



INTERPOL

OFFICE OF LEGAL AFFAIRS

*Rules of Procedure of the
ICPO-INTERPOL General Assembly*

[II.A/RPGA/GA/1996(2004)]

REFERENCES

Rules of Procedure of the ICPO-INTERPOL General Assembly adopted by the General Assembly at its 65th session (Antalya – 1996).

Articles 3 and 18 of the Rules of Procedure of the General Assembly, as amended by the General Assembly during its 66th session (New Delhi – 1997).

Article 40A added to the Rules of Procedure of the General Assembly during the 68th General Assembly session (Seoul, 1999).

Articles 3 and 17 of the Rules of Procedure of the General Assembly, as amended by the General Assembly during its 73rd session (Cancún – 2004) by Resolution AG-2004-RES-12.

Articles 7 and 8 of the Rules of Procedure of the General Assembly, as amended by the General Assembly during its 73rd session (Cancún – 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: Place of sessions

- (1) In conformity with Article 12 of the Constitution, the General Assembly shall choose where its sessions shall be held.
- (2) In conformity with Article 3(1) of the General Regulations, any Member of the Organization may invite the General Assembly to hold a session of the General Assembly on its territory. Its application to do so must be submitted as provided in Article 2 of the Rules concerning the organization of General Assembly sessions.
- (3) If the General Assembly does not choose a meeting place because no invitations have been forthcoming, the session shall be held in the Headquarters country or at an alternative location that meets the requirements of the Rules concerning the organization of General Assembly sessions.
- (4) In conformity with Article 12 of the Constitution and Article 5 of the General Regulations, the General Assembly may decide to choose another meeting place if it considers that circumstances make it impossible or inadvisable to hold the General Assembly in the meeting place chosen at a previous session. If the General Assembly is not in session, the Executive Committee or, in an urgent situation when the Executive Committee is not in session, the President, may decide to choose another meeting place if it or he considers that circumstances make it impossible or inadvisable to hold the General Assembly in the meeting place chosen at a previous session.
- (5) If the President or the Executive Committee takes such a decision, the member countries must be informed immediately.

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, once the place and date of the General Assembly session have been decided upon, invitations shall be sent to all Members of the Organization at least four months before the opening of the session, both by the host country to the other countries via diplomatic channels and by the General Secretariat to all the National Central Bureaus.
- (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 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, each Member of the Organization may be represented at the General Assembly session by one or several delegates. Each delegation is led by a head of delegation appointed by the appropriate government authority in his country.

- (2) Because of the technical nature of the Organization, Members shall attempt to include the following in their delegations:
 - (a) senior officials of departments dealing with law enforcement matters;
 - (b) officials whose normal duties are connected with the Organization's activities;
 - (c) specialists in the subjects on the agenda.
- (3) 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 to act on his behalf.
- (4) The head of a delegation may appoint a member of that delegation to act and vote on behalf of the country he represents 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 to act on his behalf, shall give the Credentials Bureau the credentials he has received from the appropriate government 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 to represent his 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 has taken at the beginning of the General Assembly session. If credentials are not accepted by the President, the representatives of the country concerned may attend the General Assembly session as observers unless the Assembly decides otherwise.

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 are normally held at the Organization's Headquarters.
- (3) In conformity with Article 14(2) 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 thirty days and not more than ninety days after the request to convene the session.

**CHAPTER II:
AGENDA AND WORKING DOCUMENTS**

Article 10: Preparation of the provisional agenda

- (1) 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, by the General Secretariat, to Members of the Organization at least ninety days before the opening of the session.
- (2) The preliminary draft of the provisional agenda shall be sent to the National Central Bureaus for information before the Executive Committee session during which the provisional agenda is submitted for approval.

Article 11: Contents of the provisional agenda

- (1) In conformity with Article 10 of the General Regulations, the provisional agenda shall include:
 - (a) The Secretary General's progress report;
 - (b) The Secretary General's financial report and the draft budget;
 - (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 inserted by the Executive Committee or the Secretary General.

- (2) Where agreements concluded in application of Article 41(1) of the Constitution so provide, the international organizations concerned may propose items for inclusion on the provisional agenda.

Article 12: Modification of the agenda

- (1) In conformity with Article 11 of the General Regulations, any Member of the Organization may request that an item be added to the agenda up to thirty days before the opening of a session.
- (2) Any such request shall be accompanied by an explanation, a draft resolution referring to the item if appropriate, and possibly a report. These documents shall be drafted in one of the Organization's working languages and shall be distributed to delegates at the General Assembly session if inclusion of the item on the final agenda is approved.

Article 13: Approval of the final agenda

- (1) In conformity with Article 12 of the General Regulations, the Executive Committee, at its meeting immediately preceding the General Assembly, shall issue a final agenda based on the provisional agenda and on the supplementary items requested, with the items listed in order of urgency and priority. Items left over from the previous session shall take priority over items suggested for the coming session.
- (2) The General Assembly may decide to add to its agenda any item which is both urgent and important.

Article 14: Communication of working documents

- (1) In conformity with Article 13 of the General Regulations, the General Secretariat shall send the National Central Bureaus, as far as possible thirty days before the opening of the session, the documents required for examination of the reports and items on the agenda.
- (2) However, documents containing proposals to amend the Constitution or the General Regulations shall be communicated no later than ninety days before the start of the 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 Secretary General may consider it appropriate to put at their disposal. Observers may submit memoranda to the Secretary General who shall decide whether and how they shall be circulated. Insofar as agreements concluded in application of Article 41(1) of the Constitution allow, the international organizations concerned shall be entitled to submit written statements to the General Assembly.

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) In the conference hall where the General Assembly meets in plenary session, only five members of each delegation may be seated behind their country's name plate; however, at the request of the head of the delegation concerned, two additional seats may be allocated to delegates representing the Sub-Bureau of the NCB of the country concerned. Participation at the General Assembly proceedings by other members of the delegation will be arranged to fit in with the conference hall layout.

(2) Each year, at the penultimate session of the Executive Committee prior to the General Assembly session, the President shall draw lots (a letter of the alphabet) to decide which country's delegation shall be seated in the first place. Seating for the other delegations shall then follow in 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 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 may, however, allow a delegate to reply to a statement that was made after he had declared the list closed, if he considers this appropriate.
- (3) The President may call a speaker to order if his remarks are not relevant to the subject under discussion and may forbid him 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 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 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 to use one of the powers inherent in his office or expressly conferred on him 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 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 the session 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 may delegate his voting rights to a member of his 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,a) of the General Regulations, a Member's right to vote may be suspended by the Executive Committee if that Member fails to fulfil its financial obligations towards the Organization for three years or more. However this restriction shall not apply to votes taken on proposed amendments to the Constitution. The Member concerned may appeal against the Executive Committee's decision to the General Assembly in conformity with Article 52(3).
- (2) 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: Procedure for counting votes according to the majority required

- (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(1) of the General Regulations, the majority shall be decided by a count of those present and casting an affirmative or negative vote. Those abstaining shall be considered as not voting; they may, however, take the floor to explain their abstention.
- (2) In conformity with Article 20(2) 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 the last sentence of Article 4 of the Constitution;
 - (b) election of the President of the Organization, in conformity with Article 16(2) 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.

Article 39: Voting procedure

- (1) In conformity with Article 21 of the General Regulations, voting shall be by a single ballot, except where a two thirds majority is required. In the latter case, if the required majority is not obtained in the first ballot, a second vote shall be taken.
- (2) In conformity with Article 22(1) of the General Regulations, voting shall be by a show of hands, by roll call or by secret ballot.
- (3) If a proposal can be adopted by a simple majority and voting is by a show of hands, the President may announce that he will not have the votes counted. If no delegate raises a point of order in that connection, the President shall first ask those in favour of the motion to vote. If there is a clear majority in favour of the proposal, the President shall immediately ask for votes against and then for abstentions, without having the votes in favour counted. If there is doubt as to the outcome of the vote, the President may ask delegates to vote again and have all votes counted.
- (4) A delegate may at any time propose that voting be by roll-call, except where a secret ballot is required. The roll-call shall be taken in French alphabetical order. The vote of each Member participating in a roll-call shall be recorded in the summary record of the meeting.

- (5) After voting has ended, delegates may make brief statements, solely to explain why they voted as they did. The sponsor of a proposal shall not explain his 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 members of the Executive Committee, in conformity with Article 23(1) of the General Regulations;
 - (b) the appointment of the Secretary General, in conformity with Article 42(1) of the General Regulations.
- (2) If a delegate proposes a vote by secret ballot on any other matter, the General Assembly shall decide on the proposal by a show of hands. If the Assembly decides to vote on a given matter by secret ballot, no other voting method may be requested or prescribed.
- (3) If the Assembly is required to vote or decides to vote by secret ballot, the ballot itself and the check on the number of ballot papers shall take place in plenary session. The secret ballot shall be held under the supervision of the Elections Committee referred to in Article 46 of the present Rules of Procedure. The Elections Committee shall count the votes. The 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 each candidate, in decreasing order.

Article 40A: Electronic voting

- (1) Unless it otherwise decides in special circumstances, the General Assembly shall vote by electronic means.

- (2) In the case of a vote taken in conformity with Article 39(3) (vote by a show of hands), details of the individual votes cast by the delegates shall be accessible during the sitting at which the vote is taken, but only the final result of the vote shall be announced and recorded.
- (3) In the case of a vote taken in conformity with Article 39(4) (vote by roll-call), the General Assembly shall no longer need to call upon each country in turn. However, the individual votes cast by the delegates shall be recorded and published and the final result of the vote shall be announced and recorded.
- (4) In the case of a vote taken in conformity with Article 40(3) (vote by secret ballot), the individual votes cast by the delegates shall in no case be recorded; only the final result of the vote shall be announced and recorded.

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: Ad hoc Committee

- (1) In conformity with Article 56 of the General Regulations, an ad hoc Committee shall be set up to give a prior opinion on all proposals for amendment of the Constitution or the General Regulations, or for the adoption or amendment of Appendices to the General Regulations.
- (2) The ad hoc Committee shall have five members:
 - (a) three members elected by the Assembly by a show of hands during the first plenary session;
 - (b) two members of the Executive Committee appointed by that Committee at its most recent session.
- (3) Once appointed, the five ad hoc Committee members shall be given copies of the draft amendments submitted to the General Assembly.
- (4) The names and countries of the delegates elected to the ad hoc Committee shall be recorded in the summary record of the plenary session.

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 ninety days before submission to the General Assembly for consideration.
- (2) The General Assembly shall vote on the draft amendment after the ad hoc Committee has met in conformity with Article 43 of the present Rules of Procedure and has given its opinion.
- (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 one hundred and twenty 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 ninety days before being submitted to the General Assembly for consideration.

- (3) The General Assembly shall vote on such draft amendments after the ad hoc Committee has given its opinion, 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.
- (2) In conformity with Article 17(1) and Article 19 (second sentence) of the Constitution, once their terms of office have expired:
 - (a) the President shall not be immediately entitled to stand for re-election to any post on the Executive Committee;
 - (b) the Vice-Presidents shall not be immediately entitled to stand for re-election either to their same posts or as ordinary members of the Executive Committee;
 - (c) ordinary members of the Executive Committee shall not be immediately eligible for re-election to their same posts, it being understood that they may stand for election to the post of President or Vice-President.

**CHAPTER VII:
APPOINTMENTS AND ELECTIONS**

Article 46: Elections Committee

- (1) In conformity with Article 40(2) and 40(3) of the General Regulations, an Elections Committee shall be set up to:
 - (a) determine whether nominations are valid;
 - (b) submit those nominations in alphabetical order to the General Assembly;
 - (c) act as tellers and supervise the procedure for voting by secret ballot.
- (2) The Elections Committee shall be appointed during the first plenary session by a show of hands. It shall be composed of at least three Heads of Delegations or their representatives, it being understood that it is preferable for members of a delegation not to stand as candidates for the Elections Committee if their delegations intend to nominate a candidate for election to the Executive Committee, for appointment as Secretary General, or for any other elective office.
- (3) The names and countries of delegates elected to the Elections Committee shall be recorded in the summary record of the session.

Article 47: Eligibility of Executive Committee members

- (1) In conformity with Article 16(1) of the Constitution and Article 39 of the General Regulations, only members of delegations may stand for election to the Executive Committee and, once elected, remain members of the Executive Committee.

- (3) In conformity with Article 15(2) of the Constitution, the Executive Committee members shall be nationals of different countries. Furthermore, in conformity with Article 16 of the Constitution, the President and the Vice-Presidents shall be from different continents. In conformity with Article 17(2) of the Constitution, if the election of the President results in a continent no longer being represented at the Presidency level, a fourth Vice-President shall be elected.

Article 48: Procedure for electing members of the Executive Committee

- (1) Elections to seats on the Executive Committee shall take place by secret ballot during the last plenary session of the General Assembly.
- (2) In conformity with Article 16(2) of the Constitution, a two-thirds majority shall be required for the President to be elected for a non-renewable four-year term of office. Should no candidate obtain a two-thirds majority after two ballots, a simple majority shall suffice.
- (3) In conformity with Article 17 and Article 19 of the Constitution, the Vice-Presidents and the nine other members of the Executive Committee shall be elected by the General Assembly by simple majority for a period of three years.
- (4) Delegates wishing to stand for election shall inform the Elections Committee of their names and countries and of the posts on the Executive Committee for which they are candidates. The Elections Committee shall draw up the list of candidates for each vacant post and shall ensure, inter alia and in conformity with Article 52(4) of the General Regulations, that no delegates from countries with contribution arrears are standing.

(5) The President shall read out to the General Assembly the list of candidates, as drawn up by the Elections Committee, for each vacant post. After verifying that the delegations have voted, he shall declare the ballot closed. Once the ballot papers have been counted by the Elections Committee, the President shall announce the result of the vote.

Article 49: Replacement of a member of the Executive Committee

In conformity with Article 23 (first sentence) of the Constitution, in the event of the death or resignation of an Executive Committee member, or if the member ceases to be a delegate to the Organization, the General Assembly shall elect another member to replace him; the term of office of the newly elected member shall end on the same date as his predecessor's.

Article 50: Appointment of the Secretary General

- (1) In conformity with Article 28(1) 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 twenty-four hours.
- (4) In conformity with Article 28(3) 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 term.

Article 51: Appointment of the Organization's Advisers

(1) In conformity with Article 36(1) 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: Setting up committees

In conformity with Article 11 of the Constitution and Article 35(1) of the General Regulations, the General Assembly may set up any committees it deems necessary to deal with specific items on the agenda.

Article 54: Committee meetings

Subject to the General Assembly's power to set up or abolish committees, and depending on the Agenda prepared by the Executive Committee, the following committees or other groups shall, as a rule, hold meetings:

- (a) Heads of National Central Bureaus,
- (b) Delegates from each continent (at Continental Meetings),
- (c) Finance Committee,
- (d) Computerization and Telecommunications Committee.

Article 55: Order of business at committee meetings

- (1) In conformity with Article 36(1) of the General Regulations, each committee shall elect its own chairman.
- (2) Committee meetings shall be subject to the same rules as plenary sessions of the General Assembly.
- (3) Committees may not, on their own initiative, add new items to their agendas.
- (4) Delegations present at committee meetings shall be entitled to vote under the same conditions as at General Assembly plenary sessions.

Article 56: Committee reports

In conformity with Article 37 of the General Regulations, committees shall report verbally on their work to the General Assembly in plenary session, either through their chairmen or through rapporteurs they have appointed.

Article 57: Consultation of committees outside General Assembly sessions

In conformity with Article 38 of the General Regulations, committees may be consulted between sessions, unless the General Assembly decides otherwise. The President, after consulting the Secretary General, may allow a committee to meet provided that any resulting financial implications are approved beforehand by the Executive Committee.

**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 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 relating to the General Assembly and its 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 the discussions that take place during the General Assembly plenary 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 thirty 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 he 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

- (1) The travel and subsistence expenses of all delegations to the General Assembly 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 countries of which they are nationals.
- (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 Assembly's proceedings, his 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 country's delegates to the General Assembly, the Organization shall pay only his subsistence expenses for the days on which he 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.
