

**SIXTH INTERNATIONAL CONFERENCE OF  
MINISTERS AND SENIOR OFFICIALS RESPONSIBLE FOR  
PHYSICAL EDUCATION AND SPORT  
(MINEPS VI)**

Kazan (Russian Federation), 14 – 15 July 2017

**PROVISIONAL RULES OF PROCEDURE**

(Drawn up in accordance with the “Regulations for the general classification of the various categories of meetings convened by UNESCO”, adopted by the General Conference at its 14<sup>th</sup> session – 14 C/Resolution 23 – and amended at its 18<sup>th</sup> session)

**I. PARTICIPATION**

**Rule 1 – Chief participants**

Member States and Associate Members of UNESCO (hereinafter referred to as the “chief participants”) may participate in the work of the Conference with the right to vote.

**Rule 2 – Representatives and observers**

2.1 States which are not Members of UNESCO, but are members of at least one organization of the United Nations system and are invited by decision of the Executive Board of UNESCO, such as Holy See and Liechtenstein, may be represented by observers.

2.2 The United Nations and other organizations of the United Nations system with which UNESCO has concluded mutual representation agreements may send representatives to the Conference.

2.3 Organizations of the United Nations system with which UNESCO has not concluded mutual representation agreements and which are invited by decision of the Executive Board, such as the World Bank and the International Monetary Fund, may send representatives.

2.4 The intergovernmental and international non-governmental organizations and institutions, foundations and other international organizations invited by decision of the Executive Board may send observers.

2.5 The representatives and observers referred to in paragraphs 1, 2, 3 and 4 of this Rule may participate in the work of the Conference without the right to vote. They may speak with the consent of the President.

**II. ORGANIZATION OF THE CONFERENCE**

**Rule 3 – Election of the Bureau**

At the beginning of the session, the Conference shall elect a President, five Vice-Presidents and a Rapporteur, who shall constitute the Bureau of the Conference.

**Rule 4 – Bodies of the Conference**

4.1 The Conference shall establish a drafting group, working groups and other subsidiary bodies. Each subsidiary body may elect its Chairperson and its Rapporteur.

4.2 The provisions of these Rules of Procedure shall apply *mutatis mutandis* to the Chair and to the discussions of the subsidiary bodies, unless those bodies or the Meeting decide otherwise, when the Rules of Procedure so permit.

### **Rule 5 – Organization of work**

5.1 The Conference shall conduct its work through commissions and plenary meetings open to all participants.

5.2 The Bureau of the Conference shall be responsible for coordinating the work of the Conference, setting the date, time and agenda of meetings and, more generally, assisting the President in carrying out his or her duties.

## **III. CONDUCT OF BUSINESS**

### **Rule 6 – Duties of the President**

6.1 In addition to the powers conferred upon him or her elsewhere by the present Rules, the President shall open and close each plenary meeting of the Conference. He or she shall direct the discussions, ensure observance of these Rules, accord the right to speak, put questions to the vote and announce decisions. He or she shall rule on points of order and, subject to the present Rules, control the proceedings and maintain order. He or she shall not vote, but may designate a member of his or her delegation to vote in his or her place.

6.2 If the President is absent during a meeting or any part thereof, he or she shall designate one of the Vice-Presidents to take his or her place. The Vice-President acting as President shall have the same powers and duties as the President.

### **Rule 7 – Conduct of meetings**

The meetings of the Conference shall be held in public unless the Conference decides otherwise.

### **Rule 8 – Quorum**

8.1 At meetings of the Conference, a quorum shall consist of a majority of the chief participants referred to in Rule 1 which are represented at the Conference.

8.2 If, after a five-minute suspension of the meeting, the quorum as defined above has still not been reached, the acting President may request the chief participants actually present to decide unanimously to waive temporarily the provisions of paragraph 1 of this Rule.

### **Rule 9 – Order and length of statements**

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

9.2 The serving President may limit the time to be allowed to each speaker.

### **Rule 10 – Points of order**

10.1 In the course of a debate, any chief participant may raise a point of order, and such point of order shall be immediately decided by the President.

10.2 An appeal may be made against the ruling of the President. It shall be put to the vote immediately and the President's decision shall stand unless overruled by a majority of the chief participants present and voting.

### **Rule 11 – Procedural motions**

11.1 Any chief participant may at any time propose the adjournment or closure of the debate or the suspension or adjournment of the meeting.

11.2 Such a motion shall be put to the vote immediately. Subject to the provisions of Rule 10.1, such motions shall have precedence in the following order over all other proposals or motions before the meeting:

- (a) to suspend the meeting;
- (b) to adjourn the meeting;
- (c) to adjourn the debate on the item under discussion;
- (d) to close the debate on the item under discussion.

### **Rule 12 – Proposals and recommendations**

12.1 The chief participants may submit proposals and draft recommendations in writing to the Secretariat of the Conference, which shall communicate them to the drafting group provided for in Rule 4.1.

12.2 As a general rule, no proposal or draft recommendation shall be discussed or put to the vote unless it has been examined by the drafting group, which shall submit synoptic proposals to the Bureau of the Conference in the working languages of the Conference.

### **Rule 13 – Working languages**

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

13.2 Statements made in one of the working languages in meetings of the Conference shall be interpreted into the other working languages listed above. Statements made in one of these languages in the drafting group shall be interpreted into the other languages, as required.

13.3 However, speakers are free to speak in any other language, provided they make their own arrangements for the interpretation of their statements into one of the working languages of the Conference.

13.4 The main working and information documents of the Conference shall be issued in Arabic, Chinese, English, French, Russian and Spanish.

### **Rule 14 – Voting**

14.1 Each chief participant shall have one vote at the Conference and in its subsidiary bodies.

14.2 Subject to the provisions of Rule 8.2 and Rule 18, decisions shall be taken by a simple majority of the chief participants present and voting.

14.3 For the purpose of these Rules of Procedure, the words “chief participants present and voting” shall mean chief participants casting an affirmative or negative vote. Chief participants abstaining from voting shall be considered as not voting.

14.4 Voting shall normally be by a show of hands.

14.5 When the result of a vote by a show of hands is in doubt, the acting President may take a second vote by roll-call. A vote by roll-call shall also be taken if it is requested by not less than two chief participants before voting takes place.

14.6 If 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 President to be furthest removed in substance from the original proposal, and then on the amendment deemed by the President to be the next furthest removed therefrom and so on, until all the amendments have been put to the vote.

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

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

### **Rule 15 – Reports**

15.1 The results of the work of the Conference shall be communicated to the Conference in the form of an oral report and a written report (recommendations, outcome document).

15.2 Following the closure of the Conference, UNESCO shall publish a final report.

## **IV. SECRETARIAT OF THE CONFERENCE**

### **Rule 16 – Secretariat**

16.1 The Director-General of UNESCO or his or her representative shall participate in the work of the Conference without the right to vote. He or she may at any time make either oral or written statements to the Conference on any matter examined.

16.2 The Director-General of UNESCO shall appoint an official to carry out the duties of Secretary of the Conference, and other officials who shall together constitute the Secretariat of the Conference.

16.3 The Secretariat shall receive and distribute all official documents of the Conference. It shall help to draft the reports of the Conference and perform any other tasks necessary for the proper functioning of the Conference.

## **V. ADOPTION AND AMENDMENT OF THE RULES OF PROCEDURE**

### **Rule 17 – Adoption**

The Conference shall adopt these Rules of Procedure by a decision taken in plenary meeting by a simple majority of the chief participants present and voting.

### **Rule 18 – Amendment**

The Conference may amend these Rules of Procedure by a decision taken in plenary meeting by a simple majority of the chief participants present and voting.

### **Rule 19 – Suspension**

Individual rules of these Rules of Procedure may be suspended by a decision of the Conference taken in plenary meeting by a simple majority of the chief participants present and voting.