

UNITED NATIONS EDUCATIONAL,  
SCIENTIFIC AND CULTURAL ORGANIZATION

SPECIAL COMMITTEE OF TECHNICAL AND LEGAL EXPERTS  
ON THE SAFEGUARDING OF FOLKLORE

(Unesco House, 1-5 June 1987)

PROVISIONAL RULES OF PROCEDURE

I. PARTICIPATION

Rule 1 - Chief participants

The delegations of governments of the states invited by the Director-General of Unesco, in conformity with the decisions of the Executive Board of that Organization, to be represented at the Committee, may participate in the meetings of the Committee with the right to vote.

Rule 2 - Observers and representatives

- 2.1 The delegates of the states which the Director-General of Unesco, in conformity with the decisions of the Executive Board of that Organization, has invited to send observers to the Committee, may participate in its meetings as observers.
- 2.2 African liberation movements recognized by the Organization of African Unity and the Palestine Liberation Organization recognized by the League of Arab States which the Director-General of Unesco, in conformity with the decisions of the Executive Board of that Organization, has invited to send observers to the Committee, may participate in its meetings as observers.
- 2.3 The delegates of the United Nations and of the other organizations and agencies belonging to the United Nations system which the Director-General of Unesco, in conformity with the decisions of the Executive Board of that Organization, has invited to be represented at the Committee, may participate in its meetings as representatives.
- 2.4 The other intergovernmental organizations and the non-governmental organizations which the Director-General of Unesco, in conformity with the decisions of the Executive Board of that Organization, has invited to send observers to the Committee, may take part in its meetings as observers.
- 2.5 Representatives and observers may participate in the work of the Committee, without the right to vote and subject to the provisions of Rule 9.3.

II. ORGANIZATION OF THE COMMITTEE

Rule 3 - Election of officers

The Committee shall elect a Chairman.....Vice-Chairmen and a Rapporteur.

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Rule 4 - Subsidiary bodies

- 4.1 The Committee, if it deems necessary to its work, may set up subsidiary bodies, subject to the availability of technical facilities.
- 4.2 Any subsidiary body set up by the Committee shall elect its Chairman, Vice-Chairman (Vice-Chairmen) and, where necessary, its Rapporteur.

Rule 5 - Officers

- 5.1 The officers of the Committee shall consist of the Chairman, the Vice-Chairmen, the Rapporteur and the Chairmen of any subsidiary bodies the Committee may set up, in accordance with the provisions of Article 4.1.
- 5.2 The function of the officers shall be to co-ordinate the work of the Committee, to fix the dates, hours and agendas of meetings and in general to assist the Chairman in carrying out his duties.

III. CONDUCT OF BUSINESS

Rule 6 - Duties of the Chairman

- 6.1 In addition to exercising the powers which are conferred upon him under any other provisions of the present Rules, the Chairman shall open and close each plenary meeting of the Committee. He shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order and, subject to the present Rules, shall control the proceedings and ensure the maintenance of order. He shall not vote but may instruct another member of his delegation to vote on his behalf.
- 6.2 If the Chairman is absent during a meeting or any part thereof, his place shall be taken by one of the Vice-Chairmen, who, acting as Chairman, shall have the same powers and duties as the Chairman.
- 6.3 The Chairman and Vice-Chairman (Vice-Chairmen) of a subsidiary body of the Committee shall have the same duties with regard to the Committee over which they are called upon to preside as the Chairman and the Vice-Chairmen of the Committee.

Rule 7 - Publicity of meetings

All meetings shall be held in public unless the Committee or the subsidiary body concerned decides otherwise.

Rule 8 - Quorum

- 8.1 At plenary meetings a quorum shall consist of a majority of the delegations of the governments referred to in Rule 1 present at the Committee.
- 8.2 At meetings of subsidiary bodies, a quorum shall consist of the majority of the delegations of the governments referred to in Rule 1 participating in the body concerned and present at the meeting in question.

8.3 Neither the Committee nor its subsidiary bodies shall decide on any matter unless a quorum is present.

Rule 9 - Order and time-limit of speeches

- 9.1 The Chairman shall call upon speakers in the order in which they signify their wish to speak.
- 9.2 The Chairman may limit the time allowed to each speaker, if circumstances make this desirable.
- 9.3 Representatives and observers referred to in Rule 2 may speak with the previous consent of the Chairman.

Rule 10 - Points of order

- 10.1 During a discussion, any delegation may raise a point of order, which shall be immediately decided upon by the Chairman.
- 10.2 An appeal may be made against the ruling of the Chairman. Such appeal shall be put to the vote immediately and the Chairman's ruling shall prevail unless overruled by a majority of the delegations present and voting.

Rule 11 - Procedural motions

- 11.1 During a discussion, any delegation may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
- 11.2 Such a motion shall be put to the vote immediately. Subject to Rule 10.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:
- (a) suspension of the meeting;
  - (b) adjournment of the meeting;
  - (c) adjournment of the debate on the question under discussion;
  - (d) closure of the debate on the question under discussion.

Rule 12 - Resolutions and amendments

- 12.1 Draft resolutions and amendments may be proposed by the participants referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Committee which shall circulate copies to all delegations.
- 12.2 As a general rule, no draft resolution or amendment shall be examined or put to the vote unless it has been circulated sufficiently in advance to all delegations in the working languages of the Committee.

Rule 13 - Working languages

- 13.1 The working languages of the Committee shall be Arabic, English, French, Russian and Spanish.

- 13.2 Speeches made at a meeting of the Committee in one of the working languages shall be interpreted into the other working languages.
- 13.3 Speakers may, however, speak in any language, provided they make their own arrangements for the interpretation of their speeches into one of the working languages.
- 13.4 The documents of the Committee shall be issued in Arabic, English, French, Russian and Spanish.

#### Rule 14 - Voting

- 14.1 The delegation of each government referred to in Rule 1 shall have one vote in the Committee and in each of the subsidiary bodies on which that government is represented.
- 14.2 Subject to the provisions of Rules 8.3 and 18, decisions shall be taken by a majority of the delegations present and voting.
- 14.3 For the purpose of the present Rules, the expression "delegations present and voting" shall mean delegations casting an affirmative or negative vote. Delegations abstaining from voting shall be considered as not voting.
- 14.4 Voting shall normally be by a show of hands.
- 14.5 When the result of a vote by a show of hands is in doubt, the Chairman may take a second vote by roll-call. A vote by roll-call shall also be taken if it is requested by not less than two delegations before the voting takes place.
- 14.6 When an amendment to a proposal is moved, the amendment shall be voted on first. When two or more amendments to a proposal are moved, the Committee shall first vote on the amendment deemed by the Chairman to be furthest removed in substance from the original proposal, and then on the amendment deemed by him to be next furthest removed therefrom and so on, until all the amendments have been put to the vote.
- 14.7 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 14.8 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

#### Rule 15 - Reports

- 15.1 The Committee shall adopt a report on the results of its work, which shall include the text of the model clauses which it has adopted.
- 15.2 After the closure of the Committee, a final report shall be published by Unesco.

#### IV. SECRETARIAT OF THE COMMITTEE

#### Rule 16 - Secretariat

- 16.1 The Director-General of Unesco or his representatives shall participate in the work of the Committee without the right to vote. They may at any time make either oral or written statements to the Committee or any subsidiary body on any question under discussion.

- 16.2 The Director-General of Unesco shall appoint officials of Unesco to constitute the Secretariat of the Committee.
- 16.3 The Secretariat shall receive, translate and distribute all official documents of the Committee and ensure the interpretation of the discussions, as provided in Rule 13. It shall also assist in drawing up the reports of the Committee and perform all other duties necessary for the proper conduct of the work of the Committee.

V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 17 - Adoption

The Committee shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the delegations present and voting.

Rule 18 - Amendment

The Committee may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the delegations present and voting.