

# Intergovernmental Committee for Physical Education and Sport (CIGEPS)

April 2012  
Original: English

## Rules of Procedure for the Permanent Consultative Council

CIGEPS/2012/PCC

### RULES OF PROCEDURE

#### I Composition

##### Rule 1 – Membership of the Permanent Consultative Council (“the Council”)

The Permanent Consultative Council, hereinafter called “the Council,” shall be composed of the following persons or organizations:

- (a) relevant United Nations agencies and programmes such as the World Health Organization (WHO), the United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), and the United Nations Office on Sport for Development and Peace (UNOSDP);
- (b) relevant regional or interregional intergovernmental sport organizations as designated by Intergovernmental Committee for Physical Education and Sport (hereinafter called “CIGEPS”);
- (c) the International Olympic Committee and the International Paralympic Committee;
- (d) international non-governmental organizations designated by CIGEPS which maintain official relations with UNESCO and can provide their technical, intellectual, financial or material support to the Committee’s activities in the field of physical education and sport, including the International Council of Sport Science and Physical Education (ICSSPE) and SportAccord;
- (e) relevant international non-governmental organizations designated by CIGEPS which can provide technical, intellectual, financial or material support to the Committee’s activities in the field of physical education and sport;
- (f) relevant academic institutions designated by CIGEPS which can provide technical, intellectual, financial or material support to the Committee’s activities in the field of physical education and sport;
- (g) international experts in the field of sport and physical education designated by CIGEPS which can provide technical, intellectual, financial or material support to the Committee’s activities in the field of physical education and sport.

#### II Organization of the Council

##### Rule 2 – Duties

- 2.1 The Council shall assist CIGEPS through the provision of high quality advice, technical assistance and expertise in the field sport and physical education.
- 2.2 The Council shall submit reports on its activities to each regular session of CIGEPS.

- 2.3 At the request of CIGEPEs, and in accordance with the resolutions of the General Conference, the Council shall be entitled to formulate recommendations in the fields of competence of CIGEPEs. CIGEPEs shall examine them and, as appropriate, shall submit them to the Director-General of UNESCO.

### **Rule 3 – Sessions**

- 3.1 The Council shall meet in regular session once every two years, in conjunction with the meetings of CIGEPEs.
- 3.2 The first regular session of the Council shall be convened by the Director-General of UNESCO. The place and date of that session shall be communicated to all the organizations which are members of the Council.
- 3.3 Other regular sessions shall be convened by the Director-General of UNESCO in accordance with the decisions of CIGEPEs.
- 3.4 The Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere at the invitation of a Member State or a member organization if so decided by a majority of its members and after consultation with the Director-General of UNESCO and with CIGEPEs.
- 3.5. Extraordinary sessions of the Council may be convened by the Director-General of UNESCO either on his or her own initiative or at the request of CIGEPEs, provided that the necessary resources are available. The place and date of these sessions shall be determined by the Director-General of UNESCO after consulting CIGEPEs.

### **Rule 4 - Election and general powers of the Moderator**

- 4.1 At the beginning of its first session, the Council shall elect a Moderator.
- 4.2 In addition to exercising the powers conferred upon him or her elsewhere by these Rules of Procedure, the Moderator shall have the following powers: he or she shall declare the opening and closing of meetings, direct the discussions, ensure the observance of these Rules of Procedure, accord the right to speak, put questions to the vote and announce decisions. Subject to the provisions of these Rules of Procedure, the Moderator shall rule on points of order and shall control the proceedings of each meeting and the maintenance of order.

## III Conduct of Business

### **Rule 5 – Languages**

English and French shall be the working languages of the Council.

### **Rule 6 - Use of other languages**

Any speaker may speak in a language other than the working languages currently in use for a particular session of the Council on the condition that they provide for the interpretation of their speech into one of another of the said working languages.

### **Rule 7 - Working documents**

The working documents of each session of the Council shall, as a rule, be communicated to the members two weeks before the opening of each session.

### **Rule 8 - Quorum**

A simple majority of its members shall constitute a quorum.

**Rule 9 – Public nature of meetings**

All meetings of the Council shall be open to the public unless the Council decide otherwise.

**Rule 10 - Right to speak**

All representatives and observers invited to the session of the Council may, with the authorization of the Moderator, make oral or written statements before the Council.

**Rule 11 - Order and time limit of speakers**

11.1 The Moderator shall call upon speakers in the order in which they have expressed the desire to speak.

11.2 For the convenience of the discussion, the Moderator may limit the time to be allowed to each speaker.

**Rule 12 - Points of order**

12.1 During a discussion, a representative of a member of the Council referred to in Rule 1 may raise a point of order; the Moderator shall immediately decide upon such a point of order.

12.2 An appeal may be made against the ruling of the Moderator. Such an appeal shall be put to the vote immediately and the Moderator's ruling shall stand, unless overruled by a majority of the members of the Council present and voting.

**Rule 13 – Procedural motions**

13.1 A representative of a member of the Council referred to in Rule 1 may, at any time, propose the suspension, adjournment or closure of a meeting or of a debate.

13.2 Such a motion shall be put to the vote immediately and decided by the majority of the members present and voting. The order of priority of such motions shall be as follow:

- suspension of the meeting
- adjournment of the meeting
- adjournment of the debate on the item under discussion
- closure of the debate on the item under discussion.

**Rule 14 - Voting**

14.1 Each member of the Council referred to in Rule 1 shall have one vote.

14.2 Unless otherwise provided in these Rules of Procedure, decisions shall be taken by a simple majority of the members present and voting.

14.3 For the purpose of these Rules of Procedure, the phrase “members present and voting” means members casting an affirmative or negative vote. Members who abstain from voting are considered as having not voted.

- 14.4 Voting shall normally be by show of hands.
- 14.5 When the result of a vote by show of hands is in doubt, the Moderator may take a second vote by a roll-call. A vote by roll-call shall also be taken if it is requested by not less than two members of the Council before the voting takes place. The vote or abstention of each member participating in a roll-call shall be inserted in the report.
- 14.6 If two or more proposals relate to the same question, they shall, unless the Council decides otherwise, be voted on in the order in which they were submitted. The Council may, after each vote on a proposal, decide whether to vote on the next proposal.
- 14.7 A motion requiring that no decision be taken on a proposal shall have priority over that proposal.
- 14.8 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 Council shall first vote on the amendment deemed by the Moderator to be furthest removed in substance from the original proposal, and then on the amendment next furthest removed there from and so on, until all the amendments have been put to the vote.
- 14.9 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 14.10 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

#### IV Secretariat of the Council

##### **Rule 15 - Secretariat**

- 15.1 The Director-General of UNESCO or the Director-General's representative shall participate in the work of the Council, without the right to vote. They may at any time make either oral or written statements to the Council on any question under discussion.
- 15.2 The Director-General shall place at the Council's disposal a member of the Secretariat of UNESCO who shall act as Secretary. The Director-General shall also provide staff and others means required for its operation.
- 15.3 The Secretary of the Council shall attend all the meetings of the Council.
- 15.4 The Secretary or the Secretary's representative may make any oral or written statements to the Council concerning any question under consideration.

#### V Adoption and Amendment

##### **Rule 16 - Amendments**

- 16.1 CIGEPS shall adopt these Rules of Procedure by a decision taken in plenary session by a simple majority of its Members present and voting.
- 16.2 These Rules of Procedure, except when they reproduce provisions of the Statutes of CIGEPS or decisions of the General Conference, may be amended by a decision of CIGEPS.