



United Nations
Educational, Scientific and
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**UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION**

**EXPERT MEETING ON THE PROTECTION AND PROMOTION
OF MUSEUMS AND COLLECTIONS**

**Rio de Janeiro, Brazil
11 - 14 July 2012**

RULES OF PROCEDURE

I. PARTICIPATION

Rule 1: Chief Participants

The chief participants shall be experts appointed by the Director-General of UNESCO. They shall serve in a private capacity.

II. ORGANIZATION OF THE MEETING

Rule 2: Terms of reference

The purpose of the meeting is to submit to the Director-General of UNESCO suggestions or advice on the matters figuring on its agenda as drawn up by her.

Rule 3: Elections

The meeting shall elect a Chairperson, one or more Vice-Chairpersons and a Rapporteur.

Rule 4: Duties of the Chairperson

- 4.1 The Chairperson shall open and close each session. He or she shall direct the discussions, ensure observance of these rules, accord the right to speak to the representatives, put questions to the vote and announce decisions. He or she shall rule on points of order and, subject to the present rules, shall control the proceedings of each session and ensure the maintenance of order.
- 4.2 Should the Chairperson find it necessary to be absent during the session or any part thereof, a Vice-Chairperson designated by the Chairperson shall replace him or her.
- 4.3 A Vice-Chairperson sitting as Chairperson shall have the same powers and responsibilities as the Chairperson.

Rule 5: Order and time-limit of speeches

- 5.1 The Chairperson shall call upon speakers in the order in which they signify their wish to speak.
- 5.2 For the convenience of the discussions, the Chairperson may limit the time allowed to each speaker.
- 5.3 The prior consent of the Chairperson must be obtained whenever a representative or an observer wishes to make a verbal communication.

Rule 6: Working languages

The working languages of meeting will be English, French, Portuguese and Spanish. Simultaneous interpretation of the discussions shall be provided in these four languages. However, working documents or summaries will be distributed in English.

Rule 7: Quorum

- 7.1 At the meeting a quorum shall consist of a majority of the chief participants referred to in Rule 1.
- 7.2 If, after five minutes' adjournment, there is still no quorum as above defined, the Chairperson may request the agreement of all chief participants actually present temporarily to waive paragraph 1 of this rule.

Rule 8: Voting

- 8.1 The Chairperson shall summarize the general report of the discussions. If one or more of the participants referred to in Rule 1 are not in agreement with the conclusions, their views and the grounds therefore may, at their request, be summarised in the final report of the meeting.
- 8.2 Decisions requiring a vote shall be adopted by a simple majority of the participants referred to in Rule 1 who are present and voting. Each participant referred to in Rule 1 shall have one vote.

- 8.3 For the purpose of the present rules, the expression 'participants referred to in Rule 1 who are present and voting' shall mean those casting an affirmative or negative vote. Participants abstaining from voting shall be considered as not voting.
- 8.4 When an amendment to a proposal is moved, the amendment shall be voted on first. When several amendments to a proposal are moved, the meeting shall first vote on the amendment deemed by the presiding officer to be the furthest removed 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.
- 8.5 A motion is considered an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Rule 9: Report

The conclusions reached shall be embodied in a report, which shall be transmitted to the Director-General of UNESCO.

Rule 10: Secretariat

The Secretariat of the meeting shall be provided by UNESCO officials designated for that purpose by the Director-General.

Rule 11: Duties of the Secretariat

The Secretariat shall perform all the work necessary for the smooth functioning of the meeting.

Rule 12: Statements made by the Secretariat

The Secretariat may at any time make either oral or written statements concerning any question under consideration.

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