

**UNITED NATIONS EDUCATIONAL
SCIENTIFIC AND CULTURAL ORGANIZATION**

**MEETING OF THE PARTIES TO THE SECOND PROTOCOL
TO THE HAGUE CONVENTION OF 1954
FOR THE PROTECTION OF CULTURAL PROPERTY
IN THE EVENT OF ARMED CONFLICT**

RULES OF PROCEDURE¹

I. PARTICIPATION

Rule 1 - Chief participants

The representatives of all States Parties to the Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict (hereinafter “States Parties”) may take part, with the right to vote, in the work of the Meeting.

Rule 2 - Representatives and observers

2.1 The representatives of Member States of UNESCO not parties to the Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict (hereinafter “Second Protocol”) and permanent observer missions to UNESCO may participate in the work of the Meeting as observers, without the right to vote, and subject to Rule 7.3.

2.2 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 nongovernmental organizations invited by the Director-General, may participate in the work of the Meeting, without the right to vote, and subject to Rule 7.3.

II. ORGANIZATION OF THE MEETING

Rule 3 - Election of officers

The Meeting shall elect a Chairperson, four Vice-Chairpersons and a Rapporteur.

¹ Adopted at the first meeting of the Parties to the Second Protocol to the Hague Convention of 1954 for the Protection of Cultural Property in the Event of Armed Conflict (Paris, 26 October 2005).

III. CONDUCT OF BUSINESS

Rule 4 - Duties of the Chairperson

4.1 In addition to exercising the powers which are conferred upon him elsewhere by the present Rules, the Chairperson shall open and close each plenary meeting of the Meeting. 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.

4.2 Should the Chairperson be absent during a Meeting, or any part thereof, he/she shall be replaced by one of the Vice-Chairpersons. A Vice-Chairperson acting as Chairperson shall have the same powers and duties as the Chairperson.

Rule 5 - Public nature of Meetings

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

Rule 6 - Quorum

6.1 A quorum shall consist of a majority of the States referred to in Rule 1 and represented at the Meeting.

6.2 The Meeting shall not decide on any matter unless a quorum is present.

Rule 7 - Order and time-limit of speakers

7.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.

7.2 For the convenience of the discussion, the Chairperson may limit the time to be allowed to each speaker.

7.3 The consent of the Chairperson must be obtained whenever an observer wishes to address the Meeting.

Rule 8 - Points of order

8.1 During a discussion, any delegation may raise a point of order; such a point of order shall be immediately decided upon by the presiding officer.

8.2 An appeal may be made against the ruling of the presiding officer. Such an appeal shall be put to the vote immediately and the presiding officer's ruling shall stand, unless overruled by a majority of the delegations present and voting.

Rule 9 - Procedural motions

9.1 During a discussion, any delegation may move the suspension or adjournment of the Meeting or the adjournment or closure of the debate.

9.2 Such a motion shall be put to the vote immediately. Subject to Rule 8.1, 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 10 - Working languages

10.1 The working languages of the Meeting shall be English and French.

10.2 Speeches made at the Meeting in one of the working languages shall be interpreted into the other language.

Rule 11 - Resolutions and amendments

11.1 Draft resolutions and amendments may be proposed by the participants referred to in Rule 1 and shall be transmitted in writing to the Secretariat of the Meeting, which shall circulate copies to all participants.

11.2 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 Meeting.

Rule 12 - Voting

12.1 The representative of each State referred to in Rule 1 shall have one vote in the Meeting.

12.2 Subject to the provisions of Rules 6.2 and 16, decisions shall be taken by a majority of the States present and voting.

12.3 For the purpose of the present Rules, the expression "States present and voting" shall mean States casting an affirmative or negative vote. States abstaining from voting shall be regarded as having not voted.

12.4 Voting shall normally be by a show of hands.

12.5 When the result of a vote by show of hands is in doubt, the 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 delegations before the voting takes place.

12.6 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 Meeting shall first vote on the amendment deemed by the presiding officer to be 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.

12.7 If one or more amendments are adopted, the amended proposal shall then be voted upon as a whole.

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

Rule 13 - Procedures for the presentation of candidatures to the Committee for the Protection of Cultural Property in the Event of Armed Conflict

13.1 The Secretariat shall ask all States Parties, at least three months prior to the opening of the Meeting, whether they intend to stand for election to the Committee for the Protection of Cultural Property in the Event of Armed Conflict. If so, its candidature should be sent to the Secretariat at least six weeks prior to the opening of the Meeting.

13.2 At least four weeks prior to the opening of the Meeting the Secretariat shall send to all States Parties the provisional list of States Parties candidates. This list of candidatures will be revised as necessary.

13.3 This list of candidatures shall be closed 48 hours before the opening of the Meeting.

Rule 14 - Election of members of the Committee for the Protection of Cultural Property in the Event of Armed Conflict

14.1 The election of members of the Committee shall be conducted by secret ballot and in conformity with Articles 24 and 25 of the Second Protocol, whenever three or more delegations having the right to vote so request, or if the Chairperson so decides.

14.2 The election of Members of the Committee shall be conducted on the basis of the composition of the electoral groups of UNESCO, as determined by the UNESCO General Conference at its most recent session, it being understood that 'Group V' shall consist of two separate groups, for the African States and Arab States respectively.

14.3 At each election, one seat shall be allocated for each electoral group that is not represented among the seats not currently open for election. If the electoral group concerned does not present any candidate for such allocated seat, the seat shall be filled in accordance with the provisions of Rule 14.11 (b) below.

14.4 Ballot(s) for allocated seat(s) shall precede the ballot(s) for the remaining seats to be filled. Unsuccessful candidates in a ballot for any allocated seat shall be eligible to stand for election in subsequent ballot(s).

14.5 Before the election begins, the Chairperson shall appoint two tellers from among the delegates present; he/she shall hand to them the list of States entitled to vote and the list of States candidates. He/She shall announce the number of seats to be filled.

14.6 The Secretariat shall distribute to the delegations a voting paper in the form of a list of all the States which are candidates.

14.7 Each delegation shall cast its vote by encircling the names of those States for which it desires to vote.

14.8 The tellers shall collect from each delegation their voting paper and shall proceed to count the votes, under the supervision of the Chairperson.

14.9 Voting papers on which all names of States have been circled shall be considered to be abstentions.

14.10 Voting papers on which more names have been circled than there are seats to be filled shall be considered invalid.

14.11 *a) Ballot for the allocated seats*

The candidate obtaining in the first round the highest number of votes shall be declared elected. In case two or more candidates obtain the same number of votes for the seat to be filled, a second round shall be held for those candidates to fill the allocated seat.

b) Ballot for the remaining seats

The remaining seats shall be open to all electoral groups. The candidate(s) obtaining in the first round, more than half of the valid votes cast by States Parties present and voting shall be declared elected in the sequential order of the number of votes obtained from the highest to the lowest, up to the number of seat(s) to be filled. If there still remain seat(s) to be filled, there shall be a second round.

14.12 In the second round, the candidate(s) obtaining the highest number of votes, up to the number of seat(s) to be filled, shall be declared elected.

14.13 If in the second round, two or more candidates obtain the same number of votes, and, as a result, the number of these candidates is greater than the remaining number of seats to be filled, there shall be an additional round of voting restricted to those candidates who obtained the same number of votes. If in this additional round of voting, two or more candidates obtain the same number of votes, the Chairperson shall decide by drawing lots among them in order to allocate the remaining seat(s).

14.14 After each round, the Chairperson shall announce the results of the election.

IV. SECRETARIAT OF THE MEETING

Rule 15 - Secretariat

15.1 The Director-General of UNESCO or his/her representative (hereinafter "Secretariat") shall participate in the work of the Meeting, without the right to vote. He/She may, at any time, make either oral or written statements to the Meeting 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 Meeting and other officials who shall together constitute the Secretariat of the Meeting.

15.3 The Secretariat shall receive, translate and distribute all official documents of the Meeting and shall arrange for the interpretation of the discussions, as provided in Rule 10. It shall also perform all other duties necessary for the proper conduct of the work of the Meeting.

V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE

Rule 16 - Adoption

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

Rule 17 - Amendment

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