

48119



Distr.  
LIMITED

PAMM/AIHTTR/GC/III-S/13/81  
June 1981

Original: ENGLISH

ECONOMIC COMMISSION FOR AFRICA  
African Institute for Higher Technical  
Training and Research  
Extraordinary Meeting of the Governing Council  
Addis Ababa, 15-16 June 1981

RULES OF PROCEDURE OF THE ACADEMIC BOARD

RULES OF PROCEDURE OF THE ACADEMIC BOARD OF THE  
AFRICAN INSTITUTE FOR HIGHER TECHNICAL TRAINING AND RESEARCH

In exercise of the powers conferred upon the Academic Board of the African Institute for Higher Technical Training and Research (hereinafter referred to as "the Board") by paragraph 5(c) of Article X of the Constitution of the Institute, the Board hereby makes the following Rules:

Rule 1

GENERAL PROVISIONS

- (a) The Board of the African Institute for Higher Technical Training and Research shall meet in ordinary sessions at least twice a year.
- (b) The Board may meet in an extraordinary session if it so determines or if requested by at least two-thirds of the members or by the Chairman.
- (c) Sessions of the Board shall be held in any campus of the Institute.

Rule 2

NOTICE OF SESSIONS

- (a) The Director-General of the Institute shall convey to the members of the Board all information and documents concerning each session of the Board at least one month prior to the opening of the session concerned.
- (b) Upon receipt of notice of a session, each member of the Board shall notify the Director-General of the Institute, at least two weeks in advance, his intention to attend the session.

Rule 3

QUORUM

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

Rule 4

WORKING LANGUAGES

The working languages of the Board shall be English, French and Arabic. The Director-General shall ensure that all the necessary arrangements are made including interpretation services, for the efficient conduct of the meetings of the Board.

Rule 5

AGENDA

The Agenda for each session shall be drawn up by the Director-General of the Institute and shall be communicated, together with the basic documents relating to each item on the agenda, to members of the Board at least 30 days prior to the opening of the session.

Rule 6

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 Board. 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 propose the suspension of a meeting or of a subject.

Rule 7

CONDUCT OF BUSINESS

(a) Presiding over Sessions

The Chairman shall preside over each session of the Board. In the event that the Director-General should be absent from a meeting or any part thereof, the Deputy Director-General shall preside over the meeting as Chairman. In the event that both the Director-General and his Deputy 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 for that meeting only. However for extraordinary sessions the Director-General should take every action to ensure his presence.

(b) Point of Order

A member of the Board may at any time raise a point of order or of information, which shall immediately be decided upon by the Chairman in accordance with these Rules. A member of the Board 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. A member of the Board raising a point of order or of information may not speak on the substance of the matter under discussion except under the special permission of the Chairman.

(c) Proposals

Proposals and amendments to them shall normally be submitted in writing to the Director-General or Secretary to the Board, who shall circulate copies to members of the Board. The Chairman may, however, permit the discussion and consideration of proposals and amendments even though they have not been circulated.

(d) 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.

(e) Reconsideration of Proposals

When a proposal has been adopted or rejected it may not be reconsidered at the same session of the Board unless a two-thirds majority of the members of the Board present 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 put to the vote.

Rule 8

VOTING

(a) Voting Rights

Each member of the Board shall have one vote.

(b) Majority Required

1. Decisions of the Board shall normally be by consensus. However if the Board consider a vote is necessary on any decision, it shall be taken by a simple majority of the members present.

2. If a vote is equally divided, the Chairman shall have a casting vote.

(c) Method of Voting

The Board shall normally vote by a show of hands. However, any member may request a secret ballot. The name of each member participating in a secret ballot 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) Voting on Proposals

If two or more contradictory proposals relate to the same question, the Board shall accept the proposal having the majority vote.

Rule 9

MINUTES

(a) Records

Minutes of the meetings of the Board shall be prepared by the Director-General and shall be kept by the Secretariat of the Institute. Copies of these minutes shall be despatched within 30 days of the meeting to all members of the Board whether or not such members attended the particular session in which the minutes were taken.

(b) Amendments to Minutes

Amendments to the minutes of deliberations of the Board may be communicated to the Director-General in advance of the next session of the Board 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 minutes of the Board meeting and shall be issued by the Secretary subsequently as an addendum.

Rule 10

INTERPRETATION AND APPLICATION

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