



UNITED NATIONS  
ECONOMIC  
AND  
SOCIAL COUNCIL



LIBRARY

Distr.  
GENERAL

E/ECWA/2  
7 May 1974

ORIGINAL: ENGLISH

ECONOMIC COMMISSION FOR WESTERN ASIA  
First session  
Beirut, 3-8 June 1974  
Item 6 of the provisional agenda

ADOPTION OF THE RULES OF PROCEDURE OF THE COMMISSION

Note by the Executive Secretary

1. The Economic and Social Council, in its resolution 1818 (LV) establishing the Economic Commission for Western Asia (ECWA), provided in paragraph 9 of the Commission's terms of reference that that body should adopt its own rules of procedure. Consequently, one of the items on the agenda of the inaugural session of ECWA will be the adoption of such rules.
2. To facilitate the consideration of this matter by the Commission, the Executive Secretary, in close collaboration with the Office of Legal Affairs of the United Nations Secretariat, has prepared a draft of the rules of procedure for the Commission, which appears in annex I to the present document.
3. The structure of the draft rules is generally similar to that of the rules of procedure of the other regional economic commissions. As the greater part of each of those sets of rules was originally adapted from those of the Economic and Social Council, the present draft has also been largely derived from the rules of the Council. The text referred to is that of a comprehensive revision of its own rules that the Council considered at its fifty-sixth session (E/5450, annex I). In certain other cases the text of the draft rules is largely based on that of the corresponding rules of the other regional commissions or on recent resolutions of the Council. To facilitate comparison, the derivation of each of the proposed rules is indicated in annex II.
4. The draft rules are so formulated as to be applicable, generally speaking, to any subsidiary bodies that the Commission might establish. Consequently draft rule 19 provides that this be done, unless the Commission specifically decides otherwise, for example by providing that a particular body is to adopt its own rules. This approach, which differs from that of the other commissions, is proposed in order to avoid the proliferation of separate rules for most subsidiary bodies.

5. Draft rule 32, which deals with summary records, differs from the corresponding rules of the other commissions in reflecting the recommendation of Council resolution 1379 (XLV) (endorsed by General Assembly resolution 2478 (XXIII)) that the subsidiary bodies of the Council, which include the regional economic commissions, should dispense with summary records of their meetings in order to reduce the volume of documentation. In this connexion, it should be noted that draft rule 31 provides for the preparation and maintenance of sound recordings where required.

6. Draft rule 49, concerning the reconsideration of proposals, has no equivalent in the rules of the other commissions, which originally followed the Council in omitting that provision, because of the limitation, in paragraph 2 of Article 67 of the Charter, on the Council's making decisions by means other than simple majorities. However the revised rules of the Council are to contain a rule on the subject, taking this limitation into account; consequently, it was thought appropriate to formulate a rule on this subject for the Commission, which is not, however, subject to the Charter restriction and therefore can utilize the formula of a two-thirds majority customary for this purpose.

Annex I

DRAFT RULES OF PROCEDURE OF THE ECONOMIC COMMISSION  
FOR WESTERN ASIA

CONTENTS

<u>Rule</u>		<u>Page</u>
I. SESSIONS		
1	Dates of sessions . . . . .	5
2	Place of sessions . . . . .	5
3	Alteration of the dates and place of a session . . . . .	5
4	Notification of sessions . . . . .	5
II. AGENDA		
5	Drawing up of the provisional agenda . . . . .	6
6	Communication of the provisional agenda . . . . .	6
7	Supplementary items . . . . .	7
8	Adoption of the agenda . . . . .	7
9	Revision of the agenda . . . . .	7
III. REPRESENTATION AND CREDENTIALS		
10	Representatives, alternates and advisers . . . . .	8
11	Credentials . . . . .	8
IV. OFFICERS		
12	Election and term of office . . . . .	8
13	Acting Chairman . . . . .	8
14	Powers of the Acting Chairman . . . . .	9
15	Voting rights of the Chairman . . . . .	9
V. SUBSIDIARY BODIES		
16	Establishment . . . . .	9
17	Membership . . . . .	9
18	Officers . . . . .	9
19	Rules of procedure . . . . .	10

/...

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
VI. SECRETARIAT		
20-21	Duties of the Executive Secretary . . . . .	10
22	Duties of the secretariat . . . . .	10
23	Statements by the secretariat . . . . .	11
24	Estimates of expenditure . . . . .	11
VII. LANGUAGES		
25	Working languages . . . . .	11
26	Interpretation . . . . .	11
27	Language of records . . . . .	12
28	Language of formal decisions and annual reports . . . . .	12
VIII. PUBLIC AND PRIVATE MEETINGS		
29	General principles . . . . .	12
30	Communiqués on private meetings . . . . .	12
IX. RECORDS AND REPORTS		
31	Sound recordings of meetings . . . . .	12
32-33	Summary records of meetings . . . . .	13
34	Annual report . . . . .	13
35	Communication of formal decisions and annual reports . . . . .	13
X. CONDUCT OF BUSINESS		
36	Quorum . . . . .	14
37	General powers of the Chairman . . . . .	14
38	Points of order . . . . .	14
39	Speeches . . . . .	14
40	Closure of list of speakers . . . . .	15
41	Right of reply . . . . .	15
42	Adjournment of debate . . . . .	15
43	Closure of debate . . . . .	15
44	Suspension or adjournment of the meeting . . . . .	16

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
45	Order of motions . . . . .	16
46	Submission of proposals and substantive amendments . . . . .	16
47	Withdrawal of proposals and motions . . . . .	16
48	Decisions on competence . . . . .	17
49	Reconsideration of proposals . . . . .	17
XI. VOTING		
50	Voting rights . . . . .	17
51	Majority required . . . . .	17
52	Method of voting . . . . .	17
53	Explanation of vote . . . . .	18
54	Conduct during voting . . . . .	18
55	Division of proposals . . . . .	18
56	Amendments . . . . .	18
57	Order of voting on amendments . . . . .	19
58	Order of voting on proposals . . . . .	19
59-61	Elections . . . . .	19
62	Equally divided votes . . . . .	20
XII. PARTICIPATION OF NON-MEMBERS OF THE COMMISSION		
63	Participation of non-member States . . . . .	20
64-65	Participation of and consultation with specialized agencies . . . . .	21
66	Participation of other intergovernmental organizations . . . . .	21
XIII. CONSULTATION WITH NON-GOVERNMENTAL ORGANIZATIONS		
67	Provisional agenda . . . . .	22
68	Attendance at meetings . . . . .	22
69	Written statements . . . . .	22
70	Hearings . . . . .	23
71	Special studies . . . . .	23

CONTENTS (continued)

<u>Rule</u>		<u>Page</u>
	XIV. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE	
72	Amendments and suspensions . . . . .	24
73	Method of amendment . . . . .	24
74	Method of suspension . . . . .	24

DRAFT RULES OF PROCEDURE

I. SESSIONS

Dates of sessions

Rule 1

Sessions of the Commission shall be held:

(a) Normally annually, on dates fixed by the Commission at a previous session, after consultation with the Secretary-General, and approved by the Economic and Social Council (the "Council");

(b) Within 45 days of the communication of a request to that effect by the Council;

(c) At the request of the majority of the members of the Commission, after consultation with the Secretary-General;

(d) On such other occasions as the Chairman, after consultation with the other officers, the Executive Secretary and the Secretary-General, deems necessary.

Place of sessions

Rule 2

The sessions of the Commission shall normally be held at its headquarters. It may, with the concurrence of the Secretary-General, hold a particular session elsewhere.

Alteration of the dates and place of a session

Rule 3

At the request of a majority of the members of the Commission, or in special cases, the dates and place of a session may be altered by the Chairman after consultation with the other officers, the Executive Secretary and the Secretary-General.

Notification of sessions

Rule 4

The Executive Secretary shall notify the members of the Commission of the date and place of the first meeting of each session at least six weeks before the

/...

commencement of the session. Such notification shall also be made to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

## II. AGENDA

### Drawing up of the provisional agenda

#### Rule 5

1. The Executive Secretary shall draw up the provisional agenda for each session of the Commission, in consultation with the Chairman.

2. The provisional agenda shall include all items required by these rules or proposed by:

- (a) The Commission;
- (b) The Council;
- (c) A member of the Commission;
- (d) The Executive Secretary;
- (e) A specialized agency;
- (f) An intergovernmental organization referred to in rule 66;
- (g) A non-governmental organization in category I, subject to rule 67.

3. Before the Executive Secretary places an item proposed by a specialized agency or an intergovernmental organization on the provisional agenda, he shall carry out with the agency or organization concerned such preliminary consultation as may be necessary.

4. Agenda items shall be arranged in an integrated manner so that similar or connected issues can be discussed in one debate and under a single heading.

### Communication of the provisional agenda

#### Rule 6

The Executive Secretary shall communicate the provisional agenda of a session at least six weeks before its commencement to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

/...



Supplementary items

Rule 7

1. The inclusion of supplementary items in the provisional agenda may be proposed by the Council, a member of the Commission, the Executive Secretary, or, subject to paragraph 3 of rule 5, a specialized agency. The proposal shall, except if made by the Council, be accompanied by a supporting statement from the authority initiating it, indicating the urgency of the consideration of the item and the reasons that precluded its submission before the communication of the provisional agenda.

2. The supplementary items shall be placed by the Executive Secretary on a supplementary list and communicated to the Commission together with the supporting statements and such observations as the Executive Secretary may wish to offer.

Adoption of the agenda

Rule 8

1. The Commission shall at the beginning of each session, after the election of the Chairman as required under rule 12, adopt the agenda for that session on the basis of the provisional agenda and of the supplementary list referred to in rule 7.

2. An organ of the United Nations, a member of the Commission, a specialized agency, an intergovernmental organization or a non-governmental organization that has proposed the inclusion of an item in the provisional agenda or the supplementary list shall be entitled to be heard by the Commission on the inclusion of the item on the agenda.

3. Unless the Commission decides otherwise, if the documentation relating to an item of the agenda has not been circulated to its members, in all the working languages, six weeks before the opening of the session, the item shall be automatically postponed to the following session, except in the case of the report of a subsidiary body on meetings which have been concluded 12 weeks or less before the opening of the session of the Commission.

Revision of the agenda

Rule 9

During a session the Commission may revise the agenda by adding, deleting, deferring or amending items. Only urgent and important items shall be added to the agenda during a session.

/...

### III. REPRESENTATION AND CREDENTIALS

#### Representatives, alternates and advisers

##### Rule 10

Each member of the Commission shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

##### Credentials

##### Rule 11

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Executive Secretary not less than three days before the first meeting which they are to attend. The officers of the Commission shall examine the credentials and submit a report thereon to the Commission.

### IV. OFFICERS

#### Election and term of office

##### Rule 12

The Commission shall, at the commencement of each session, elect from among the representatives of its members, a Chairman, two Vice-Chairmen and a Rapporteur, who shall hold office until their successors are elected. They shall be eligible for re-election.

##### Acting Chairman

##### Rule 13

1. If the Chairman finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Vice-Chairmen to take his place.

2. If the Chairman ceases to be the representative of a member of the Commission, or is incapacitated, the remaining officers of the Commission shall designate one of the Vice-Chairmen to take his place until the election of a new Chairman.

Powers of the Acting Chairman

Rule 14

A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Voting rights of the Chairman

Rule 15

The Chairman, or a Vice-Chairman acting as Chairman, shall participate in the meetings of the Commission in that capacity and not as the representative of the member by whom he is accredited, which may instead be represented by another representative who shall exercise its vote.

V. SUBSIDIARY BODIES

Establishment

Rule 16

1. The Commission may, after consultation with any specialized agency concerned, and with the approval of the Council, establish such standing subsidiary bodies as it deems necessary for the performance of its functions and shall define the powers and composition of each of them.

2. The Commission may establish such ad hoc subsidiary bodies as it deems necessary for the performance of its functions.

Membership

Rule 17

Unless the Commission decides otherwise, the members of subsidiary bodies of limited membership shall be nominated by the Chairman, subject to the approval of the Commission.

Officers

Rule 18

Unless the Commission decides otherwise, subsidiary bodies shall elect their own officers.

/...

Rules of procedure

Rule 19

Unless the Commission decides otherwise, these rules shall apply to subsidiary bodies as far as appropriate.

VI. SECRETARIAT

Duties of the Executive Secretary

Rule 20

1. The Executive Secretary shall act in that capacity at all meetings of the Commission and its subsidiary bodies. He may designate another member of the staff to take his place at any meeting.
2. The Executive Secretary shall direct the staff provided by the Secretary-General and required by the Commission and its subsidiary bodies, and shall be responsible for all arrangements necessary for their meetings.
3. At the beginning of each session the Executive Secretary shall present a report on the work programme of the secretariat since the last session.
4. In the periods between sessions, the Executive Secretary shall see that, in so far as possible, the members of the Commission are informed of developments in the work of the secretariat.
5. The Executive Secretary shall keep the members of the Commission informed of any questions that may be brought before it for consideration.

Rule 21

The Executive Secretary, in carrying out his functions, shall act on behalf of the Secretary-General.

Duties of the secretariat

Rule 22

The secretariat shall, in accordance with these rules:

- (a) Interpret speeches made at meetings;
- (b) Receive, translate and circulate the documents of the Commission and its subsidiary bodies;

/...

- (c) Publish and circulate the records of meetings, the resolutions of the Commission and the required documentation;
- (d) Have custody of the documents in the archives of the Commission;
- (e) Generally perform all other work that the Commission may require.

Statements by the secretariat

Rule 23

The Executive Secretary or his representative may at any meeting make either oral or written statements concerning any question under consideration.

Estimates of expenditure

Rule 24

Before any proposal which involves expenditure from United Nations funds is approved by the Commission or by any of its subsidiary bodies, the Executive Secretary shall prepare and circulate to the members of the body concerned, as early as possible, an estimate of the cost of implementing the proposal. The chairman of the body concerned shall draw the attention of the members to this estimate and invite discussion on it when the proposal is considered by that body.

VII. LANGUAGES

Working languages

Rule 25

Arabic, English and French shall be the working languages of the Commission.

Interpretation

Rule 26

1. Speeches made in a working language shall be interpreted into the other working languages.
2. A representative may make a speech in a language other than a working language if he provides for interpretation into one such language. Interpretation into the other working languages by the interpreters of the secretariat may be based on the interpretation given in the first such language.

/...

Language of records

Rule 27

Records shall be drawn up in the working languages.

Language of formal decisions and annual reports

Rule 28

All resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be published in the working languages.

VIII. PUBLIC AND PRIVATE MEETINGS

General principles

Rule 29

1. The meetings of the Commission and its subsidiary bodies shall be held in public unless the Commission or the body concerned decides otherwise.

Communiqués on private meetings

Rule 30

At the close of a private meeting the Commission or subsidiary body holding the meeting may issue a communiqué through the Executive Secretary.

IX. RECORDS AND REPORTS

Sound recordings of meetings

Rule 31

Sound recordings of the meetings of the Commission shall be made and kept by the secretariat. Such recordings may also be made and kept of the meetings of subsidiary bodies if so decided by the Commission.

Summary records of meetings

Rule 32

Summary records of the meetings of the Commission and its subsidiary bodies shall not normally be kept. However, the Commission may request the secretariat to prepare summary records for any discussion that requires special treatment.

Rule 33

1. If summary records of meetings of the Commission or a subsidiary body are requested pursuant to rule 32, they shall be prepared by the secretariat in the working languages. They shall be distributed in provisional form as soon as possible to all members of the body concerned and to any others participating in the meeting, who may, within three working days of their receipt, submit corrections to the secretariat; at the end of a session and in other special circumstances, the chairman of the body may, in consultations with the Executive Secretary, extend the time for submitting corrections. Any disagreement concerning such corrections shall be decided by the chairman of the body, after consulting, where necessary, any sound recordings of the proceedings. Separate corrigenda shall not normally be issued.

2. Summary records of public meetings, with any corrections incorporated, shall be distributed promptly to the members of the Commission, to the specialized agencies and to the intergovernmental organizations referred to in rule 66.

3. Summary records of private meetings, with any corrections incorporated, shall be distributed promptly to the members of the body concerned and to any other participants in those meetings. They shall be made public at such time and under such conditions as the Commission may decide.

Annual report

Rule 34

The Commission shall once a year submit to the Council a full report on its activities and plans, including those of its subsidiary bodies.

Communication of formal decisions and annual reports

Rule 35

The text of all resolutions, recommendations and other formal decisions of the Commission and its subsidiary bodies, as well as the annual reports referred to in rule 34, shall be distributed promptly to the members of the Commission, to the specialized agencies, to the intergovernmental organizations referred to in rule 66, to the non-governmental organizations in category I and to the appropriate non-governmental organizations in category II or on the Roster.

/...

X. CONDUCT OF BUSINESS

Quorum

Rule 36

A majority of the members of the Commission shall constitute a quorum.

General powers of the Chairman

Rule 37

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The Chairman, subject to these rules, shall have complete control of the proceedings of the Commission and over the maintenance of order at its meetings. He shall rule on points of order. He may propose to the Commission the closure of the list of speakers, a limitation on the time to be allowed to representatives and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

2. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

Points of order

Rule 38

1. Subject to rule 54, a representative may at any time raise a point of order, which shall be immediately decided by the Chairman in accordance with these rules. A representative may appeal against the ruling of the Chairman. The appeal shall be immediately put to the vote, and the ruling of the Chairman shall stand unless overruled by a majority of the members present and voting.

2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Speeches

Rule 39

1. No one may address the Commission without having previously obtained the permission of the Chairman. Subject to rules 38, 41 and 42-44, the Chairman shall call upon speakers in the order in which they signify their desire to speak.



2. Debate shall be confined to the question before the Commission, and the Chairman may call a speaker to order if his remarks are not relevant to the subject under discussion.

3. The Commission may limit the time allowed to speakers and the number of times the representative of each member may speak on any question. Each intervention on procedural questions shall be limited to a maximum of five minutes. When debate is limited and a speaker exceeds the allotted time, the Chairman shall call him to order without delay.

#### Closure of list of speakers

##### Rule 40

During the course of a debate the Chairman may announce the list of speakers and, with the consent of the Commission, declare the list closed. When the debate on an item is concluded because there are no more speakers, the Chairman shall declare the debate closed. Such closure shall have the same effect as closure pursuant to rule 43.

#### Right of reply

##### Rule 41

Notwithstanding rule 40, the Chairman may accord the right of reply to any member. Such statements shall be as brief as possible and shall, as a general rule, be delivered at the end of the last meeting of the day.

#### Adjournment of debate

##### Rule 42

A representative may at any time move the adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to one representative in favour of and to one opposing the adjournment, after which the motion shall be immediately put to the vote.

#### Closure of debate

##### Rule 43

A representative may at any time move the closure of the debate on the item under discussion, whether or not any other representative has signified his wish to speak. Permission to speak on the motion shall be accorded only to two representatives opposing the closure, after which the motion shall be immediately put to the vote.

/...

Suspension or adjournment of the meeting

Rule 44

Subject to rule 54, a representative may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be immediately put to the vote.

Order of motions

Rule 45

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

- (a) To suspend the meeting;
- (b) To adjourn the meeting;
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

Submission of proposals and substantive amendments

Rule 46

Proposals and substantive amendments shall normally be submitted in writing to the Executive Secretary, who shall circulate copies to the members of the Commission in all working languages. Unless the Commission decides otherwise, proposals and substantive amendments shall only be discussed or put to the vote at least 24 hours after copies have been circulated to all members.

Withdrawal of proposals and motions

Rule 47

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced immediately by any representative with its original priority.

Decisions on competence

Rule 48

A motion calling for a decision on the competence of the Commission to adopt a proposal submitted to it shall be put to the vote before a vote is taken on the proposal in question.

Reconsideration of proposals

Rule 49

When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Commission, by a two-thirds majority of the members present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded only to two representatives opposing reconsideration, after which the motion shall be immediately put to the vote.

XI. VOTING

Voting rights

Rule 50

Each member of the Commission shall have one vote.

Majority required

Rule 51

1. Except as otherwise provided in these rules, decisions of the Commission shall be made by a majority of the members present and voting.

2. For the purpose of these rules, the phrase "members present and voting" means members casting an affirmative or negative vote. Members which abstain from voting are considered as not voting.

Method of voting

Rule 52

Subject to rule 59, the Commission shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the Arabic alphabetical order of the names of the members, beginning with the

/...

member whose name is drawn by lot by the Chairman. The name of each member shall be called in all roll-calls, and its representative shall reply "yes", "no" or "abstention".

#### Explanation of vote

##### Rule 53

The Chairman may permit representatives to explain their votes, either before or after the voting, except when the vote is taken by secret ballot. He may limit the time to be allowed for such explanations. The representative of a member sponsoring a proposal or motion shall not speak in explanation of vote thereon.

#### Conduct during voting

##### Rule 54

After the Chairman has announced the commencement of voting, no representative may interrupt the voting except on a point of order in connexion with the actual conduct of the voting.

#### Division of proposals

##### Rule 55

A representative may move that parts of a proposal be voted on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded only to two representatives in favour of and to two opposing the division. If the motion is carried, those parts of the proposal which are subsequently approved shall be put to the vote as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

#### Amendments

##### Rule 56

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word "proposal" in these rules shall be considered as including amendments.

Order of voting on amendments

Rule 57

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment furthest removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed therefrom, and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendments are adopted, the proposal shall be put to the vote in its original form.

Order of voting on proposals

Rule 58

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Commission decides otherwise, be voted on in the order in which they were submitted. The Commission may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case the original proposal shall be considered as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a vote is taken on the proposal in question.

Elections

Rule 59

All elections shall be held by secret ballot, unless the Commission decides otherwise in an election where the number of candidates does not exceed the number of elective places to be filled. The nomination of each candidate shall be limited to one representative, after which the Commission shall immediately proceed to the election.

Rule 60

1. If, when only one elective place is to be filled, no candidate obtains in the first ballot the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If in the second ballot the votes are equally divided, the Chairman shall decide between the candidates by drawing lots.

/...

2. In the case of a tie in the first ballot among the candidates obtaining the second largest number of votes, a special ballot shall be held among such candidates for the purpose of reducing their number to two; similarly, in the case of a tie among three or more candidates obtaining the largest number of votes, a special ballot shall be held. If a tie again results in the special ballot, the Chairman shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken in accordance with paragraph 1.

#### Rule 61

1. When two or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot the majority required and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, provided that if only one place remains to be filled the procedures in rule 60 shall be applied. The ballot shall be restricted to the unsuccessful candidates having obtained the largest number of votes in the previous ballot, but not exceeding twice the number of places remaining to be filled. However, in the case of a tie between a greater number of unsuccessful candidates, a special ballot shall be held for the purpose of reducing the number of candidates to the required number; if a tie again results among more than the required number of candidates, the Chairman shall reduce their number to that required by drawing lots.

3. If such a restricted ballot (not counting a special ballot held under the conditions specified in the last sentence of paragraph 2) is inconclusive, the Chairman shall decide among the candidates by drawing lots.

#### Equally divided votes

#### Rule 62

If a vote is equally divided on a matter other than an election, a second vote shall be taken at the next meeting. If this vote also results in equality, the proposal shall be regarded as rejected.

### XII. PARTICIPATION OF NON-MEMBERS OF THE COMMISSION

#### Participation of non-member States

#### Rule 63

The Commission may invite any Member of the United Nations or of a specialized agency that is not a member of the Commission to participate in its deliberations

/...

on any matter which the Commission considers to be of particular concern to that State. A State thus invited shall not have the right to vote, but may submit proposals which may be put to the vote at the request of any member of the Commission.

Participation of and consultation with specialized agencies\*

Rule 64

In accordance with the agreements concluded between the United Nations and the specialized agencies, the specialized agencies shall be entitled:

- (a) To be represented at meetings of the Commission;
- (b) To participate, without the right to vote, through their representatives, in deliberations with respect to items of concern to them and to submit proposals regarding such items, which may be put to the vote at the request of any member of the Commission.

Rule 65

1. Where an item proposed for the provisional agenda or the supplementary list contains a proposal for new activities to be undertaken by the United Nations relating to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall enter into consultation with the agencies concerned and report to the Commission on the means of achieving co-ordinated use of the resources of the organizations concerned.

2. When in the course of a meeting of the Commission a proposal for new activities to be undertaken by the United Nations relates to matters which are of direct concern to one or more specialized agencies, the Executive Secretary shall, after such consultation as may be possible with the representatives of the agencies concerned, draw the attention of the Commission to the implications of the proposal.

3. Before deciding on proposals referred to above, the Commission shall satisfy itself that adequate consultations have taken place with the agencies concerned.

Participation of other intergovernmental organizations

Rule 66

Representatives of intergovernmental organizations accorded permanent observer status by the General Assembly and of other intergovernmental organizations designated on an ad hoc or continuing basis by the Council or the Commission, may

---

\*/ When the term "specialized agency" is used in these rules, it refers to specialized agencies brought into relationship with the United Nations; it also includes the International Atomic Agency and on a de facto basis the Interim Commission for the International Trade Organization General Agreement on Tariffs and Trade.

/...

participate, without the right to vote, in the deliberations of the Commission, on questions within the scope of the activities of the organizations.

### XIII. CONSULTATION WITH NON-GOVERNMENTAL ORGANIZATIONS

#### Provisional agenda

##### Rule 67

Non-governmental organizations in category I may propose items for the provisional agenda of the Commission, subject to the following conditions:

(a) An organization intending to propose such an item shall inform the Executive Secretary at least nine weeks before the commencement of the session and before formally proposing an item shall give due consideration to any comments the Executive Secretary may make;

(b) The proposal shall be formally submitted with the relevant basic documentation not later than seven weeks before the commencement of the session. The item shall be included in the agenda of the Commission if it is adopted by a two-thirds majority of those present and voting.

#### Attendance at meetings

##### Rule 68

Non-governmental organizations in categories I and II may designate authorized representatives to sit as observers at public meetings of the Commission. Organizations on the Roster may have representatives present at such meetings which are concerned with matters within their field of competence.

#### Written statements

##### Rule 69

Written statements relevant to the work of the Commission may be submitted by non-governmental organizations on subjects for which those organizations have a special competence. Such statements shall be circulated by the Executive Secretary to the members of the Commission subject to the following conditions:

(a) The statement shall be submitted in one of the working languages;

(b) The statement shall be submitted in sufficient time for appropriate consultation to take place between the Executive Secretary and the organization before circulation;



(c) The organization shall give due consideration to any comments the Executive Secretary may make in the course of such consultation, before transmitting the statement in final form;

(d) A statement submitted by an organization in category I shall be circulated in full if it does not exceed 2,000 words. Longer statements shall be circulated in full if the organization supplies sufficient copies in all working languages, or upon a specific request of the Commission; otherwise a summary shall be circulated if the organization provides the text thereof in a working language;

(e) A statement submitted by an organization in category II shall be circulated in full if it does not exceed 1,500 words. Longer statements shall be circulated in full upon a specific request of the Commission; otherwise a summary will be circulated if the organization provides the text thereof in a working language;

(f) The Executive Secretary, in consultation with the Chairman or the Commission itself, may invite organizations on the Roster to submit written statements. The provisions of paragraphs (a), (b), (c) and (e) above shall apply to such statements;

(g) A written statement or summary, as the case may be, will be circulated by the Executive Secretary in the working languages.

#### Hearings

##### Rule 70

1. The Commission may consult with non-governmental organizations in categories I and II either directly or through a committee established for the purpose. Such consultations may be arranged at the request of the organization.

2. On the recommendation of the Executive Secretary made in consultation with the Chairman, or at the request of the Commission, consultations may be arranged with organizations on the Roster.

#### Special studies

##### Rule 71

Subject to rule 24, the Commission may recommend that a non-governmental organization having special competence in a particular field should undertake specific studies or investigations or prepare specific papers for the Commission. The limitations of paragraphs (d) and (e) of rule 69 shall not apply in this case.

/...

XIV. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE

Amendments and suspensions

Rule 72

Any of these rules of procedure may be amended or suspended in accordance with rule 73 or 74, provided that the proposed amendment or suspension does not attempt to set aside the terms of reference of the Commission as established by the Council.

Method of amendment

Rule 73

These rules may be amended by the Commission after its officers have reported to it on the proposed amendment.

Method of suspension

Rule 74

These rules may be suspended by the Commission provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no member objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

Annex II

DERIVATION OF THE DRAFT RULES OF PROCEDURE OF  
 THE ECONOMIC COMMISSION FOR WESTERN ASIA

<u>Rule</u>	<u>Source</u>	
1	Economic Commission for Europe <sup>1/</sup>	1
2	Economic Commission for Europe	2
3	Economic Commission for Africa <sup>2/</sup>	3
4	Economic Commission for Africa	4
5	Draft rules, Economic and Social Council <sup>3/</sup>	9, 77
6	Draft rules, Economic and Social Council	10
7	Draft rules, Economic and Social Council	12
8	Draft rules, Economic and Social Council	13
9	Draft rules, Economic and Social Council	15
10	Draft rules, Economic and Social Council	16
11	Draft rules, Economic and Social Council	17
12	Economic Commission for Latin America <sup>4/</sup>	16
13	Draft rules, Economic and Social Council	20
14	Draft rules, Economic and Social Council	21
15	( Economic Commission for Europe	17 )
	( Economic Commission for Latin America	20 )
16	Economic Commission for Africa	67
17	Economic Commission for Africa	20
18	Draft rules, Economic and Social Council	28 (2)
19	Draft rules, Economic and Social Council	29 (1)
20 (1)	Economic Commission for Africa	23
20 (2)	Standard provision for all commissions	

1/ E/ECE/778/Rev.1.

2/ E/CN.14/111/Rev.5.

3/ E/5450, annex I.

4/ E/CN.12/544.

<u>Rule</u>	<u>Source</u>	
20 (3) and (4)	Economic Commission for Africa	25
20 (5)	Draft rules, Economic and Social Council	30 (3)
21	Standard provision for all commissions	
22	Draft rules, Economic and Social Council	31
23	Standard provision for all commissions	
24	Economic Commission for Africa	29
25	Economic Commission for Europe	40
26	Draft rules, Economic and Social Council	35
27	Economic Commission for Africa	34
28	Economic Commission for Africa	35
29	Draft rules, Economic and Social Council	38
30	Draft rules, Economic and Social Council	39
31	Draft rules, Economic and Social Council	40
32	Economic and Social Council resolution 1379 (XLV)	
33	Draft rules, Economic and Social Council	41
34	Economic Commission for Africa	69
35	Economic Commission for Africa	41
36	Standard provision for all commissions	
37	Draft rules, Economic and Social Council	45
38	Draft rules, Economic and Social Council	46
39	Draft rules, Economic and Social Council	47
40	Draft rules, Economic and Social Council	48
41	Draft rules, Economic and Social Council	49
42	Draft rules, Economic and Social Council	52
43	Draft rules, Economic and Social Council	53
44	Draft rules, Economic and Social Council	54
45	Draft rules, Economic and Social Council	55
46	Draft rules, Economic and Social Council	57
47	Draft rules, Economic and Social Council	58
48	Draft rules, Economic and Social Council	59
49	General Assembly <sup>5/</sup>	81

---

<sup>5/</sup> A/520/Rev.12.

<u>Rule</u>	<u>Source</u>	
50	Standard provision for all commissions	
51	Draft rules, Economic and Social Council	62
52	Draft rules, Economic and Social Council	63
53	Draft rules, Economic and Social Council	64
54	Draft rules, Economic and Social Council	65
55	Draft rules, Economic and Social Council	66
56	Draft rules, Economic and Social Council	67
57	Draft rules, Economic and Social Council	68
58	Draft rules, Economic and Social Council	69
59	Draft rules, Economic and Social Council	70
60	Draft rules, Economic and Social Council	71
61	Draft rules, Economic and Social Council	72
62	( Economic Commission for Latin America	43 )
	( Economic Commission for Europe	39 )
63	Draft rules, Economic and Social Council	74
64	Draft rules, Economic and Social Council	76
65	Draft rules, Economic and Social Council	78
66	Draft rules, Economic and Social Council	80
67-71	Economic and Social Council resolution 1296 (XLVI)	
72	( Economic Commission for Europe	55 )
	( Economic Commission for Latin America	57 )
73	Draft rules, Economic and Social Council	86
74	Draft rules, Economic and Social Council	87

-----