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ECONOMIC COMMISSION FOR AFRICA

African Institute for Higher Technical
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Governing Council,
First Session

Addis Ababa, 25-28 July 1979

DRAFT RULES OF PROCEDURE OF THE GOVERNING COUNCIL OF
THE AFRICAN INSTITUTE FOR HIGHER TECHNICAL
TRAINING AND RESEARCH

In exercise of the powers conferred upon the Governing Council of the African Institute for Higher Technical Training and Research (hereinafter referred to as "the Council") by paragraph 4 of Article IX of the Constitution of the Institute, the Council hereby makes the following Rules:

Rule 1

GENERAL PROVISIONS

(a) The Council of the African Institute for Higher Technical Training and Research shall meet in ordinary session at least once every year.

(b) The Council may meet in an extraordinary session if it so determines or if requested by at least two-thirds of the member States of the Institute.

(c) Sessions of the council shall be held at the Headquarters of the Institute or at such other place as may have been decided upon at a previous session of the Council.

(d) The validity of any act or proceedings of the Council shall not be affected by any vacancy among the members thereof, or by any defect in the appointment of any member thereof, or by reason that some person who was not entitled to do so took part therein.

Rule 2

NOTICE OF SESSIONS

(a) The Executive Director of the Institute shall convey to the members of the Council information concerning all sessions of the Council at least one month prior to the opening of the session concerned.

(b) Upon receipt of notice of a session, each member of the Council shall notify the Executive Director of the Institute, at least one week in advance, whether or not he intends to attend the session.

Rule 3

QUORUM

A simple majority of the members of the Council shall constitute a quorum.

Rule 4

OBSERVERS

Observer representatives of co-operating organizations and agencies may be invited to attend and participate in any session of the Council without the right to vote.

Rule 5

POWERS OF THE CHAIRMAN

In addition to exercising the powers conferred upon him elsewhere in these Rules, the Chairman shall declare the opening and closing of each session of the Council. He shall direct the discussions at sessions, ensure the observance of these Rules, call on speakers, put questions to the vote and announce the results of the voting. He shall rule on points of order and shall, in particular, have power to suspend or close a meeting.

Rule 6

WORKING LANGUAGES

The working languages of the Council shall be English and French. Any representative or member wishing to make a speech in a language other than the Council's working languages shall himself provide for the interpretation of his speech into the working languages.

Rule 7

AGENDA

(a) Provisional Agenda

The provisional agenda for each session shall be drawn up by the Executive Director of the Institute in consultation with the Chairman of the Council and shall be communicated, together with the basic documents relating to each item on the agenda, to members of the Council and to invited representatives of organizations and agencies, not later than forty-two days prior to the opening of the session.

(b) Adoption of Agenda

The first item on the provisional agenda of any session after any opening statement and election of officers shall be the adoption of the agenda.

(c) Revision of Agenda

After the agenda has been adopted the Council may amend it at any time. In the event that a member did not receive forty-two days in advance the reports and documents to be considered during the session on a given item on the agenda, he shall have the right to request that the relevant reports and documents be excluded from the agenda and the request shall be granted. Provided, however, that if two-thirds or more of the voting members of the Council attending the session insist that the item should nevertheless be discussed, the majority decision shall prevail.

Rule 8

OFFICERS

(a) Election of Chairman

The Chairman and Vice-Chairman of the Council shall be elected and hold office as provided for in sub-paragraph (b) of paragraph 1 of Article VII of the Constitution of the Institute.

(b) Acting Chairman and Replacement of Chairman

(i) In the event that the Chairman should be absent from a meeting or any part thereof, the Vice-Chairman shall preside over the meeting. In the event that both the Chairman and the Vice-Chairman are absent from a meeting, an interim chairman shall be elected to preside over the meeting and shall have the same powers and duties as the Chairman.

(ii) Should the Chairman cease to represent a member State the Vice-Chairman shall assume the duties and responsibilities of the Chairman for the unexpired term of office of the Chairman.

(c) Voting Rights of the Chairman

The Chairman shall have a deliberative vote as well as a casting vote.

Rule 9

CONDUCT OF BUSINESS

(a) Presiding over Sessions

The Chairman of the Council, or in his absence the Vice-Chairman, shall preside over all sessions of the Council. In the absence of both Chairman and Vice-Chairman, the members of the Council shall appoint one of their number to preside over the session.

(b) Point of Order

A member of the Council may at any time raise a point of order, which shall immediately be decided upon by the Chairman in accordance with these Rules. A member of the Council may appeal to the meeting against the ruling of the Chairman; such an appeal shall immediately be put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting. A member of the Council raising a point of order may not speak on the substance of the matter under discussion.

(c) Time-limit on Speeches

The Council may, at the suggestion of the Chairman, limit the time to be allowed to each speaker on any particular subject under discussion.

(d) Order of Procedural Motions

(1) Subject to the provisions of sub-paragraph (b) of Rule 9 of these Rules, the following motions shall have precedence, in the order shown over all other proposals or motions before the meeting:

- (i) To suspend the meeting;
- (ii) To adjourn the meeting;
- (iii) To adjourn the debate on the item under discussion;
- (iv) For the closure of the debate on the item under discussion.

(2) Permission to speak on motions in the four categories mentioned in sub-paragraph (1) of this Rule shall be granted only to the speaker proposing the motion and to one speaker in favour of the motion and two against it after which it shall be immediately put to the vote.

(e) Proposals

Proposals and amendments to them shall normally be submitted in writing to the Executive Director or Secretary to the Council, who shall circulate copies to members of the Council. As a general rule, no proposal or amendment shall be discussed or put to the vote at any meeting of the Council unless copies of it have been circulated to all members not later than the day preceding the meeting. The Chairman may, however, permit the discussion and consideration of amendments even though they have not been circulated, or have only been circulated the same day.

(f) Withdrawal of Motions

A motion may be withdrawn by its proposer at any time before voting on it has begun, provided that it has not been amended and that an amendment to it is not under discussion. A motion thus withdrawn may be reintroduced by any member.

(g) Reconsideration of Proposals

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Council unless a two-thirds majority of the members of the Council present and voting so decide. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter and to two speakers opposing the motion, after which it shall be immediately put to the vote.

Rule 10

VOTING

(a) Voting Rights

Each voting member of the Council shall have one vote.

(b) Majority Required

(1) Subject to the provisions of Article IX of the Constitution of the Institute and Rules 9 (g), 13 (a) and 13 (d)(ii) of these Rules, decisions of the Council shall be taken by a simple majority of the members present and voting.

(2) All voting members of the Council shall have one vote each.

(3) If a vote is equally divided, the Chairman shall have a casting vote.

(4) For the purpose of these Rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members who abstain from voting or who cast an invalid vote shall be considered as not voting.

(c) Method of Voting

The Council shall normally vote by a show of hands. However, any member may request a roll-call vote which shall be taken in the English alphabetical order of the names of the members participating in the meeting, beginning with the member whose name is drawn by lot by the Chairman. The vote of each member participating in a roll-call vote shall be inserted in the minutes of the meeting concerned. After the voting has commenced, no member shall interrupt the voting except on a point of order in connexion with the actual conduct of the voting.

(d) Division of Proposals or Amendments

(1) Parts of a proposal or amendments to a proposal shall be voted on separately if the Chairman, with the consent of the sponsor, so decides or at the request of any member of the Council with the consent of the sponsor. If the sponsor objects, permission to speak on the point shall be given first to the speaker proposing that the proposal or amendment be put to the vote in parts and then to the sponsor of the proposal or amendment under discussion, after which the motion to divide the proposal or amendment shall be immediately put to the vote.

(2) Those parts of a proposal which have been approved shall then be put to the vote as a whole; if all the operative parts of the proposal or amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

(e) Voting on Amendments

(1) A motion is considered to be an amendment to a proposal if it adds to, deletes from or revises that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote.

(2) If two or more amendments are moved to a proposal, the Council shall first vote on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. When, however, the adoption of an amendment necessarily implies the rejection of another amendment, the latter amendment shall not be put to the vote.

(f) Order of Voting on Proposals

If two or more proposals relate to the same question, the Council shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The Council may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 11

SUMMARY RECORDS

(a) Summary Records

Summary records or minutes of the meetings of the Council shall be prepared by the Executive Director or Secretary to the Council, and shall be kept by the Secretariat of the Institute. Copies of these records or minutes shall be communicated as soon as possible to voting members as well as to non-voting members of the Council, whether or not such members attended the particular session in which the minutes were taken.

(b) Amendments to Summary Records

Amendments to the minutes or summary records of deliberations of the Council may be communicated to the Executive Director or Secretary of the Council in advance of the next session of the Council or orally presented at the session in which the minutes of the previous meeting are to be adopted. Such amendments shall, on adoption, be incorporated in the final version of the summary records or minutes of the Council that the Secretary shall subsequently issue, provided no member objects to such an amendment. The corrected version of the summary records or minutes shall also be distributed, as soon as possible, to members of the Council, to all member States and to co-operating States and Institutions.

RULE 12

SECRETARIAT

(a) Secretary of the Institute

The Executive Director of the Institute shall act in the capacity of Secretary at all meetings of the Council and in those of subsidiary bodies of the Council. He may designate another senior member of staff of the Institute to prepare minutes and summary records of the meetings of the Council and its subsidiary bodies. In such a case ultimate responsibility for the accuracy, distribution and safe custody of such summary records and minutes shall remain that of the Executive Director.

(b) Arrangement for Sessions

The Executive Director shall be responsible for all the necessary arrangements, including translation and interpretation services, for the efficient conduct of meetings of the Council and those of its subsidiary bodies.

Rule 13

FINAL PROVISIONS(a) Standing Orders

The Council may make Standing Orders with respect to the holding of meetings of the Council, the notices to be given of such meetings and the proceedings thereat, the keeping of minutes of such proceedings and the custody and production for inspection of such minutes, provided that such Standing Orders are not inconsistent with these Rules.

(b) Subsidiary Bodies

Committees and other subordinate bodies of the Council shall follow these rules of procedure in so far as they are applicable.

(c) Date and Place of Sessions

Before the closing of each meeting of the Council, the place and date of the next meeting shall be decided. The date and place of the session may be altered by the Executive Director of the Institute only at the request of the majority of the members of the Council or in special cases, provided prior consultation with the Chairman of the Council has been made.

(d) Suspensions and Amendments of Rules of Procedure

(i) Any of these Rules may be suspended by a two-thirds majority vote of the Council, provided that twenty-four hours' notice of the proposal for the suspension has been given. The notice may be waived if no member of the Council objects.

(ii) Any of these Rules may be amended or added to by a two-thirds majority vote of the Council, provided that two months written notice of the proposed amendment or addition has been given to members of the Council.

Rule 14

INTERPRETATION AND APPLICATION

These rules of procedure amplify the provisions of Article IX of the Constitution of the Institute and are designed to facilitate the operation and functioning of the Council. In case of any inconsistency or conflict between these Rules and the Constitution, the Constitution shall prevail.