



MOST/IGC/2017/Rules of Procedure  
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United Nations  
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la science et la culture

## Rules of Procedure

### Intergovernmental Council of the MOST Programme

*The revised Rules of Procedure for the Intergovernmental Council of the MOST Programme (IGC) were adopted at the 13<sup>th</sup> Ordinary Session of the Intergovernmental Council of the Management of Social Transformations (MOST) Programme, on 17 March 2017, in Kuala Lumpur.*

#### Rule 1 – Membership

- 1.1 Each representative of a State that is a member of the Intergovernmental Council may be assisted by advisers and experts.
- 1.2 Each member of the Intergovernmental Council shall notify the MOST Secretariat of the names of its designated representative, as well as its advisers and experts, at least two weeks before each session.

#### Rule 2 – Functions

Within the framework of the decisions of the General Conference concerning MOST, the Intergovernmental Council shall discharge the functions assigned to it by Article VII of its Statutes.

#### Rule 3 – Sessions

- 3.1 Ordinary sessions shall be convened by the Director-General in accordance with the decisions of the Intergovernmental Council.
- 3.2 The Intergovernmental Council shall normally meet at the Headquarters of UNESCO. It may meet elsewhere upon the invitation of one of its members if so decided by a majority of its members after consultations with the Director-General.
- 3.3 All Member States and Associate Members of UNESCO shall be informed in good time of the place and date of the sessions of the Intergovernmental Council.

#### **Rule 4 – Observers**

The observers specified by Article IX of the Statutes and the invited experts specified by Article X of the Statutes have no right to vote in sessions of the Intergovernmental Council.

#### **Rule 5 – Provisional agenda**

5.1 The provisional agenda of sessions shall be prepared by the Director-General following consultations with the members of the Bureau.

5.2 The provisional agenda shall be communicated to the members of the Intergovernmental Council at least four weeks before the opening of each session.

5.3 The provisional agenda shall also be communicated to Member States and Associate Members of UNESCO that are non-members of the Intergovernmental Council and to organizations of the United Nations System and other governmental and non-governmental organizations that, in accordance with Article IX of the Statutes, have been invited to the sessions of the Intergovernmental Council without the right to vote

5.4 The provisional agenda of a session shall include:

All items the inclusion of which has been decided by the Intergovernmental Council at previous sessions;

All items proposed by members of the Intergovernmental Council;

All items which the Director-General of UNESCO deems it necessary to raise.

#### **Rule 6 – Adoption of the agenda**

At the beginning of each session, the Intergovernmental Council shall adopt the agenda for that session.

#### **Rule 7 – Amendments, deletions and new items**

The Intergovernmental Council may, during a session, modify the order of items on the agenda or add or delete them. New items may be added to the agenda if so decided by a two-thirds majority of the members present and voting.

#### **Rule 8 – Bureau**

8.1 The members of the Bureau representing members of the Intergovernmental Council shall remain in office until a new Bureau has been elected.

8.2 Members of the Intergovernmental Council that have served two consecutive terms in the Bureau are ineligible for immediate re-election.

8.3 Meetings of the Bureau may be convened between sessions of the Intergovernmental Council at the request of the majority of the members of the Intergovernmental Council or of the Bureau, or at the request of the Director-General of UNESCO. In such cases the reasons for the meeting of the Bureau shall be specified in the request for its convening. The expenses for the participation of Bureau members shall be paid by the States they represent.

8.4 Members of the Intergovernmental Council which are not members of the Bureau may attend Bureau meetings as observers.

8.5 Experts may be invited, by the MOST Secretariat in consultation with the Bureau, to attend and contribute to Bureau meetings.

8.6 Working documents of each Bureau meeting shall be communicated to the members before the meeting.

#### **Rule 9 – Functions of the President**

9.1 In addition to exercising the powers conferred upon him elsewhere by these Rules, the President shall have the following powers: she or he 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. She or he shall rule on points of order and, subject to these Rules, shall control the proceedings and the maintenance of order.

9.2 The President ensures close cooperation and coordination between the Bureau and the SAC in order to ensure the implementation of the existing strategy of MOST.

#### **Rule 10 – Replacement of the President**

10.1 If the President is, for any reason, unable to complete her or his term of office, the Bureau shall choose one of the Vice-Presidents to become President for the remainder of the term of office.

10.2 In the absence of the President during the sessions of the Intergovernmental Council and meetings of the Bureau, her or his functions shall be exercised instead by one of the Vice-Presidents.

10.3 Should the President be unable to exercise her or her or his functions between sessions, the Bureau shall choose one of the Vice-Presidents to exercise the functions of the President.

#### **Rule 11 – Replacement of the Rapporteur**

11.1 If the Rapporteur for any reason is unable to complete her or his term of office, the Bureau shall choose one of the Vice-Presidents to become Rapporteur for the remainder of the term of office.

11.2 In the absence of the Rapporteur during the sessions of the Intergovernmental Council and meetings of the Bureau, her or her or his functions shall instead be exercised by one of the Vice-Presidents.

11.3 Should the Rapporteur be unable to exercise her or her or his functions between sessions, the Bureau shall choose one of the Vice-Presidents to exercise the functions of the Rapporteur.

#### **Rule 12 – Subsidiary bodies**

12.1 In order to discharge the duties assigned to it by its Statutes, the Intergovernmental Council may establish such subsidiary bodies as it considers necessary for the conduct of its business, including committees and working groups, within the limits of the funds approved by the General Conference. Such bodies may also function in between the ordinary sessions of the Intergovernmental Council.

12.2 Such subsidiary bodies shall submit a report on the outcomes of their work with recommendations to the Intergovernmental Council.

#### **Rule 13 – Participation of the Scientific Advisory Committee**

13.1 The Chairperson of the SAC shall be invited as an observer to sessions of the Intergovernmental Council and meetings of the Bureau, where she or he shall present orally a written report, circulated in advance, on the activities of the SAC since the previous session or meeting and on other scientific matters that the SAC wishes to bring to the attention of the Intergovernmental Council or of the Bureau.

13.2 If the Chairperson of the SAC is unavailable for a session or meeting, SAC shall designate one of its members to participate.

#### **Rule 14 – Secretariat**

14.1 The Director-General of UNESCO, or her or his representative, shall participate in the work of the Intergovernmental Council, its Bureau or its other subsidiary bodies, without the right to vote. She or he may at any time submit either oral or written statements and/or reports to the Intergovernmental Council, to the Bureau or to any other subsidiary body on any matter under discussion.

14.2 The MOST Secretariat shall consult the Intergovernmental Council while it is in session concerning the date and place of its following sessions, and shall take the steps required to convene them.

14.3 The MOST Secretariat shall also conduct consultations regarding the dates of the meetings of its subsidiary bodies in accordance with the Bureau's instructions, and shall take the steps required to convene them.

14.4 The MOST Secretariat shall assemble all suggestions and comments made by Member States of UNESCO and the international organizations concerned, with regard to MOST, and shall prepare them for examination by the Intergovernmental Council.

14.5 The Executive Secretary of MOST, or her or his representative, shall attend all sessions of the Intergovernmental Council and meetings of the Bureau and its subsidiary bodies.

14.6 The Executive Secretary of MOST, or her or his representative, may make oral as well as written statements to the Intergovernmental Council, to its subsidiary bodies and to the Bureau concerning any question under consideration.

#### **Rule 15 – Working languages**

English and French shall be the working languages of the Intergovernmental Council and of its subsidiary bodies for all purposes.

#### **Rule 16 – Use of other languages**

Any speaker may speak in a language other than the working languages defined by Rule 15 subject to providing, at the speaker's own expense, for interpretation into one or other of the working languages.

#### **Rule 17 – Working documents**

The working documents of each session of the Intergovernmental Council shall, as a rule, be communicated to the members four weeks before the opening of each session.

#### **Rule 18 – Quorum**

18.1 A majority of the States members of the Intergovernmental Council shall constitute a quorum, in both its ordinary and extraordinary sessions.

18.2 At meetings of the subsidiary bodies of the Intergovernmental Council, a quorum shall be constituted by a majority of the members of the Intergovernmental Council that are members of the body in question.

18.3 However, in the case of sessions of the Intergovernmental Council and meetings of its subsidiary bodies, if after fifteen minutes' adjournment there is still no quorum as above defined, the President may request the agreement of all members actually present to waive temporarily paragraph 18.2 of this Rule.

**Rule 19 – Publicity of meetings**

All meetings of the Intergovernmental Council and its subsidiary bodies, except meetings of the Bureau, shall be open to the public unless the Intergovernmental Council or the subsidiary body decides otherwise.

**Rule 20 – Right to speak**

20.1 The observers referred to in Article IX of the Statutes may, only with the authorization of the President, speak during the discussions of the Intergovernmental Council.

20.2 Observers shall not be given the right to speak during the adoption of decisions and voting.

**Rule 21 – Order of speeches**

The President shall call upon speakers in the order in which they have expressed the desire to speak. Members of the Intergovernmental Council shall be accorded precedence.

**Rule 22 – Time-limit on speeches**

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

**Rule 23 – Points of order**

During the discussion on any matter, a representative of a member of the Intergovernmental Council may at any time raise a point of order, which point of order shall forthwith be decided upon by the President. Any representative may appeal against the ruling of the President, which can only be overruled by a majority of the members present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

**Rule 24 – Suspension, adjournment, closure**

24.1 Any representative of a State member of the Intergovernmental Council 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 shall be decided by a majority of members present and voting.

24.2 Subject to the provisions of Rule 23, the following motions shall have precedence in the following order over all other proposals or motions:

- (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 25 – Voting**

25.1 Decisions shall be taken by a majority of the members present and voting, except in the cases specified in Rules 7, 31 and 32.

25.2 For the purpose of these Rules, the phrase “members present and voting” means members casting an affirmative or negative vote. Members who abstain from voting are considered as not voting.

#### **Rule 26 – Show of hands and roll-call**

Voting shall normally be by show of hands, except that any member may, before the voting starts, request a roll-call. The vote or abstention of each member participating in a roll-call shall be inserted in the report.

#### **Rule 27 – Voting on amendments**

27.1 When an amendment to a proposal is moved, the amendment shall be voted on first.

27.2 When two or more amendments to a proposal are moved, the Intergovernmental Council 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 next furthest removed therefrom, and so on, until all amendments have been put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on. If no amendment is adopted the proposal shall be put to the vote in its original form.

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

#### **Rule 28 – Secret ballot**

All elections shall be conducted by secret ballot unless, in the absence of objections on the part of any one of its members, the Intergovernmental Council decides otherwise.

#### **Rule 29 – Equally divided votes**

If a vote is equally divided, a second vote shall be taken. If there is still no majority in favour of the proposal, it shall be considered as lost.

**Rule 30 – Special consultation by correspondence**

Should the approval of the Bureau or of the Intergovernmental Council be required for measures of urgency and importance while the Bureau or the Intergovernmental Council is not in session, the MOST Secretariat may consult the members by written correspondence.

**Rule 31 – Amendment**

These Rules of Procedure, except when they reproduce provisions of the Intergovernmental Council's Statutes or decisions of UNESCO's General Conference, may be amended by a decision of the Intergovernmental Council taken by a two-thirds majority of the members present and voting, provided that the proposal for amendment has been placed on the agenda.

**Rule 32 – Suspension**

Any provision of these Rules, except when it reproduces provisions of the Statutes or decisions of UNESCO's General Conference, may be suspended by a decision taken by a two-thirds majority of the members present and voting.