

RULES OF PROCEDURE

Meetings

1. The Special Committee shall meet as, and where it deems necessary for the conduct of its business. Meetings shall be held in pursuance of a decision of the Commission at a previous meeting, or if convened by the Chairman or at the request of any member.
2. The date and place of each meeting, if not decided at a previous meeting of the (organ), shall be notified by the secretariat to the representatives of the (organ) whenever possible not less than twenty-four hours in advance.

Agenda

3. The provisional agenda for each meeting of the (organ) shall be drawn up by the secretariat in consultation with the Chairman and shall be communicated to the representatives on the (organ), together with the notice of meeting.
4. The provisional agenda shall include:
 - (i) Items proposed by the Special Committee at a previous meeting;
 - (ii) Items proposed by any member of the Special Committee;
 - (iii) Items proposed by the General Assembly;
 - (iv) Items proposed by a sub-commission of the Special Committee;
 - (v) All items, communications or reports which the Chairman or the secretariat may deem necessary to put before the (organ).
5. The Chairman, or, in his absence, the Acting Chairman, in consultation with the Principal Secretary, shall have discretion to refer direct to any sub-committee or existing ad hoc committee for study and report, or to cause to be filed for future reference, such communications as he may from time to time deem necessary, provided that they be concurrently placed on the next agenda of the Special Committee, should any delegation so request.
6. The first item on the provisional agenda of any meeting of the (organ) shall be the adoption of the agenda.

Officers

7. The Special Committee shall elect (among its representatives) its own Chairman, Vice-Chairman and Rapporteur.
8. The Chairman shall declare the opening and closing of each meeting, shall direct discussions, ensure observance of these rules, accord the right to speak, put questions to the vote and announce the decisions. He shall rule on points of order, and, subject to these rules, shall have complete control of the proceedings at any meeting.

9. If the Chairman finds it necessary to be absent during one or several meetings or part of a meeting, an Acting-Chairman shall take his place.

Languages

10. Speeches made in either of the two working languages, English and French, shall be translated into the other working language.
11. English and French shall be the working languages for documents.
12. All resolutions and other important documents shall be made available in both working languages.
13. Documents shall be made available by the United Nations Secretariat in English. Documents submitted to the United Nations Secretariat shall be accompanied by an authorized English translation.
14. Members of the Commission and other persons who may address the Commission in a language other than any of the official languages of the United Nations shall, as a rule, provide their own interpreters. If a person who appears at the instance of the Commission is unable to employ any of the official languages, the secretariat shall provide for the interpretation.

Records

15. As a general rule, only summary records of its public and private meetings shall be drawn up unless the necessity for verbatim records in respect of a specific meeting or part of a meeting is recognized by the (organ).
16. Verbatim records will be taken of evidence and made available to the members of the Special Committee.
17. The members shall inform the secretariat, not later than twenty-four hours after the receipt of the records, of any corrections they wish to have made.
18. The records in which no corrections have been requested or which have been corrected in accordance with rule (no.) shall be considered as the official records of the (organ).

Publicity of meetings and press communiqués

19. Meetings of the (organ) and its subsidiary bodies shall be held in public, unless the (organ) or the subsidiary body decides otherwise.

20. Official press communiqués shall be previously approved by the Chairman of the (organ). Press releases and verbal briefings may be issued by the press officer unless instructions to the contrary are given by the (organ).

Conduct of business

21. A majority of the members of the (organ) shall constitute a quorum.

22. No representative may address the (organ) without having previously obtained the permission of the Chairman. The Chairman shall call upon speakers in the order in which they signify their desire to speak. The Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

23. During the discussion of any matter, a member (representative) may rise to a point of order and the point of order shall be immediately decided by the Chairman in accordance with the rules of procedure. A member (representative) may appeal against the rulings of the Chairman. The appeal shall immediately be put to the vote, and the Chairman's ruling shall stand unless overruled by a majority of the members present and voting.

24. During the discussion of any matter, a representative may move the adjournment of the debate. Any such motion shall have priority in the debate. In addition to the proposer of the motion, two representatives may speak in favour of, and two against, the motion.

25. The following motions shall have precedence in the following order over all other proposals or motions before the meeting:

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

26. Proposals and amendments should normally be introduced in writing and handed to the secretariat, which shall circulate copies to the delegations.

Voting

27. Each member of the (organ) shall have one vote.

28. Decisions shall be taken by a majority of not less than three concurring votes of members present and voting.

29. When an amendment is moved to a proposal, the amendment shall be voted on first.

30. When two or more amendments are moved to a proposal, the (organ) 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 the amendments have been put to the vote.
31. If one or more amendments are adopted, the amended proposal shall then be voted on. A motion is considered an amendment if it merely adds to, deletes from, or revises part of a proposal.

Representatives and credentials

32. Each representative on the (organ) may be accompanied by alternate representatives, advisers and secretaries.
33. An alternate representative or adviser may act as a representative upon designation by the representative.
34. The credentials of representatives and the names of alternate representatives, advisers and secretaries shall be transmitted to the Secretariat of the United Nations as early as possible. The credentials shall be issued either by the Head of the State or Government, by the Minister for Foreign Affairs, or the Chief Representative to the United Nations. The credentials shall be examined by the secretariat, which shall submit a report thereon to the Commission.

Secretariat

35. The Secretary-General shall act in that capacity in all meetings of the (organ) and such subsidiary bodies as it may establish. He may designate a member of the staff to act in his place at these meetings.
36. The Secretary-General or a member of the secretariat designated by him as his representative, may make to the (organ) or any of its subsidiary bodies any oral or written statement which the Secretary-General considers desirable.
37. The Secretary-General shall provide and direct the staff required by the (organ) and such subsidiary bodies as it may establish.
38. The secretariat shall receive, translate, and distribute the documents of the (organ) and its subsidiary bodies; prepare working papers; interpret speeches made at the meetings as necessary, prepare and circulate the records of the meetings; have the custody and proper preservation of the documents; publish the reports of the meetings; and generally shall be responsible for all the necessary arrangements for meetings and other activities of the (organ), and its subsidiary bodies.

Subsidiary bodies

39. The Commission may set up such sub-commissions and other subsidiary bodies as it deems necessary and define their composition and their functions.
40. Unless otherwise decided by the Commission, each subsidiary body shall elect its own officers.
41. The rules of procedure of the Commission shall apply to the proceedings of the (sub-commissions and other) subsidiary bodies in so far as they are applicable.

Amendment and suspensions

42. These rules of procedure may be amended or suspended by a decision of the (organ) taken by a majority of the members present and voting.

Liaison officers

43. Liaison officers appointed by the cooperating and assisting governments may be asked to supply such information or render such other assistance as the Special Committee may require. Liaison officers may, proprio motu, present at the discretion of the Committee such information as they may think advisable.

Oral and written testimony

44. The (organ) may, at its discretion, invite representatives of Governments or organizations, or private individuals, to submit oral or written testimony on any relevant matter.
45. Requests for oral hearings shall contain an indication of the subject or subjects on which the witness desires to testify.
46. The (organ) may refer to a sub-committee (or sub-commission) for examination and recommendation such requests to present oral testimony as it deems advisable.
47. The (organ) shall in each case decide the time and place of the hearing of any witness from whom it may decide to receive oral testimony. The (organ) may advise any witness to submit his testimony in writing.
48. The Special Committee may limit either the number of persons desiring to present an oral statement or the time to be allowed to any such person.
49. The (organ) may refer to a (subsidiary body) for study and report such written testimony as it may deem advisable.

50. A sub-committee or a subsidiary body set up by the Special Committee enjoys such rights as accorded to the Committee under these rules unless the Committee decides otherwise.

Communications from Governments, non-governmental
bodies and private individuals

51. Copies of all Government communications shall be distributed to the members of the Special Committee by the secretariat.

52. A list of all communications from private individuals and non-governmental bodies relating to matters of which the Special Committee is seized shall be circulated to the members of the Committee.

53. Access to any communication on the list shall be given by the secretariat to any member of the Special Committee at his request.