

April 2001

**RULES OF PROCEDURE OF THE INTERNATIONAL CO-ORDINATING COUNCIL
OF THE PROGRAMME ON MAN AND THE BIOSPHERE**

I. MEMBERSHIP

(1) The International Co-ordinating Council of the Programme on Man and the Biosphere (hereinafter called the Council) is composed of thirty-four Member States of UNESCO, elected by the General Conference at each of its ordinary sessions in accordance with Article 2 of the Statutes of the Council.

(2) Each State member of the Council shall notify the Secretariat of UNESCO of the names of its designated representative as well as of advisers and experts.

II. SESSIONS1. Date and place

(1) The first session of the Council shall be convened by the Director-General of UNESCO. The place and date of that session shall be communicated in advance to all interested Member States and organizations.

(2) Other sessions shall be convened by the Secretariat of the Council in accordance with the instructions of the Bureau of the Council.

(3) The Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere if so decided by a majority of the members.

III. AGENDA2. Provisional agenda

(1) The provisional agenda of the first session of the Council shall be prepared by the Director-General of UNESCO.

(2) The provisional agenda of the following sessions of the Council shall be prepared by the Secretariat of the Council in consultation with the members of the Bureau.

(3) The provisional agenda shall be communicated to the members of the Council at least two months before the opening of each session.

(4) The provisional agenda shall be communicated at the same time to Member States and Associate Members of UNESCO which are not members of the Council as well as to the United Nations, FAO, WHO, the IUCN, ICSU, and ISSC.

(5) The provisional agenda of a session of the Council shall include:

- all items whose inclusion has been decided by the Council;

- all items proposed by States members of the Council;
- all items proposed by the United Nations or by its agencies;
- all items proposed by the Director-General of UNESCO

3. Adoption of the agenda

At the beginning of each session, the Council shall adopt the agenda for that session..

4. Amendments, deletions and new items

The Council may, during a session, modify the order of items of the agenda or add or delete items. A majority of two-thirds shall be required for the addition or deletion of items during a session.

IV. OFFICERS5. Election of chairman and vice-chairmen

(1) At the beginning of its first session, the Council shall elect a chairman and five vice-chairmen; these shall form the Council's Bureau.

(2) Thereafter the chairman and the vice-chairmen shall be elected in accordance with Article 6, paragraph 4 of the Statutes of the Council.

(3) Members of the Bureau are eligible for re-election..

6. General powers of the chairman

(1) In addition to exercising the powers conferred upon him elsewhere by these rules, the chairman shall have the following powers: 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. He shall rule on points of order and subject to these rules shall control the proceedings and the maintenance of order.

(2) If the chairman is so incapacitated that he can no longer hold office, a vice-chairman shall become chairman for the unexpired portion of the term of office. If that vice-chairman also or is so incapacitated that he can no longer hold office, another vice-chairman shall become chairman for the unexpired portion of the term of office.

7. Functions of vice-chairman

In the absence of the chairman during a session, his functions shall be exercised in turn by the vice-chairman.

V. COMMITTEES AND WORKING GROUPS

8. Ad hoc committees

(1) *Ad hoc* committees set up by the Council in accordance with Article 5 of the Statutes of the Council shall meet in accordance with the decisions of the Council or of the Bureau.

(2) These *ad hoc* committees shall elect their own chairman, vice-chairmen and, if necessary, their own rapporteur.

9. Working groups

(1) Working groups set up by the Council in accordance with Article 5 of the Statutes of the Council shall meet in accordance with the decisions of the Council or of the Bureau.

(2) These working groups shall elect their own chairman, vice-chairmen and, if necessary, their own rapporteur.

10. Rules of procedure

These rules of procedure shall apply to the proceedings of committees and working groups unless the Council decides otherwise.

VI. SECRETARIAT

(1) The Director-General shall place at the disposal of the Council a member of the Secretariat of UNESCO who shall act as Secretary of the Council and the staff and other means required for its operation.

(2) The Secretary of the Council shall attend all meetings of the Council and the Bureau.

(3) The Secretary or his representative may make oral as well as written statements to the Council, its *ad hoc* committees and working groups and to the Bureau concerning any question under consideration.

(4) Staff members of the other organizations mentioned in Article 7, paragraph 2, of the Statutes of the Council may be assigned to the Secretariat in accordance with Article 8, paragraph 1, of these Statutes.

VII. LANGUAGES

11. Working languages

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

Working documents are produced in English and French.

12. Use of other languages

Any representative may make a speech in a language other than the working languages currently in use for a particular session of the Council of a committee or a working group on the condition that he provides for the interpretation of his speech into one or the other of the said working languages.

VIII. REPORTS AND DOCUMENTS

13. Reports

(1) The Secretariat shall submit a report to each session of the Council.

(2) The Council shall submit reports on its activities to each ordinary session of the General Conference of UNESCO.

(3) Copies of these reports shall be circulated by the Director-General of UNESCO in accordance with Article 10 of the Statutes of the Council.

14. Documents

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

IX. MEETINGS

15. Quorum

(1) A simple majority of the States members of the Council shall constitute a quorum.

(2) At meetings of subsidiary bodies of the Council a quorum shall be constituted by a simple majority of the States members of the Council which are members of the body in question.

16. Publicity of meetings

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

X. CONDUCT OF BUSINESS

17. Right to speak

Experts and observers may, with the authorization of the chairman, make oral or written statements before the Council and its committees.

18. Order of speeches

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

19. Time-limit on speeches

The Council may limit the time to be allowed to each speaker.

20. Points of order

During the discussion on any matter, a representative may at any time raise a point of order and the point of order shall be forthwith decided by the chairman. Any representative may appeal against the ruling of the chairman which can only be overruled by a majority of the members present and voting. A representative may not in raising a point of order speak on the substance of the matter under discussion.

21. Suspension, adjournment, closure

Any representative may, at any time, propose the suspension, adjournment or closure of a meeting or of a debate. Such a motion shall be put to the vote immediately. The order of priority of such motions shall be as follows:

- a) suspension of the meeting;
- b) adjournment of the meeting
- c) adjournment of the debate on the item under discussion ;
- d) closure of the debate on the item under discussion

XI. VOTING

22. Voting rights

Each State member of the Council shall have one vote.

23. Simple majority

(1) Unless otherwise provided in these rules, decisions shall be taken by a simple 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 who abstain from voting are considered as not voting.

24. Show of hands and roll-call

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

25. Voting on amendments

(1) When an amendment to a proposal is moved the amendment shall be voted on first.

(2) When two or more amendments to a proposal are moved, the Council shall first vote on the amendment deemed by the chairman furthest removed from the original proposal and then on the amendment next

furthest therefrom, and so on, until all amendments have been put to a vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted, the proposal shall be put to the vote on its original form.

(3) A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

26. Secret ballot

All elections shall be decided by secret ballot unless, in the absence of objections, the Council decides otherwise.

27. Equally divided votes

If a vote is equally divided on matters other than elections, the proposal shall be regarded as rejected.

XII. SPECIAL PROCEDURES

28. Special consultation by correspondence

Should the approval of the council be required for measures of exceptional urgency and importance while the Council is not in session, the chairman may, by means of the secretariat, consult the members by correspondence. The proposed measure shall be adopted if it is approved by two-thirds of the members.

XIII. AMENDMENT

29. Amendment

These rules of procedure, except when they reproduce provisions of the Council Statutes or decisions of the General Conference, may be amended by a decision of the Council taken by a simple majority of the members present and voting, provided that the proposal for amendment has been placed on the agenda.

30. Suspension

Suspension of any of these rules shall require a two-thirds majority of the members present and voting.
