



United Nations  
Educational, Scientific and  
Cultural Organization

## **Rules of Procedure**

### **Conference of Parties to the International Convention against Doping in Sport**

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# Rules of Procedure

## Conference of Parties to the International Convention against Doping in Sport

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# Rules of Procedure

## I PARTICIPATION

### **Rule 1 – Chief participants**

The representatives of all States Parties to the International Convention against Doping in Sport (hereinafter referred to as “the Convention”) may take part, with the right to vote, in the work of the Conference of Parties to the Convention (hereinafter referred to as the “Conference”).

### **Rule 2 – Representatives, advisory organization and observers**

- 2.1. The representatives of Member States of UNESCO not parties to the Convention and permanent observer missions to UNESCO may participate in the work of the Conference as observers without the right to vote.
- 2.2. In accordance with Article 29 of the Convention, representatives of the World Anti-Doping Agency may take part in the work of the Conference in an advisory capacity without the right to vote.
- 2.3. In accordance with Article 29 of the Convention, representatives of the International Olympic Committee, International Paralympic Committee, Council of Europe and Intergovernmental Committee for Physical Education and Sport (CIGEPS) as well as other relevant organizations invited by the Conference may participate in the work thereof as observers, without the right to vote.
- 2.4. Representatives of the United Nations and organizations of the United Nations system and other intergovernmental organizations which have concluded mutual representation agreements with UNESCO, as well as observers of intergovernmental and international non-governmental

organizations invited by the Director-General, may participate in the work of the Conference, without the right to vote.

## II ORGANIZATION OF THE CONFERENCE

### **Rule 3 - Meetings of the Conference**

Pursuant to Article 28.2 of the Convention, the Conference shall meet in ordinary session in principle once every two years. It may meet in extraordinary session if it so decides or at the request of at least one third of the States Parties, provided that the necessary resources are available.

### **Rule 4 - Election of officers**

At the beginning of its session, the Conference shall elect a Chairperson, one or more Vice-Chairpersons and a Rapporteur with due regard being given to ensuring an equitable geographical distribution.

### **Rule 5 - Duties of the Chairperson**

- 5.1 In addition to exercising the powers which are conferred upon him/her elsewhere by the present Rules, the Chairperson shall open and close each session of the Conference. He/She shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He/She shall rule on points of order and, subject to the present Rules, shall control the proceedings and the maintenance of order. He/She shall not vote, but he/she may instruct another member of his/her delegation to vote on his/her behalf.
- 5.2 If the Chairperson finds it necessary to be absent during a meeting, or any part thereof, he/she shall designate one of the Vice-Chairpersons to take his/her place. A Vice-Chairperson

acting as Chairperson shall have the same powers and duties as the Chairperson.

- 5.3. At the opening of each session of the Conference the Chairperson elected at the previous session or, in his/her absence, the head of the delegation from which the Chairperson of the previous session was elected shall preside until the Conference has elected the Chairperson for the session.

### III CONDUCT OF BUSINESS

#### **Rule 6 - Public nature of meetings**

Meetings shall be held in public unless decided otherwise by the Conference.

#### **Rule 7 - Quorum**

- 7.1 A quorum shall consist of a majority of the States Parties referred to in Rule 1 and represented at the Conference.
- 7.2 The Conference shall not decide on any matter unless a quorum is present.

#### **Rule 8 - Order and time limit of speakers**

- 8.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 8.2 For the convenience of the discussion, the Chairperson may limit the time to be allowed to each speaker.
- 8.3 The consent of the Chairperson must be obtained whenever an observer wishes to address the Conference.

## **Rule 9 - Points of order**

- 9.1 During a discussion, a representative of a State Party referred to in Rule 1 may raise a point of order; the Chairperson or presiding officer shall immediately decide upon such a point of order.
- 9.2 An appeal may be made against the ruling of the Chairperson or presiding officer. Such an appeal shall be put to the vote immediately and the Chairperson's or presiding officer's ruling shall stand, unless overruled by a majority of the States Parties present and voting.

## **Rule 10 - Procedural motions**

- 10.1 During a discussion, any representative of a State Party referred to in Rule 1 may move the suspension or adjournment of the meeting or the adjournment or closure of the debate.
- 10.2 Such a motion shall be put to the vote immediately. Subject to Rule 9.1, 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 11 - Working languages**

- 11.1 The working languages of the Conference shall be Arabic, Chinese, English, French, Russian and Spanish.



- 11.2 Speeches made at the Conference in one of the working languages shall be interpreted into the other languages.

## **Rule 12 - Resolutions and amendments**

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

## **Rule 13 - Voting**

- 13.1 The representative of each State Party referred to in Rule 1 shall have one vote in the Conference.
- 13.2 Any decisions not taken by consensus shall be taken by a majority of the States Parties present and voting, subject to the provisions of Rules 7.2, 14.1 and 17.
- 13.3 For the purpose of the present Rules, the expression "States Parties present and voting" shall mean States Parties casting an affirmative or negative vote. States Parties abstaining from voting shall be regarded as having not voted.
- 13.4 Voting shall normally be by a show of hands.
- 13.5 When the result of a vote by show of hands is in doubt, the Chairperson or presiding officer 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 States Parties before the voting takes place, except as provided in Rule 14.2.
- 13.6 If two or more proposals relate to the same question, they shall, unless the Conference of Parties decides otherwise,

be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

- 13.7 A motion requiring that no decision be taken on a proposal shall have priority over that proposal.
- 13.8 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 Conference shall first vote on the amendment deemed by the Chairperson or presiding officer 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.
- 13.9 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.
- 13.10 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

#### **Rule 14 – Decisions on amendments to the Annexes to the Convention**

- 14.1 In accordance with Article 34.2 of the Convention, decisions on amendments to the Annexes to the Convention shall be deemed to be approved by the Conference unless two thirds of the States Parties express their objection.
- 14.2 Voting on amendments to the Annexes to the Convention shall be conducted by a roll-call.

## IV SECRETARIAT OF THE MEETING

### **Rule 15 - Secretariat**

- 15.1 The Director-General of UNESCO or his/her representative shall participate in the work of the Conference, without the right to vote. He/She may, at any time, make either oral or written statements to the Conference on any question under discussion.
- 15.2 The Director-General of UNESCO shall appoint an official of the Secretariat of UNESCO to act as Secretary to the Conference, and other officials who shall together constitute the Secretariat of the Conference.
- 15.3 The Secretariat shall receive, translate and distribute all official documents of the Conference and shall arrange for the interpretation of the discussions, as provided in Rule 11.2. It shall also perform all other duties necessary for the proper conduct of the work of the Conference.

## V ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

### **Rule 16 - Adoption**

The Conference shall adopt its Rules of Procedure by a decision taken in plenary meeting by a simple majority of the representatives of States Parties present and voting.

### **Rule 17 - Amendment**

The Conference may amend these Rules of Procedure by a decision taken in plenary meeting by a two-thirds majority of the representatives of States Parties present and voting.