



INTERPOL

*Rules of Procedure of the
Executive Committee*

[II.B/RPEC/GA/1994 (2021)]

REFERENCES

Rules of Procedure of the Executive Committee adopted by the General Assembly at its 63rd session (1994, Rome).

Article 7 amended at the 82nd General Assembly session (Cartagena de Indias – 2013)

85th General Assembly session, Resolution AG-2016-RES-07 adopting amendments to the Rules of Procedure of the Executive Committee.

Articles 1, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 amended at the 89th General Assembly session (Istanbul – 2021). The General Secretariat corrected the numbering (former Article 7A becomes Article 8) on 30 November 2021, in application of the provisions of Article 33(3) of the Rules of Procedure of the ICPO-INTERPOL General Assembly.

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RULES OF PROCEDURE OF THE EXECUTIVE COMMITTEE

Article 1: Attendance at Executive Committee sessions

- (1) The following shall attend Executive Committee sessions:
 - (a) the President of the Organization, the Vice-Presidents and the Delegates on the Executive Committee elected in conformity with Articles 15, 16 and 17 of the Organization's Constitution;
 - (b) the Secretary General, in conformity with Article 29 of the Organization's Constitution, and any officials of the Organization he or she designates to present oral or written reports to the Executive Committee on any item under discussion, as well as those persons responsible for the Executive Committee's Secretariat;
 - (c) the Organization's Advisers, appointed in conformity with Article 36 of the Organization's Constitution, and the External Auditors, in conformity with Article 25 of the Financial Regulations, if invited by the President to take part in the Executive Committee's discussions of agenda items coming within their specialist fields;
 - (d) any other person whose presence the Executive Committee considers to be necessary for discussion of any item on the agenda for the session.
- (2) Only members of the Executive Committee shall have the right to vote.

Article 2: Sessions

- (1) In conformity with Article 20 of the Organization's Constitution, the Executive Committee shall meet at least once a year. A session shall be held immediately before the General Assembly session.
- (2) Unless the Executive Committee decides otherwise, its sessions shall be held at the Organization's Headquarters in Lyon. However, the Executive Committee session held immediately before the General Assembly session shall normally be held at or near the venue chosen for the Assembly.
- (3) The President of the Organization shall fix the dates for Executive Committee sessions following consultation with the Secretary General.

- (4) In conformity with Article 20 of the Organization's Constitution, Executive Committee sessions shall be convened by the President of the Organization. Under normal circumstances notices of convocation shall be sent out by the General Secretariat at least one month before the beginning of the session.

Article 3: Agenda

- (1) The draft agenda for each Executive Committee session shall be drawn up by the President of the Organization in consultation with the Secretary General.
- (2) The first item on the agenda for each Executive Committee session shall be the adoption of the agenda.
- (3) The second item on the agenda for each Executive Committee session shall be the adoption of the minutes and abstract of decisions of the previous Executive Committee session.

Article 4: Functioning of the Executive Committee

- (1) The Executive Committee shall take decisions in session or, if it so decides, through a written procedure.
- (2) The Executive Committee may, within the limits of its powers, set up subsidiary consultative bodies whose composition and terms of reference it shall determine.
- (3) The Executive Committee may, within the limits of its powers, appoint one or more of its members to study specific items on the agenda. These rapporteurs shall submit their reports to the Executive Committee.
- (4) Should the Executive Committee consider proposing to the General Assembly that the Secretary General be removed from office in conformity with Article 28 of the Organization's Constitution, the Executive Committee shall examine the pertinent facts and take its decision with due respect for general legal principles.

Article 5: Absence of the President

If the President is unable to attend, Article 41 of the Organization's General Regulations shall apply.

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Article 6: Conduct of business

- (1) In application of Article 18(a) of the Organization's Constitution, the President of the Organization shall preside at sessions of the Executive Committee and direct the discussions.
- (2) Executive Committee sessions shall not be held in public.
- (3) No one may speak at an Executive Committee session without the prior authorization of the President of the Organization. The President may limit the amount of time allowed to each speaker.
- (4) During the discussion of any matter, a member of the Executive Committee may rise to a point of order, and the point of order shall immediately be decided by the President of the Organization. A member may appeal against the ruling of the President, in which case the appeal shall immediately be put to the vote. The President's decision shall be upheld unless the majority of members present and voting for or against decide otherwise. A member rising to a point of order may not speak on the substance of the matter under discussion.
- (5) A member of the Executive Committee may at any time move the adjournment or closure of the debate on the item under discussion, in which case only one speaker may speak against the motion and the motion for adjournment or closure of the debate shall then be put to the vote.
- (6) When a proposal has been adopted or rejected it may not be reconsidered at the same session unless the Executive Committee so decides by a two-thirds majority of the members present and voting for or against.
- (7) The President of the Organization may decide that a proposal on an item under discussion is adopted by consensus when he or she notes that after discussion no speakers object to that proposal. A member of the Executive Committee may appeal against the ruling of the President, in which case the appeal shall immediately be put to the vote. The President's decision shall be upheld unless the majority of members present and voting for or against decide otherwise.
- (8) When a written proposal is being discussed and an amendment to the proposal is moved, the amendment shall be voted on first. If several amendments are moved, the President shall put them to the vote one after the other, beginning with the one furthest removed in substance from the original proposal.

Article 7: Voting in session

- (1) Each member of the Executive Committee shall have one vote.
- (2) Executive Committee decisions shall require a simple majority of the members present and voting for or against, unless some other form of majority is required. Regarding the selection of a candidate for the post of Secretary General, the decisions of the Executive Committee shall require a simple majority of the members present and voting for or against.
- (3) In conformity with Article 28, third paragraph, of the Constitution, the Executive Committee may decide, in exceptional circumstances, by a two-thirds majority, to propose to the General Assembly that it remove the Secretary General from office.
- (4) Under the conditions set out in Article 14(1,b) of the Statute of the Commission for the Control of INTERPOL's Files, the Executive Committee may decide, by a two-thirds majority, to propose to the General Assembly that it dismiss a member of the Commission.
- (5) In conformity with Article 24 of the Constitution, the Executive Committee may decide, in exceptional circumstances, notably in the event of a serious breach of obligations resulting from Articles 15 or 23 of INTERPOL's Constitution, or of conduct seriously affecting the reputation of the Organization, and by a two-thirds majority, to propose to the General Assembly that it terminate an Executive Committee member's term of office early.
- (6) The Executive Committee shall normally vote by a show of hands, except if it decides otherwise before the vote. However, when the vote concerns the appointment of a particular person, the choice of a candidate for appointment by the General Assembly, or the proposal to terminate the term of an elected person, the vote shall be held by secret ballot.
- (7) The decision to appoint a particular person or to propose a candidate for appointment by the General Assembly shall be taken in accordance with the following procedure:
 - (a) If there are two candidates for the appointment, the candidate obtaining the most votes shall be selected. If both candidates obtain the same number of votes, a second ballot shall be taken. If both candidates again obtain the same number of votes, lots shall be drawn to decide between them.

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- (b) If there are more than two candidates and if no candidate obtains an overall majority, further ballots shall be taken and the candidate, or candidates in the event of a tie, obtaining the least number of votes shall be eliminated at each ballot. If only one candidate then remains, that candidate shall be selected. If two candidates remain, the procedure used shall be that outlined in (a) above.
- (8) A member of the Executive Committee shall not take part in a vote on:
- (a) The appointment of a particular person or a choice of a candidate for appointment by the General Assembly whenever:
- he or she is himself or herself a candidate for the post in question. A candidate eliminated in conformity with paragraph (7) above, shall once again be entitled to vote;
 - the country where he or she holds an official position is presenting a candidate. The Executive Committee member shall once again be entitled to vote if the said candidate is eliminated in conformity with paragraph (7) above;
- (b) The proposal of one or more auditing services for appointment by the General Assembly as external auditors whenever the auditing service is from the country where he or she holds an official position;
- (c) The settlement of disputes that arise in connection with the application of INTERPOL's Rules on the Processing of Data, whenever such a dispute involves the country where he or she holds an official position;
- (d) The decision to take corrective measures concerning the rights in connection with the application of INTERPOL's Rules on the Processing of Data, whenever such measures concern the country where he or she holds an official position;
- (e) His or her recusal in case of potential or actual conflict of interest, in conformity with Article 10(3) of the present Rules;
- (f) The proposal by the Executive Committee to the General Assembly to terminate his or her term of office before it is due to expire, in conformity with (5) above.
- (9) If the votes are equally divided on a matter other than cases covered by paragraph (7) above, the proposal shall be regarded as not adopted.
- (10) The quorum required for Executive Committee decisions shall be two-thirds of the members.

Article 8: Written procedure

- (1) Decisions made by the Executive Committee through a written procedure shall be made by consensus.
- (2) As from the date of notification of the document launching the written procedure, any member of the Executive Committee shall have three weeks to request that the matter be examined in session if he/she so decides. The President may decide, on reasoned grounds of urgency, to reduce this period.
- (3) The Executive Committee shall determine the written decision-making procedure in conformity with paragraphs (1) and (2) above.

Article 9: Ethical standards

- (1) Members of the Executive Committee bear a special responsibility to uphold the integrity and reputation of the Organization and must ensure that their conduct reflects this special responsibility. Members of the Executive Committee shall observe the highest standards of ethical conduct in the exercise of their duties, and act in the best interests of the Organization.
- (2) Members of the Executive Committee shall be mindful of the importance of their duties and responsibilities, shall take into account the public character of their duties and shall conduct themselves in a way that maintains and promotes public trust in the Organization.
- (3) The Executive Committee shall adopt a Code of conduct that will apply to its members, with due regard for the Organization's rules and ethical standards commonly acknowledged by the international community. The Executive Committee should revise the Code of conduct on a regular basis and is responsible for its implementation.
- (4) The Executive Committee shall be responsible for assessing any reported instance of non-compliance with the present Rules and the Code of Conduct. The Executive Committee shall propose remedial action to the member concerned, as necessary.

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Article 10: Conflict of interest

- (1) Members of the Executive Committee are expected to act without regard to self-interest. They shall avoid any action or situation liable to give rise to a conflict of interest or that might be seen by a reasonable observer as a real or perceived conflict of interest.
- (2) A conflict of interest is defined as an actual or potential incompatibility between the duties of an Executive Committee member and private, or personal interests, those matters described in Article 7(8) and other similar interests that may influence the performance of his or her duties.
- (3) If such a conflict arises, the Executive Committee member concerned shall recuse himself or herself, unless the Executive Committee grants dispensation. If the conflict of interest is potential rather than actual, the Executive Committee member concerned shall seek the advice of the Executive Committee on whether he or she should recuse himself or herself. In case of disagreement with the member concerned, the Executive Committee shall hear his or her views, then deliberate and vote without the presence of the member concerned.
- (4) In cases of recusal, the member shall formally withdraw from participating in the matter which gave rise to a conflict of interest situation. In addition to the suspension of the member's right to vote on the matter in dispute, the Executive Committee may decide to exclude the member from relevant debate and discussions, and from accessing certain documents.

Article 11: Secretariat

- (1) The Secretary General shall be responsible for the Secretariat of the Executive Committee. He or she may delegate these duties to any other member of the General Secretariat. He or she shall recruit the staff required to carry out such duties.
- (2) Minutes shall be taken of sessions of the Executive Committee and an abstract of the decisions taken by the Executive Committee shall also be compiled.
- (3) The Secretariat of the Executive Committee shall prepare the minutes and the abstract of decisions in the languages covered by Article 9 of the present Rules of Procedure. Except in exceptional circumstances, it shall send them to the members of the Executive Committee at least one month before the beginning of the following session.

- (4) Members of the Executive Committee shall, after due consideration, adopt the minutes and abstract of decisions of the previous session at the beginning of the following session.
- (5) The abstract of the decisions of the Executive Committee, thus adopted, shall be sent to all Members of the Organization.

Article 12: Languages

The languages of the Executive Committee shall be the four working languages of the General Secretariat.

Article 13: Expenses of members of the Executive Committee

The President, Vice-Presidents and Delegates on the Executive Committee shall be entitled to have the travel and living expenses resulting from their activities as members of the Executive Committee covered by the Organization in accordance with the procedures and limits decided by the Executive Committee.

Article 14: Application of the present Rules of Procedure

A member of the Executive Committee may ask that a decision taken by the President of the Organization in application of the present Rules of Procedure outside a session be reconsidered by the Executive Committee.

Article 15: Final provision

- (1) The present Rules of Procedure, adopted in application of Article 8(d) of the Organization's Constitution, constitute an appendix to the Organization's General Regulations.
- (2) Should any provision of the present Rules of Procedure diverge from a provision of the Organization's Constitution or General Regulations, the latter shall prevail.
- (3) The present Rules of Procedure shall come into force on 1 January 1995.
