rules governing the election of members of the Executive Committee.

Article 50: Appointment of the Secretary General

- (1) In conformity with Article 28, first paragraph, of the Constitution and Article 42 of the General Regulations, the appointment of the Secretary General, for a five-year term of office, shall be proposed by the Executive Committee and approved by the General Assembly.
- (2) The Secretary General shall be elected by secret ballot. The President shall announce the name of the candidate the Executive Committee has proposed for the post of Secretary General, and put the proposal to the vote.
- (3) Should the General Assembly fail to elect the candidate proposed by the Executive Committee, the sitting shall be suspended and the Executive Committee shall meet immediately. It shall submit another name within 24 hours.
- (4) In conformity with Article 28, third paragraph, of the Constitution, the General Assembly may, in exceptional circumstances on the basis of a proposal made by the Executive Committee, remove the Secretary General from office before the end of his or her term. In such cases, the General Assembly shall vote by secret ballot.

Article 51: Appointment of the Organization's Advisers

- (1) In conformity with Article 35, first paragraph, of the Constitution, Advisers shall be appointed by the Executive Committee. The appointments require ratification by the General Assembly.
- (2) In conformity with Article 35 of the Constitution, Advisers have a purely consultative role. In conformity with Articles 46 and 47 of the General Regulations, the General Assembly may decide to consult the Advisers individually or collectively and to ask them to submit reports or papers on scientific matters.
- (3) In conformity with Article 48 of the General Regulations, Advisers may be present at General Assembly meetings as observers and, at the President's invitation, may take part in discussions.
- (4) In conformity with Article 37 of the Constitution, an Adviser may be removed from office by decision of the General Assembly.

Article 52: Equally divided votes

In conformity with Article 23 of the General Regulations, if two candidates obtain the same number of votes, a second ballot shall be taken. If the outcome is not decisive, lots shall be drawn to determine the successful candidate.

**CHAPTER VIII:
COMMITTEES**

Article 53: Composition of committees

Unless otherwise specified, Members are entitled to designate a representative to a committee, subject to any conditions set out in the mandate of the committee. Where participation in a committee is limited, the General Assembly, having decided on the method for elections to that committee, shall elect members to the committee from among applicant countries.

Article 54: Mandate and Terms of Reference of committees

- (1) Any decision to establish a committee in conformity with Article 35 of the General Regulations shall specify the committee's mandate, including any matters specifically referred to it.

- (2) Each committee shall, within its mandate, adopt Terms of Reference governing its operations and working methods.

Article 55: Proposals for examination by the committees

- (1) Any committee member may, within the limits of the committee's mandate, submit proposals for examination by that committee. The Chairperson shall include the proposal on the agenda for examination by the committee.
- (2) Any proposal submitted at a committee member's request must be submitted in writing in one of the Organization's working languages. In that case, it shall not be formally discussed until it has been circulated.
- (3) Proposals made by observers may be put to the vote if sponsored by a committee member.

Article 56: Committee Reporting

Committees shall report to the General Assembly in conformity with their mandate and working methods, as determined in their Terms of Reference.

Article 57: Committee meetings

Committee meetings shall, in principle, be held at the seat of the Organization, or alternatively at any other facilities made available either by the General Secretariat or the Members, or shall be held by virtual means.

**CHAPTER IX:
SECRETARIAT FACILITIES FOR THE
GENERAL ASSEMBLY**

Article 58: Secretariat

- (1) The Secretary General shall be ex officio the Secretary of the General Assembly. He or she may delegate this function.
- (2) In conformity with Article 34 of the General Regulations, the Secretary General shall engage, direct and supervise the personnel necessary for the Assembly's secretariat.

- (3) It shall be the duty of the General Secretariat to receive, translate into the General Assembly's working languages referred to in Article 61 of the present Rules of Procedure, and circulate all documents, reports, resolutions and summary records of proceedings of General Assembly sessions and committees, and to perform any other tasks required in connection with the activities of the General Assembly or its committees.

Article 59: Summary records

- (1) In conformity with Article 33 of the General Regulations, summary records of proceedings of General Assembly sessions and committee meetings shall be distributed as soon as possible in the Assembly's working languages referred to in Article 61 of the present Rules of Procedure.
- (2) Delegates and any other persons, such as Executive Committee members and Advisers, who have taken part in General Assembly discussions, shall inform the General Secretariat in writing of any corrections they wish to have made to the summary records, as soon as possible and no later than 30 days following the end of the General Assembly session.

Article 60: Communication of resolutions adopted

The General Secretariat shall send copies of the resolutions adopted, in the working languages of the General Assembly referred to in Article 61 of the present Rules, to the National Central Bureaus as soon as possible.

**CHAPTER X:
LANGUAGES**

Article 61: Languages of the General Assembly

In conformity with Article 54(1) of the General Regulations, the languages of the General Assembly shall be Arabic, English, French and Spanish.

Article 62: Use of another language

- (1) In conformity with Article 54(2) and 54(3) of the General Regulations, any delegate may speak during General Assembly discussions in a language other than those mentioned in Article 61 of the present Rules, provided that he or she makes arrangements for interpretation into one of the four languages concerned.

(2) Requests for simultaneous interpretation of a language other than those mentioned in Article 61 must emanate from a group of countries and must be submitted at least four months before the date of the General Assembly session to the Secretary General who will state whether such interpretation will be technically feasible.

(3) Countries wishing to apply the provisions of paragraphs (1) or (2) above shall assume full responsibility for taking the appropriate administrative measures and for meeting all the expenses incurred.

**CHAPTER XI:
FINAL PROVISIONS**

Article 63: Travel and subsistence expenses for those attending the General Assembly session

- (1) The travel and subsistence expenses of all delegations attending the General Assembly session shall be borne by the Members concerned.
- (2) The travel expenses of Executive Committee members, and their subsistence expenses for the period corresponding to the General Assembly session, shall be borne by the Organization. Each Executive Committee member may decline to have their expenses borne by the Organization. The Executive Committee members shall remain part of their national delegation.
- (3) Advisers and observers shall bear the travel and subsistence expenses incurred by their attendance at the General Assembly session. However, if an Adviser or any other person is asked by the General Assembly, the Executive Committee or the Secretary General to take part in the General Assembly's proceedings, his or her travel and subsistence expenses shall be borne by the Organization within the limits of the applicable provisions. Nonetheless, if an Adviser is also one of his or her country's delegates to the General Assembly, the Organization shall pay only his or her subsistence expenses for the days on which he or she was asked to attend as an Adviser.

Article 64: Adoption of the present Rules of Procedure

The present Rules of Procedure shall be adopted in application of Article 8(d) of the Constitution. They shall constitute an appendix to the General Regulations.

Article 65: Amendment of the present Rules of Procedure

- (1) The present Rules of Procedure may be amended by the General Assembly meeting in plenary session, following the same procedure as applies to amendments to the General Regulations.
- (2) Amendments to the present Rules of Procedure, including the addition of new articles, shall not be incompatible with the Constitution and the General Regulations.

Article 66: Conflict between the present Rules of Procedure and the Constitution or General Regulations

The present Rules of Procedure are adopted under the authority of, and are subject to, the Constitution and the General Regulations. In the event of a conflict between a provision of the present Rules of Procedure and a provision of the Constitution or of the General Regulations, the Constitution and General Regulations shall prevail.
