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ECONOMIC COMMISSION FOR AFRICA
African Regional Centre for Solar Energy
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Bujumbura (Burundi), 28 September 1987

DRAFT RULES OF PROCEDURE OF THE COUNCIL OF THE AFRICAN
REGIONAL CENTRE FOR SOLAR ENERGY

IN EXERCISE of the powers conferred on the Council of the African Regional Centre for Solar Energy by paragraph 4 or Article 8 of the Constitution of the African Regional Centre for Solar Energy, the following Rules are hereby made:

RULES OF PROCEDURE OF THE COUNCIL OF THE AFRICAN
REGIONAL CENTRE FOR SOLAR ENERGY

Title

Rule 1. These Rules may be cited as the Rules of Procedure of the Council of the African Regional Centre for Solar Energy.

Definition

Rule 2. In these Rules the expression:

"Centre" means the African Regional Centre for Solar Energy established by Article 1 of the Constitution;

"Constitution" means the Constitution of the African Regional Centre for Solar Energy;

"Council" means the Council of the African Regional Centre for Solar Energy established by Article 7 of the Constitution;

"Executive Director" means the Executive Director of the Centre provided for by paragraph 1 of Article 11 of the Constitution;

"Member State" means a Member State of the Centre.

Composition

Rule 3. A meeting of the Council shall consist of the Ministers responsible for energy in each of the Member States, the Executive Secretary of the United Nations Economic Commission for Africa or his representative, the Secretary General of the Organization of African Unity or his representative and a representative of the Association of African Universities.

Rule 4. Members of the Council may be accompanied to meetings of the Council by advisers and experts.

Officers of the Council

Rule 5. The Council shall elect from among its members who are representatives of Member States, its Chairman, Vice Chairman and Rapporteur who shall hold office for a term of one year.

Rule 6. If the person holding the office of Chairman is absent from a meeting of the Council, the Vice-Chairman shall preside at that meeting and in the absence of the Vice-Chairman or the Rapporteur, such member of the Council who is a representative of a member State, as the members present may elect for that purpose.

Rule 7. If the term of office of any member of the Council as Chairman, Vice-Chairman or Rapporteur is due to expire at any time when a meeting of the 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 Council shall be concluded when it is adjourned sine die or is adjourned for a period exceeding five days.

Rule 8. The Chairman shall open and close the meetings of the 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.

Place and time of meetings

Rule 9. The Council shall meet in ordinary session once every two years and may meet in extraordinary session when it so determines or if so requested by at least two-thirds of the member States or by at least two-thirds of the members of the Executive Board of the Centre.

Rule 10. All meetings of the Council shall unless otherwise determined by the Council, be held at the headquarters of the Centre.

Rule 11. The 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 Council should be held prior to the date set down for its next meeting, a meeting of the Council may be held after consultation between the Chairman and the other members of the Council.

Rule 12. All meetings of the Council shall be convened by the Executive Director by order of the Chairman after three months' notice of a meeting has been given or such period as the Council may determine.

Decisions and quorum

Rule 13. Subject to the provisions of the Constitution, the decisions of the Council shall be taken by consensus.

Rule 14. The quorum for a meeting of the Council shall be a majority of the representatives of the member States on the Council.

Secretariat of the meetings of the Council

Rule 15. The secretarial services of the meetings of the Council shall be provided by the Executive Director; he shall cause minutes of the meetings of the Council to be kept and shall as soon as possible, transmit copies thereof to the members of the Council and to the member States.

Rule 16. The Executive Director shall, in consultation with the Chairman of the Council, prepare the provisional agenda of the meetings of the Council and shall ensure their receipt by the members of the Council and member States at least three months before the meetings to which they relate.

Rule 17. The Executive Director may at any time make oral or written statements at meetings of the Council concerning any question under consideration by it.

Dispatch of business at meetings of the Council

Rule 18. Proposals or draft resolutions for consideration at a meeting of the Council shall be submitted in writing and circulated by the Executive Director in advance of the meeting to members of the Council and to the member States:

Provided, however, that the Council may, 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 Council, any member of the Council may raise a point of order and the Chairman shall make his ruling immediately upon the point of order raised. An appeal from the ruling of the Chairman shall be decided by the meeting of the Council.

Rule 21. During the consideration of any matter at a meeting of the 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 Council the right to 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 Council may move that the consideration of the matter be closed whereupon the meeting of the Council shall immediately take a decision on the motion.

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

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

Rule 25. The following motions 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 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 Council is not meeting

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

Rule 27. The provisions that the Council may make under Rule 26 of these Rules for the dispatch of business at times when the Council is not meeting may, if it so determines, include arrangements under which the exercise of any function of the Council under the Constitution which may be properly delegated, is delegated, subject to such conditions as the Council may specify, to the Chairman or a member of the Council or to the Executive Director.

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 Council.

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