

## INTERNATIONAL ADVISORY COMMITTEE OF THE MEMORY OF THE WORLD PROGRAMME

### Rules of Procedure

#### Rule 1 - Membership

- Art. 3.1 of the Statutes* 1.1 The Committee shall be composed of 14 members, appointed by the Director-General after consultation of the National Commissions of the States concerned, and serving in a personal capacity.
- Art. 3.2 of the Statutes* 1.2 The term of office of members of the Committee shall be four years. It is renewable once.
- Art. 3.3 of the Statutes* 1.3 Every two years, half the membership of the Committee shall be renewed.

#### Rule 2 - Functions

The Committee shall discharge the functions assigned to it by Article 2 of its Statutes.

#### Rule 3 - Sessions

- Art. 4 of the Statutes* The Committee shall normally meet in ordinary plenary session once every two years.

#### Rule 4 - Agenda

- Art. 8.2 of the Statutes* The agenda shall be drawn up by the Director-General after consultation with the Chairperson of the Committee. It shall be communicated to the members of the Committee two months before the opening of each session.

#### Rule 5. Adoption of the Agenda

The Committee shall adopt its agenda at the beginning of each session.

#### Rule 6. Amendments, deletions and new items

The Committee may amend, delete or add items to the agenda so adopted if so decided by a simple majority of the members present and voting.

#### Rule 7 - Bureau

- Art. 5.1 of the Statutes* 7.1 At each of its ordinary sessions, the Committee shall elect a Chairperson, three Vice-Chairpersons and a Rapporteur who shall constitute the Bureau of the Committee. The members of

the Bureau shall remain in office until the election of a new Bureau. Members of the Bureau shall be eligible for re-election. In electing the Bureau, due regard shall be given to ensuring an equitable representation of the different geographic regions.

*Art. 5.2 of the Statutes* 7.2 Meetings of the Bureau may be convened between sessions of the Committee at the request of the Director-General.

### **Rule 8 - Functions of the Chairperson**

8.1 In addition to exercising the powers conferred upon him or her elsewhere by these Rules, the Chairperson shall have the following powers: s/he shall declare the opening and closing of meetings, direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. S/he shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.

8.2 If the Chairperson is no longer able to hold office, the Bureau shall choose one of the Vice-Chairpersons to become Chairperson for the unexpired portion of the term of office. If that Vice-Chairperson is also no longer able to hold office, the Bureau shall choose another of the Vice-Chairpersons to become Chairperson for the unexpired portion of the term of office.

### **Rule 9 - Functions of the Vice-Chairpersons**

In the absence of the Chairperson during the session, his or her functions shall be exercised in turn by the Vice-Chairpersons.

### **Rule 10. Replacement of the Rapporteur**

If the Rapporteur is unable to act at any session of the Committee or Bureau, or part thereof, his or her functions shall be exercised by one of the Vice-Chairpersons

### **Rule 11 - Subsidiary bodies**

In order to discharge the duties assigned to it by its Statutes, the Committee may establish such subsidiary bodies as it considers necessary for the conduct of its business within the limits of the funds approved by the General Conference. The Chair of each subsidiary body shall be appointed by the Committee. Each subsidiary body shall itself elect its Rapporteur and shall establish its own rules of procedure with the agreement of the Bureau.

### **Rule 12 - Secretariat**

*Art. 5.2 of the Statutes* 12.1 The Director-General of UNESCO or his or her representative shall participate in the work of the Committee, its Bureau or its other subsidiary bodies without the right to vote. S/he may at

any time submit either oral or written statements to the Committee, to the Bureau or to any other subsidiary body on any matter under discussion.

12.2 The secretariat of the Committee shall be provided by the Information Society Division of UNESCO.

### **Rule 13. Quorum**

13.1 At plenary meetings, a quorum shall consist of 7 of the members of the Committee.

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

### **Rule 14 - Working languages**

The working languages of the Committee shall be English and French.

### **Rule 15 - Working documents**

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

### **Rule 16 - Right to speak**

16.1 Any member of the Committee and Observers may, with the authorization of the Chairperson, make oral or written statements during the discussions of the Committee and its subsidiary bodies.

16.2 Committee members shall not make formal presentation on behalf of nominations from their own countries being considered for inscription on the Register, nor for the award of the UNESCO/Jikji Memory of the World Prize. However, they can make points of clarification, if asked, by other members of the Committee.

16.3 Observers shall not speak to advocate the inclusion in the Register of any item nominated nor the award of the UNESCO/Jikji Memory of the World Prize but may provide information in answer to a question by members of the Committee.

### **Rule 17 - Order of speeches**

The Chairperson shall call upon speakers in the order in which they have expressed the desire to speak. Members of the Committee shall be accorded precedence.

### **Rule 18 - Points of order**

During the discussion on any matter, a member of the Committee may at any time raise a point of order, which point of order shall forthwith be decided upon by the Chairperson. Any member may

appeal against the ruling of the Chairperson, which can only be overruled by a majority of the members present and voting. A member may not, in raising a point of order, speak on the substance of the matter under discussion.

### **Rule 19 - Suspension, adjournment, closure**

Any member of the Committee may at any time propose the suspension or adjournment of a meeting or the adjournment or closure of a debate. Such a motion shall be put to the vote immediately and decided upon by a majority of members present and voting.

Subject to the provisions of Rule 18 above, the following motions shall take precedence, in the following order, over all other proposals or motions:

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

### **Rule 20 - Voting rights**

Each member of the Committee shall have one vote.

### **Rule 21 - Voting**

- 21.1 Decisions shall be taken by a majority of the members present and voting, except in the cases specified in Rules 25 and 26.
- 21.2 In its deliberations the Committee should give precedence to seeking consensus.
- 21.3 For the purpose of these Rules, the phrase 'members present and voting' means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.
- 21.4 Decisions on the new inscription on the Register and the award of the UNESCO/Jikji Memory of the World Prize shall be held *in camera*. Participation shall be limited to Committee members, UNESCO representatives and invited advisers (such as Subcommittee Chairs and members, and Chairs of Regional Committees). No lobby groups, media or other observers shall be present.

### **Rule 22 - Show of hands and roll-call**

Voting shall normally be by show of hands, except that any member may, before the voting starts, request a roll-call. The vote or abstention of each member participating in a roll-call shall be recorded in the report.

**Rule 23 - Secret ballot**

A decision shall be voted on by secret ballot whenever two or more members shall so request or if the Chairperson so decides.

**Rule 24 - Equally divided votes**

If a vote is equally divided, the proposal shall be regarded as rejected.

**Rule 25 - Amendment**

These Rules of Procedure, except when they reproduce provisions of the Committee's Statutes or decisions of the General Conference, may be amended by a decision of the Committee taken by a two-thirds majority of the members present and voting.

**Rule 26 - Suspension**

Any provision of these Rules, except when it reproduces provisions of the Statutes or decisions of the General Conference, may be suspended by a decision taken by a two-thirds majority of the members present and voting.

**Rule 27 - Reports**

The Committee shall present reports on its work and its recommendations to the Director-General and to the Intergovernmental Council of the Information For All Programme.