

## *A 90 Year Quest for Excellence in Education !*

### **SIXTY-FOURTH SESSION OF THE COUNCIL OF THE INTERNATIONAL BUREAU OF EDUCATION**

Geneva, 28 – 30 January 2015

### **DRAFT REVISED RULES OF PROCEDURE**



## IV. Rules of Procedure of the Council of the International Bureau of Education<sup>6</sup>

### Section I. Composition

#### Rule 1

1. The Council of the International Bureau of Education (hereinafter called 'the Council') shall comprise ~~twenty-eight~~ twelve Member States of UNESCO designated by the General Conference as provided in Article III of the Statutes of the International Bureau of Education (hereinafter called 'the ~~Bureau~~Institute').
2. Each Member State of the Council shall communicate to the Director of the ~~Bureau~~Institute the name of its representative on the Council and the names of its alternate representative and its advisers and experts.

### Section II. Representatives and Observers

#### Rule 2

1. Representatives of Member States and Associate Members of UNESCO which are not members of the Council may take part in the sessions of the Council without the right to vote.
2. Representatives of the United Nations and of other organizations of the United Nations family with which UNESCO has concluded an agreement providing for reciprocal representation may take part in the sessions of the Council without the right to vote.

### Section III. Sessions

#### Rule 3

1. Sessions of the Council shall be convened by the Director-General of UNESCO, in accordance with such indications as the Council may have given and after consultation with the President.
2. Extraordinary sessions of the Council shall be convened by the Director-General of UNESCO either on his/her own initiative or at the request of ~~fifteen~~ seven members of the Council.

### Section IV. Agenda

#### Rule 4

1. The provisional agenda for sessions shall be drawn up by the Director of the ~~Bureau~~Institute in consultation with the members of the Steering Committee of the Council and the Director-General of UNESCO.
2. The provisional agenda shall be communicated to the members of the Council not less than two months before the opening of each session.
3. The provisional agenda of a session of the Council shall include:

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<sup>6</sup> The Rules of Procedure were adopted by the Council at its first session (June 1969), and were subsequently amended at its eighth (January 1973, Rules 5 and 6), fourteenth (January 1977, Rules 1, 3, 5 and 8\*), forty-fourth (January 1998, Rules 1, 3, 5 and 8\*) and forty-sixth sessions (January 2000, a new Rule 7).

\* = former numbering; with the new Rule 7 (January 2000) former Rules 7 to 23 have now become Rules 8 to 24.

- (a) items which the Council has decided, at a previous session, to include in the agenda;
  - (b) items proposed by Member States of the Council;
  - (c) items proposed by the Director-General of UNESCO.
4. At the beginning of each session the Council shall adopt the agenda.
  5. After the adoption of the agenda, the Council may, in the course of a session, alter the order of the agenda items or add or delete items. A two-thirds majority of the members present and voting shall be required for the addition or deletion of an item in the course of a session.

## **Section V. President and Vice-Presidents**

### *Rule 5*

1. At the beginning of its first session, which shall follow each ordinary session of the General Conference, the Council shall elect a President and five Vice-Presidents who shall be nationals of the six regional groups, and who constitute the Steering Committee of the Council.
2. The Steering Committee of the Council shall be responsible for assisting the President in his/her duties and performing such other duties as the Council may assign to it.
3. The members of the Steering Committee shall be eligible for re-election.
4. The Steering Committee shall remain in office until the election of the new Steering Committee.

### *Rule 6*

1. In addition to exercising the powers which are conferred upon him elsewhere by these rules, the functions of the President shall be the following: to declare the opening and closing of meetings, to direct the discussions, to ensure observance of these rules, to accord the right to speak, to put questions to the vote and announce decisions. He shall rule on points of order and, subject to the provisions of the present rules, shall control the proceedings and maintain order. He shall be entitled to take part in the discussions and votes but shall have no casting vote.
2. If the President is absent during a session, his functions shall be exercised by one of the Vice-Presidents, following the alphabetical order of their names.
3. If the President ceases to represent a Member State of the Council or becomes incapacitated for the discharge of his functions, one of the Vice-Presidents shall be elected by the Council as President for the balance of the term of office and another Vice-President elected in his place.

### *Rule 7*

1. If a Vice-President is no longer able to continue participating in the work of the Council's Steering Committee, another Vice-President will be elected in his/her place on the proposal of the respective regional group during the next ordinary session of the Council.
2. If a meeting of the Steering Committee is convened before the next ordinary session of the Council, while a Vice-President has already become unable to participate in its work, the appropriate authorities in the country concerned will

designate, for the meeting in question, another person to take the place of the absent Vice-President until the election by the Council of a new Vice-President.

3. The appropriate authorities in the countries whose nationals serve as Vice-Presidents on the IBE Council will inform, as soon as possible, the President of the Council, via the Director of the IBE, about the inability of a particular Vice-President to carry out his/her functions.

## Section VI. Secretariat

### Rule 8

1. The Director-General of UNESCO or, in his/her absence, his/her appointed representative and the Director of the ~~Bureau~~Institute shall take part, without the right to vote, in the meetings of the Council. They shall also take part in meetings of the Steering Committee of the Council.
2. The Director of the ~~Bureau~~Institute or a staff member appointed by him/her shall be the Secretary of the Council. The Secretary shall be present at all meetings of the Council and its Steering Committee.
3. The Director-General of UNESCO shall provide the Council with the other staff and facilities necessary for its proceedings.
4. The Director-General of UNESCO or his/~~her~~ representative, the Director of the ~~Bureau~~Institute and the Secretary of the Council may submit oral or written observations to the Council or its Steering Committee regarding any matter under consideration.

## Section VII. Languages

### Rule 9

1. ~~The working languages of the Council shall be the same as the working languages of the General Conference~~English and French.
2. ~~This does not preclude the provision of interpretation and translation on a case-by-case basis should extra-budgetary funds be made available. Any speaker may use a language other than the working languages of the Council on condition that he provides for interpretation of his remarks into one of the working languages.~~

**Comment [MM6]:** Revisions already effected by the General Conference.

## Section VIII. Meetings

### Rule 10

1. A simple majority of the Member States of the Council shall constitute a quorum.
2. If, however, after ten minutes' adjournment, there be still no quorum as above defined, the President may request the agreement of all Member States actually present temporarily to waive the above paragraph.
3. Unless the Council decides otherwise, all meetings of the Council shall be public.

## Section IX. Conduct of proceedings

### Rule 11

Oral or written statements may be made to the Council by the alternates, advisers and experts referred to in Rule 1, paragraph 2 of these Rules, if so requested by the representative whom they are accompanying, and by the representatives referred to in Rule 2.

*Rule 12*

The President shall call upon speakers in the order in which they signify that they wish to speak.

*Rule 13*

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

*Rule 14*

During the discussion of any item, any member of the Council may at any time raise a point of order, and such point of order shall be immediately decided by the President. An appeal may be made against the ruling of the President. It shall be put to the vote immediately, and the President's ruling shall stand unless over-ruled by a majority of the members present and voting.

*Rule 15*

A member of the Council may at any time move the suspension, adjournment or closure of a meeting or of a discussion. Any such motion shall be put to the vote immediately. The following order of precedence shall apply to such motions: (a) to suspend the meeting; (b) to adjourn the meeting; (c) to adjourn the debate on the item under discussion; (d) for the closure of the debate on the item under discussion.

**Section X. Voting**

*Rule 16*

Each Member State of the Council shall have one vote.

*Rule 17*

1. No resolution, motion or amendment shall be put to the vote unless it has been seconded.
2. Save as otherwise provided by these rules, and subject to the provisions of Rule 9, paragraphs 1 and 2, decisions shall be taken by majority vote of the members present and voting.
3. For the purpose of these rules, only members casting an affirmative or negative vote shall be regarded as 'present and voting'; members who abstain from voting shall be considered as 'non-voters'.

*Rule 18*

1. Voting shall normally be by a show of hands unless the Council otherwise decides, but a vote by roll-call shall be taken if it is requested by not less than two members. The vote or abstention of each member participating in a vote by roll-call shall be recorded in the Decisions of the Council.
2. When the result of a vote by a show of hands is in doubt, the President may take a second vote, by roll-call.

*Rule 19*

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 which is furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom, and so on, until all the amendments have been put to the vote.
3. If one or more amendments are adopted, the amended proposal shall then be voted upon. If no amendment is adopted, the proposal shall be put to the vote in its original form.
4. A motion is considered an amendment to a proposal if it adds to, deletes from or revises part of that proposal.

#### *Rule 20*

All elections and decisions relating to individuals shall be voted on by secret ballot whenever two or more members shall so request or if the President so decides.

#### *Rule 21*

1. If a vote is equally divided, in voting not concerned with elections, a second vote shall be taken, after a suspension of the meeting. If the proposal fails to obtain a majority in the second vote, it shall be considered to have been rejected.
2. If a vote is equally divided in the case of elections and decisions relating to individuals, there shall be further ballots until a majority is obtained.

### **Section XI. Decisions and reports**

#### *Rule 22*

1. The Council shall approve at each session the text of the decisions adopted during that session.
2. The text shall be published during the month following the end of the session.
3. The Council shall submit to the General Conference at each of its ordinary sessions a report on the activities of the **BureauInstitute**.

### **Section XII. Special procedures**

#### *Rule 23*

When, during an interval between sessions of the Council, the latter's approval is required for measures of exceptional urgency and importance, the President may, through the Director of the **BureauInstitute**, consult the members in writing. To be adopted, the measure proposed must receive the agreement of two-thirds of the members.

### **Section XIII. Amendments and suspension**

#### *Rule 24*

1. These Rules of Procedure, except where they incorporate provisions of the Statutes of the **BureauInstitute**, may be amended by decision of the Council taken by a simple majority of the members present and voting, provided that the proposed amendment has been previously included in the agenda.
2. The application of any of these rules may be suspended by decision of a two-thirds majority of the members present and voting.