

EDUCATION AND RESEARCH SUB-COMMITTEE OF THE MEMORY OF THE WORLD PROGRAMME

Rules of Procedure as adopted at IAC meeting, Gwangju, 18-21 June 2013

Rule 1 – Membership

1.1 The Education and Research Sub-committee (SCEaR) shall be composed of a minimum of five members, comprising a Chairperson appointed by the International Advisory Committee (IAC) and members chosen for their specialist expertise. A rapporteur shall be selected by the SC from among its members.

1.2 The term of office of members of the SC shall be four years. They are immediately eligible for re-appointment. In order to ensure continuity of the working methods of the SC, no more than three persons shall be replaced every four years.

Rule 2 - Functions

The SC shall discharge the functions assigned to it by the IAC.

Rule 3 - Sessions

The SC shall normally meet at least once every two years. However, periodic meetings and consultations shall be conducted through electronic media to reach decisions. The SC shall also hold virtual meetings as the need arises.

Rule 4 - Agenda

The agenda shall be drawn up by UNESCO's Secretariat in consultation with the Chairperson of the SC. It shall be communicated to the members of the SC six weeks before the opening of each session.

Rule 5 - Functions of the Chairperson

5.1 The Chairperson 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.

5.2 If the Chairperson is no longer able to hold office, the SC shall choose one of its members to become Chairperson for the unexpired portion of the term of office.

Rule 6 - Secretariat

A representative of the Director-General of UNESCO shall participate in the work of the SC without the right to vote. The representative may at any time submit either oral or written statements on any matter under discussion. The secretariat of the SC shall be provided by the Knowledge Societies Division of UNESCO.

Rule 7- Working language

The working language of the SC shall be English.

Rule 8 - Working documents

The working documents shall be communicated to the members one month before the opening of each meeting of the SC.

Rule 9 - Points of order

During the discussion on any matter, a member of the SC 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.

Rule 10 - Suspension, adjournment, closure

Any member of the SC 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.

Rule 11 – Quorum, voting rights

Quorum of the SC is three members. The chairperson must participate to make up the quorum. If the chairperson is not able to participate in the meeting, the chairperson may by explicit decision for that meeting authorise any of the other members as acting chairperson for the meeting.

Each member of the SC shall have one vote. Consensus will be sought as the normal basis for decision making. Otherwise decisions will be made on the basis of a simple majority vote of those present. In case of a tie, the Chair will have the casting vote.

Rule 12 - 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 13 - Reports

The SC shall present reports on its work and its recommendations to the IAC.