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RULES OF PROCEEDURE OF THE GOVERNING COUNCIL OF THE FEDERATION OF
AFRICAN CHAMBERS OF COMMERCE

IN EXERCISE of the powers conferred on the Governing Council of the Federation of African Chambers of Commerce by paragraph 8 of Article 8 of the Constitution of the Federation of African Chambers of Commerce, the following Rules are hereby made

RULES OF PROCEDURE OF THE GOVERNING COUNCIL OF
THE FEDERATION OF AFRICAN CHAMBERS OF COMMERCE

Definitions

Rule 1. In these Rules the expression:

"Governing Council " means the Governing Council of the Federation established by Article 5 of the Constitution.

"Federation" means the Federation of African Chambers of Commerce established by Article 1 of the Constitution;

"Secretary-General" means the Secretary-General of the Federation provided for by Article 9 of the Constitution;

"Constitution" means the Constitution of the Federation of African Chambers of Commerce.

Composition and Officers of the Governing Council

Rule 2 The Governing Council shall consist of :

- (a) the Chairman and Vice Chairmen of the Federation who shall be ex-officio the Chairman and Vice Chairmen of the meetings of the Governing Council;

- (b) ten members of the Federation selected by the General Assembly for that purpose having regard to the desirability of maintaining an equitable geographical distribution of selection among the members of the Federation, for a period of three years renewable;
- (c) a representative of the United Nations Economic Commission for Africa;
- (d) a representative of the Association of African Trade Promotion Organizations;
- (e) a representative of the member of the Federation in the place where the headquarters of the Federation is established;
- (f) the Chairman of a Federation of Chambers of Commerce with respect to a subregion of Africa as defined by the United Nations Economic Commission for Africa where such a Federation exists, and where no such Federation exists, such person as may be determined by the Chairman of the Federation after necessary consultations;
- (g) representatives of such States and organizations referred to in Article 10 of the Constitution as may be determined by the Governing Council.

Representation on the Governing Council

Rule 3 The members of the Federation referred to in subparagraphs (b) to (g) of Rule 2 of these Rules shall be represented on the Governing Council by their designated representatives.

Officers of the Governing Council

Rule 4 If the term of office of any member of the Governing Council as Chairman, or Vice Chairman is due to expire at any time when a meeting of the Governing Council is being held, that member shall continue in office until the conclusion of the meeting. For the purpose of this Rule a meeting of the Governing Council shall be concluded when it is adjourned sine die or is adjourned for a period exceeding seven days.

Rule 5 The Chairman shall open and close the meetings of the Governing Council, direct discussions, give speakers the floor in the order in which it is requested, submit matters under discussion for decision and announce the decision and rule on questions of procedure in accordance with these Rules.

Time and place of meetings

Rule 6 The Governing Council shall meet once every six months or as may be necessary for the efficient discharge of its functions.

Rule 7 Meetings of the Governing Council shall be held at the headquarters of the Federation unless convened elsewhere in pursuance of the provisions of Rule 8 of these Rules.

Rule 8 Where at the request of a member of the Governing Council, the Governing Council shall decide to hold a meeting in a place other than the headquarters of the Federation, that member shall be responsible for the payment of the amount in excess of what it would have cost the Federation had the meeting been held at its headquarters.

Rule 9 The Governing Council may at a meeting decide the date of its next meeting:

Provided that in cases where it is desirable that a meeting of the Governing Council should be held prior to the date set down for its next meeting, a meeting of the Governing Council may be held after consultation between the Chairman and the other members of the Governing Council.

Rule 10 All meetings of the Governing Council shall be convened by the Secretary-General on the direction of the Chairman after three months' notice of a meeting has been given or such period as the Governing Council may determine.

Voting and quorum

Rule 11 Subject to the provisions of Rules 13 and 14 of these Rules every member of the Governing Council shall have only one vote.

Rule 12 The Secretary-General of the Federation, the members of the Governing Council referred to in subparagraphs (c) to (g) of Rule 2 of these Rules shall participate at the meetings of the Governing Council without the right to vote.

Rule 13 Members of the Federation which are not members of the Governing Council may participate at the meetings of the Governing Council without the right to vote.

Rule 14 Unless otherwise provided for in the Constitution, the decisions of the Governing Council shall be taken by a simple majority of the members of the Governing Council present and voting.

Rule 15 The quorum for a meeting of the Governing Council shall be a simple majority of its members.

Secretariat of the meetings of the Governing Council

Rule 16 The secretariat services of the meetings of the Governing Council shall be provided by the Secretary-General; he shall cause minutes of the meetings of the Governing Council to be kept and shall, as soon as possible, transmit copies thereof to the members of the Governing Council.

Rule 17 The Secretary-General shall, in consultation with the Chairman of the Governing Council, prepare the provisional agenda of the meetings of the Governing Council and shall ensure their receipt by the members of the Governing Council at least three months before the meetings to which they relate.

Dispatch of business at meetings of the Governing Council

Rule 18 Proposals or draft resolutions for consideration at a meeting of the Governing Council shall be submitted in writing and circulated by the Secretary-General in advance of the meeting to the members of the Governing Council:

Provided however, that the Governing Council shall, if it deems it expedient or desirable, consider at a meeting a proposal or draft resolution in respect of which no text has been circulated in advance of a meeting.

Rule 19 A proposal or draft resolution may be withdrawn by the person by whom it is sponsored.

Rule 20 During the consideration of any matter at a meeting of the Governing Council, any member of the Governing Council may raise a point of order and the Chairman shall make his ruling immediately on the point of order raised.

Rule 21 During the consideration of any matter at a meeting of the Governing Council, the Chairman may read out a list of speakers and, with the consent of the meeting, declare the list closed. The Chairman may, however, grant any member of the Governing Council the right of reply if a speech made after the list of speakers is closed justifies it.

Rule 22 When a matter has been adequately considered, any member of the Governing Council may move that the consideration of the matter be closed whereupon the meeting of the Governing Council shall immediately take a decision on the motion.

Rule 23 During the consideration of any matter, a member of the Governing Council may move that the consideration of the matter be postponed. One member of the Governing Council may speak in support of the proposal and another against it whereupon the meeting of the Governing Council shall immediately take a decision on the motion by vote.

Rule 24 During the consideration of any matter at a meeting of the Governing Council, any member of the Governing Council may move that the meeting be suspended or adjourned whereupon the meeting of the Governing Council shall immediately take a decision on the motion.

Rule 25 The following motion shall take precedence in the order in which they are set out hereunder over any other proposals or motions that may be made or moved at a meeting of the General Council:

- (a) to suspend the meeting,
- (b) to adjourn the meeting,
- (c) to postpone consideration of a matter, and
- (d) to end the consideration of a matter.

Dispatch of business at times when the Governing Council is not meeting

Rule 26 The Governing Council may make provisions for the dispatch of business at times when it is not meeting.

Rule 27 The provisions that the Governing Council may make under Rule 26 of these Rules for the dispatch of business at times when the Governing Council is not meeting may, if it so determines, include arrangements under which the exercise of any function of the Governing Council under the Constitution is delegated to the Chairman, a Vice Chairman or the Secretary-General.

Miscellaneous

Rule 28 If there is any doubt as to the procedure to be followed in any particular case, or if no procedure is prescribed by or under the Constitution or these Rules, the procedure to be followed may be determined by the Governing Council.

Rule 29 These Rules may be amended at a meeting of the Governing Council.